



# Clifton High School

co-educational nursery pre-school to sixth form

<b>Policy applies from EYFS to Sixth Form</b>	<b>Health and Safety</b>
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A shaded area denotes a regulation to which all schools must comply	

*Clifton High School is committed to child protection and safeguarding children and young people and expects all staff, visitors and volunteers to share this commitment.*

## **Related Policies**

Educational Visits  
Fire Risk Assessment  
Fire Risk Prevention  
First Aid  
Minibus  
Risk Assessment  
School Evacuation  
Security

The Council of Governors (the Council) of Clifton High School recognise their responsibility under the Health & Safety at Work Act 1974 to provide for the health, safety and welfare of their staff, pupils, parents, visitors, volunteers and contractors who may be affected by the activities of the School.

To this end the Council will, so far as is reasonably practicable, fully comply with the requirements of the said act, and such of its attendant Regulations as may apply, by making suitable and sufficient arrangements to

- Develop and maintain safe systems of work
- Provide sufficient information, instruction, training and supervision to ensure the health and safety of all staff, visitors, volunteers and contractors working within the premises and during sporting activities and Educational Visits away from the School
- Provide competent technical information and professional guidance as required
- Provide plant and equipment that is fit for purpose and maintained in accordance with the necessary requirements
- Ensure the safe use, handling, storage, transportation and disposal of articles and substances
- Maintain a safe and healthy place of work, including the maintenance of safe access and egress, with due regard for the environmental effects of the School's activities
- Formally consult and advise with staff on all matters having effect on their health, safety and welfare at work

Without detracting from the responsibility of the Council, day-to-day management of health and safety within the School rests with the Head of School, the Deputy Heads of School, the Director of Finance and Operations, Heads of Department, Heads of Key Stages and others as detailed in the 'Organisation' section of this Policy.

The Council recognise that no Health and Safety Policy can be successful without the full cooperation of all staff. The Head of School, the Deputy Heads of School and the Director of Finance and Operations will ensure all staff understand their statutory duty to take reasonable care for the health and safety of themselves and others, and to co-operate with Clifton High School in the implementation of the Health and Safety Policy and safe working practices.

Health and Safety and other specific Health and Safety related matters will be reported on at every Council meeting and there will be a termly Health and Safety meeting attended by the appointed Governor and the School's Health and Safety Advisor.

The School's Health and Safety Policies are reviewed annually by the Council and this review is recorded at the Annual General Meeting.

## **Organisation**

### **The Council**

The ultimate responsibility for health and safety rests with the Council, who will, so far as is reasonably practicable, provide sufficient resources to enable this Health and Safety Policy to be implemented effectively. A member of the Council is responsible for ensuring that as far as is reasonably practicable the Policy is enforced. The designated member of the Council attends the termly health and Safety meeting with the School's professional Health and Safety Advisor.

The Head of School, the Deputy Heads of School and the Director of Finance and Operations are responsible to the Council for ensuring the effective implementation of the Policy within Clifton High School.

They will ensure that

- They are familiar with the Policy
- Reference to the Health and Safety Policy is included in the Employee Handbook
- All staff are aware of the objectives of the Policy and of the duties the Policy places upon them
- That health and safety at school is effectively monitored

### **The Health and Safety Co-ordinators**

The Director of Finance and Operations has overall responsibility for monitoring health and safety within the School with assistance from the Estates Manager and Finance Department. Together they are the Safety Co-ordinators.

