

HEALTH & SAFETY POLICY



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Statement of Health & Safety Policy

HGSC is committed to providing safe and healthy conditions for pupils, staff and visitors and to the compliance with all relevant Health and Safety Legislation.

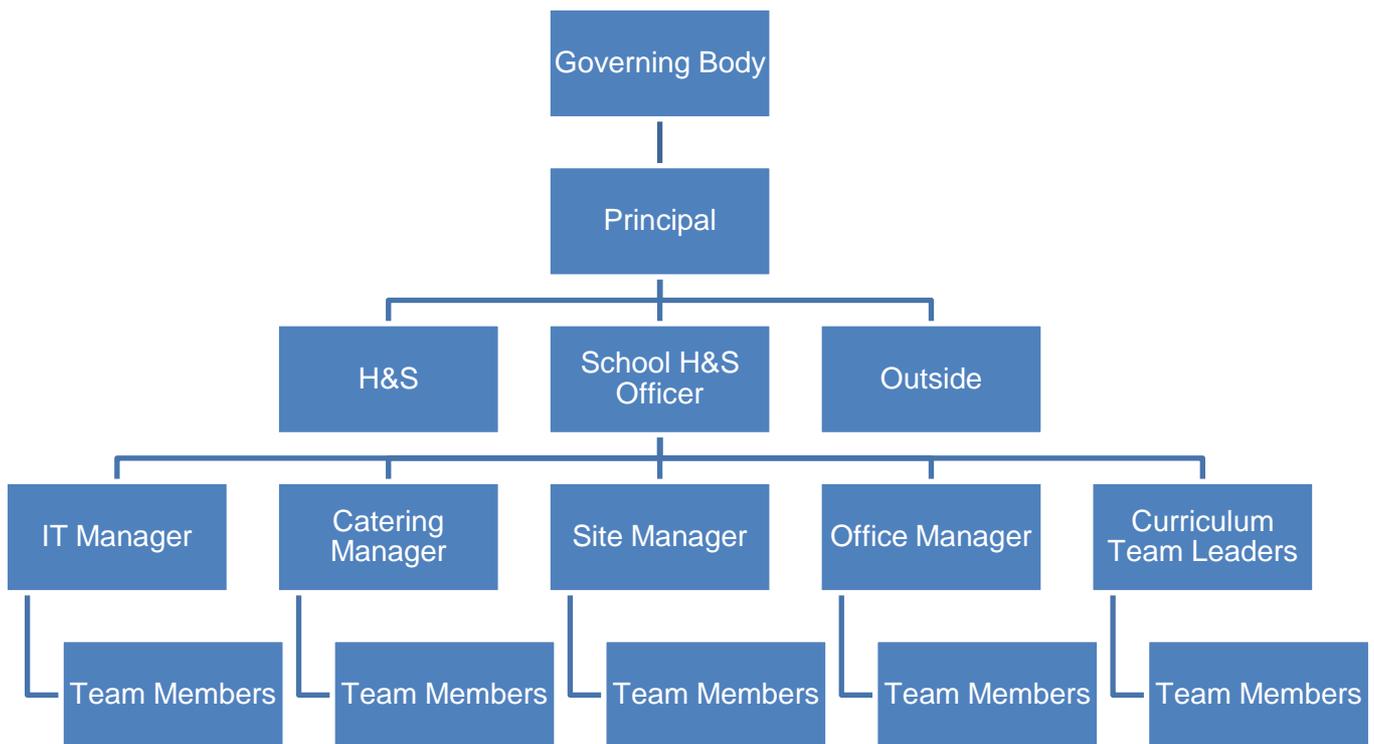
The local governing body has a responsibility to monitor overall implementation of the Health and Safety Policy.

The local governing body accepts that Health and Safety is an integral part of all activities and believes that the only effective approach to injury, ill health and loss prevention is one based on the active participation of everyone and the systematic identification of hazards and the assessment and control of risks. Co-operation from employees and management within the school for its implementation is essential.

Appropriate Health and Safety standards will be applied to all activities and deviations from these will not be tolerated. Any uncertainty regarding Health and Safety is to be raised with the Health and Safety Officer (through normal management channels) and where necessary specialist advice and assistance will be obtained.

General Responsibilities

Management of Health & Safety



Local Governing Body

Are responsible for ensuring that:

- A Health and Safety policy is prepared and reviewed
- Staff responsibilities are set.
- Staff are aware of what is expected of them.
- Staff are competent to meet these expectations.

Principal

Is responsible to the Local Governing Body for ensuring that:

- Hazards are identified and that significant risks are assessed.
- Relevant Health and Safety legislation is identified.
- Arrangements are made and implemented to control the significant risks and comply with the relevant health and safety legislation.
- The arrangements are recorded in the health and safety policy.
- The arrangements are monitored to ensure that they are working.
- Staff are capable of dealing with the health and safety requirements of their work.
- Any problems achieving the intentions of the school's general statement of health and safety policy are reported to the local governing body.
- Specialist help and assistance are obtained where necessary.
- The results of health and safety monitoring are reported to the Governing Body along with details of any major injuries to staff or pupils.
(See management of Health and Safety for delegated duties)

Line Managers

Responsibilities:

- To familiarise themselves