The Director of Finance and Operations with the Estates Manager will ensure that

- There is adequate insurance cover in place to mitigate any unforeseen consequences of the activities of the Estates Department and contractors
- All regulatory inspections, tests and maintenance of equipment and systems provided for health and safety within the School are carried out as necessary by competent specialists
- Advice from subject matter experts is taken so appropriate measures are in place to ensure effective management of fire risks
- That the Fire Risk Assessment is reviewed annually or when a new risk emerges
- Systems to ensure the health, safety, welfare and security of staff, pupils, etc. are in place and effectively managed
- Suitable arrangements are in place for the management of vehicles on site
- The School minibuses are properly maintained and roadworthy
- Where required, the School complies with the requirements of the current Construction (Design and Management) Regulations 2015
- Arrangements for implementing the Policy are effective in operation
- They Liaise with the Health and Safety Advisor, to review and update the Policy in the light of new legislation, changes in organisation, for example

- Monitor the health and safety performance of the school via observation, tasking the Health and Safety Advisor to conduct safety audits, hazard spotting and risk assessment, including classrooms and playgrounds but excluding educational visits which are the responsibility of the visit leader. See Educational Visits Policy
- All staff receive induction and refresher training to enable them to carry out their work without risk to their health, safety or welfare
- Fire marshals are appointed each year and trained annually
- Full fire practice is held at least once in every term
- Full evacuation from the School site to a location outside the School perimeter is completed biennially
- Everyone is familiar with the fire practice and assembly point procedures and related arrangements so that that the school can be safely evacuated in the event of a fire or other incident
- Controls are in place for those working alone and/or after normal hours
- All training needs are identified and addressed for example with pregnant colleagues

Heads of Department and Heads of Key Stages will

- Complete an annual Risk Assessment for their department or Key Stage
- Where applicable, work with the Safety Coordinator and appointed Health and Safety Advisor to issue detailed departmental risk assessments (reviewed annually) and instructions and guidelines to staff relating to their activities, and ensure staff are conversant with them
- Ensure their staff receive suitable and sufficient training/refresher training to enable them to carry out their functions safely and with no risk to their health and safety
- Ensure that equipment necessary for the work of the department is maintained in compliance with current regulations and/or Policy
- Monitor the health and safety performance of their department via observations and safety audits conducted by the external Health and Safety Advisor
- Ensure that assessments for all hazardous substances used and stored within their departments are undertaken as specified by the current Control of Substances Hazardous to Health (COSHH) Regulations.
- In particular, the Heads of those Departments and Key Stages where risks can reasonably be foreseen (i.e. Art, Design and Innovation, Food and Nutrition, P.E. and Science) will, as applicable
  - Prevent unsupervised access by pupils to potentially dangerous areas
  - Check that all Scientific and Design and Innovation equipment is switched off at the end of the school day
  - Secure flammable materials used in securely locked, fire resistant storage
  - Ensure that radiation sources are kept in a securely locked, fire-resistant store, and that their condition and use are monitored by a suitably qualified 'Radiation Protection Supervisor'
  - That all radiation matters are reported on at every Health and Safety meeting

Teachers and other classroom workers will

- Instruct students in the School's safety procedures, and in such specific health and safety measures as are required for operations or processes involving known hazards and hazardous substances
- Provide as necessary, and ensure the proper use of, personal protective equipment (PPE)
- Ensure that tools and equipment are in good condition and have been tested as appropriate for safe operation
- Ensure that any hazards identified, or concerns about the implementation of the Policy, are reported to their Head of Department or Key Stage

Business Support Departments and Laboratory Technicians will

- Assist their Head of Department and the Head of School, Deputy Heads of School and the Director of Finance and Operations in the discharge of their duties with regard to health, safety and welfare

The School Architect and other Construction Professionals will

- Report to the Director of Finance and Operations on all matters regarding the maintenance of the structure and fabric of the School buildings
- Where required the Architect or his appointed Building Surveyor or the Estates Manager will act as the School's Contractor Liaison Manager and ensure that all contractors working on School premises are aware of any particular hazards associated with the areas in which they are working, and that they are aware of any relevant policies for example scaffolding inspection or hot works certificates

The Estates Manager, in addition to his responsibilities as Safety Coordinator will arrange, and keep records of, regulatory inspections, tests and maintenance of equipment and systems provided for health and safety within the school, including:

- Electrical installation testing and identified remedial works
- Regular Portable Appliance Testing (PAT) testing
- Fire alarm testing and reviews on how fire practices were conducted
- All gas appliances testing (boilers, kitchen equipment etc.)
- Landlord's gas safety certificates (domestic accommodation)
- Legionella testing records and related documentation
- The maintenance and labelling of a suitable and sufficient potable water supply
- Ensuring that drains, gutters, etc. are kept unblocked. Checking that all drain runs are clear
- The regular maintenance functions, (including working at heights, electricity, manual handling, building work, use of power tools, COSHH and flammable materials)
- The Asbestos Register and Asbestos Management Plan
- Ensuring compliance, where applicable, with The Construction (Design and Management) Regulations 2015 (CDM) Regulations by contractors working on School premises
- Have day-to-day management control of building security (e.g. alarms, locking external doors and windows, etc.)
- Carry out regular tests of the fire alarm and keep a record in the Fire Log Book
- Ensure that equipment necessary for the work of the department is maintained in compliance with current regulations and/or Policy and that appropriate notices are displayed adjacent to specific hazards
- Direct any matters concerning health and safety to the Director of Finance and Operations
- Monitor the health and safety performance of the Maintenance Department via observations, safety audits, etc.
- Ensure that assessments for all hazardous substances used within the Department are undertaken as specified by COSHH
- Arrange for the professional high level cleaning and with the Executive Chef, of all cooking, extraction systems storage areas, surfaces, fridges and freezers as required
- Ensure that appropriate pest control measures are in place

The School's Contractor Liaison Manager (CLM) is the Estates Manager and will ensure that Contractors are

- Aware and compliant with Keeping Children Safe in Education (KCSIE)
- Aware and compliant with of the relevant sections of the School Health and Safety Policy. The CLM will also arrange any necessary contact between the School and the Contractor through the appropriate department

- Have the necessary training and certification if conducting works governed by legislation, e.g. hot works or using scaffolding
- That all electric powered tools are PAT tested and that the certification is in date

Estates Staff will

- Assist the Estates manager in the discharge of his responsibilities with regard to health, safety and welfare.

The School Nurse will

Organise and manage the School's health care arrangements

- Maintain an accident book and reporting notifiable injuries, Diseases and Dangerous Occurrences (RIDDOR) and accidents to the Health and Safety Executive
- Keep statistics of accidents and prepare a summary reports for the Health and Safety Committee meeting each term
- Escort pupils to hospital (and inform their parents) where a parent or a member of the teaching staff is not available
- Inspect and maintain all first aid boxes and body spills kits
- Arrange delivery of suitable first aid training to staff by appropriately qualified specialists

The Executive Chef will

- Liaise with the Health and Safety Coordinators and Advisor on all matters relating to health and safety
- Ensure all kitchen staff are trained on the equipment relevant to their position
- Ensure that the risk assessment for the department and equipment is reviewed annually or when circumstances or equipment changes

The Health and Safety Advisor will

- Advise on all matters relating to health, safety and welfare with regard to the School. In addition, the Health and Safety Advisor is contactable during normal working hours via the Safety Coordinators
- Undertake Health and Safety Audits and assist in the undertaking of Risk Assessments in conjunction with, and as required by, the Head of School, Deputy Heads of School, the Director of Finance and Operations or the Estates Manager
- Attend and produce written minutes, of the termly health and safety meeting and make recommendations and records to assist in providing an effective safety monitoring system
- Update staff on the latest developments in health and safety
- Assist in the investigation of accidents (particularly 'reportable' accidents) as required

Domestic Services - Cleaning

The School's Domestic Services arrangements are managed by Glen Clean Limited. The Area Manager and supervisor liaise with the Health and Safety Coordinators as required on all matters relating to health and safety concerning the cleaning staff.

All staff

It is the duty of all members of the School Community to take reasonable care for the health and safety of themselves, and of any others who may be affected by their acts or omissions. They must not misuse any item of equipment provided for health and safety and must report any defects and/or hazards to the Safety Coordinators, Head of School, Deputy Heads of School or the Director of Finance and Operations.

## **Arrangements for Health and Safety**

### **Accident Reporting (RIDDOR)**

The Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 2013 (RIDDOR) require specified injuries and diseases associated with working activities in school, or during educational activities elsewhere, to be reported to the Health and Safety Executive.

Whilst the Director of Finance and Operations has the duty to inform the Health and Safety Executive (HSE) of all such incidents, in practice it will normally be the School Nurse who makes the report within the specified timescales using the standard on-line procedure. In the event of a fatality the Head of School, Deputy Heads of School or the Director of Finance and Operations will inform the HSE. The Director of Finance and Operations will arrange for accidents and "near misses" to be investigated to determine the need for any remedial action. If required this will be completed by the Health and Safety Advisor.

Where appropriate, a copy of the report will be made available for discussion at the next Health and Safety Committee Meeting.

The School will keep a record of all reportable injuries, diseases and dangerous occurrences.

The accident record will include

- The date and time of the incident
- Full name of the affected person(s)
- Occupation of the affected person(s)
- Nature of injury or condition of the affected person(s)
- Place where the accident or dangerous occurrence happened
- A brief description of the circumstances

The Accident Report Form can be found in the Staff area of the website under useful documents.

### **Asbestos**

The School commissioned an asbestos survey in 2016 to identify the location and condition of all asbestos in the school; the results of this survey are kept in the School's Asbestos Register held by the Estates Manager. The Estates Manager also arranges for any necessary sampling and/or removal, by competent specialist contractors, before major works takes place, and ensure that building contractors are fully briefed on areas where asbestos is/may be present before starting work. An Asbestos Management plan is in place and reviewed as necessary. A copy of this plan, including relevant documentation, is in the Estates Manager's office.

### **School Evacuation**

See School Evacuation Policy.

### **Critical Incident Plan**

The School has a Critical Incident Plan which is exercised under the guidance of an experienced Critical Incident Consultant. The Director of Operations has details of the Critical Incident Plan. Appropriate communication strategies are included within the plan.

### **Display Screen Equipment**

The School complies with the Health and Safety (Display Screen Equipment) Regulations, 1992 as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002. This includes refunding the costs of appropriate eyesight test carried out by an optician for staff.

All teaching computers are set to switch off automatically every evening after 6:30 pm, during the holidays and at weekends computers which are not in use are automatically switched off.

Associated projectors switch off automatically after 60 minutes of inactivity during the working day at the request of teachers (who do not wish to disrupt lessons) and are off in the evenings and during the holidays.

### **Electrical Safety**

The School will ensure that all electrical systems and appliances are subject to a formal system of regular maintenance, testing and inspection.

Fixed electrical installations are inspected and the results recorded by a specialist electrical contractor every 5 years. The Estates Manager has copies of the inspection records.

### **Portable Appliance testing**

The Estates Manager will maintain a log of all portable appliances used in the School, which will be inspected and tested in accordance with the recommendations given in Health and Safety Executive publication HSG 107 (third edition) – Maintaining Portable Electrical Equipment in Offices and Other Low-Risk Environments. The log is in the Estates Manager's office.

### **Health & Safety Committee**

The School's Health & Safety Committee fulfils an essential role in the effective implementation of this Policy and School health and safety procedures. The Committee will normally meet once per term and will

- Discuss matters concerning health and safety
- Monitor the effectiveness of health and safety within the School
- Monitor the implementation of professional advice
- Assist in the development of safety rules and safe systems of work
- Encourage suggestions and reporting of defects by all members of staff

The committee will be made up of

Member of Council with responsibility for Health and Safety

The Director of Finance and Operations – Chairman

A Deputy Head of School

The Head of Boys Games

The Head of Girls Games

The School Nurse

The Executive Chef

The Heads of Physics, Chemistry, Biology and the Radiation Protection Supervisor

The Laboratory Technicians

The Health and Safety Advisor, who acts as Minutes Secretary

Other parties, as may be agreed by the Committee.

Particular people may be co-opted onto the Committee when their presence will assist in the discussion of specific agenda items for example the Head of Art or Design and Innovation.

### **Environmental Protection**

The School recognises that conducting its operations in an environmentally friendly fashion is beneficial to the School, its staff and pupils, and society in general. The School will seek to protect and improve the environment by adopting policies with regard to reducing the consumption of energy and water, carefully sourcing materials used and recycling. This Policy has proved so successful that Clifton High School was awarded the Eco School prestigious Green Flag Award in 2015.

### **Gas Safety**

All gas appliances used in the School are subject to annual tests and inspections by a competent contractor (i.e. 'Gas Safe' registered) as per the requirements of the Gas Safety (Installation and Use) Regulations 1998 (fourth edition L56). The duty to ensure that such tests and inspections are carried out lies with the Estates Manager. The records of these inspections are held in the Estates Manager's Office.

### **Health and Safety Notices**

Formal health and safety signage throughout the School conforms to the requirements of the Health and Safety (Signs and Signals) Regulations 1996. All are compliant with the guidance contained in BS 5378 with regard to colours, and BS 5499 with regard to fire signage.

In addition there are areas of noticeboards dedicated to health and safety in each of the main staff common rooms.

### **Legionella**

The School retains the services of a professional legionella management company to monitor and record details of, boilers, hot and cold water outlets and the position of 'dead legs'. The Estates manager will also arrange for any necessary sampling and/or remedial works by competent specialist contractors. Full details of the School's Legionella contract and records are held in the Estates Manager's office.

### **Lone Working**

The School has adequate systems in place with an external provider that if appropriate, allows a lone worker from the Estates Department to telephone a call centre before undertaking a task. Once completed the lone worker re-contacts the call centre to advise that the task or duty has been safely completed. In the event that a lone worker does not re-contact the call centre the Estates Manager or Director of Finance and Operations is advised by the call centre and another member of staff is tasked to investigate. This ensures, so far as is reasonably practicable, that Estates staff, who work alone have third party support as and when they require it.

### **Manual Handling**

The School recognises that manual handling operations are a significant factor in many injuries at work, and the School will avoid the need, so far as is reasonably practicable, for employees to undertake any manual handling operation which involves a risk of injury. The school's Health and Safety Advisor offers regular manual handling training to groups of staff as and when required. The Estates Manager is responsible for ensuring that all records of training for the Estates Department and manual handling training for other departments is recorded on the Schools Information Management System (SIMS) by the Database Administrator.

### **Risk Assessments**

See Risk Assessment Policy.

### **Slips, Trips and Falls**

The School will ensure that areas and operations which involve a high risk of slip, trip and fall incidents will be eliminated, so far as is reasonably practicable. Measures to achieve this will include regular maintenance of all areas.

### **Induction of New Staff**

Suitable and sufficient training will be provided to all staff to enable them to meet their obligations under the Health and Safety Policy

- On the first day of work, new staff will be given an overview of the Health and Safety Policy, First Aid arrangements, Working at Heights, Fire Prevention and Procedures. This will be given by one of the safety coordinators or the ~Director of Finance and Operations
- Formal induction is the responsibility of a Deputy Head of School and training will be delivered as soon as is practicable. All training is and recorded by on the School Management Information System (SIMS).
- Appropriate additional training will be provided where staff are exposed to new or increased risks due to a change of responsibilities, the introduction of new work equipment or technology or a change in working practices.



- Appropriate refresher training will be provided as and when necessary most usually during Continuous Professional Development (CPD) training days

The member of staff responsible for induction training will provide the Database Administrator with the names of those new staff who have been inducted and have had Health and Safety training for recording on SIMS

#### **Refresher Training**

This will be given at the CPD in September and January of each year. The Deputy Head responsible for CPD will provide details of the attendees and the training delivered to the Database Administrator for recording on SIMS

#### **Working at Heights**

The School adheres to the Work at Height Regulations 2005.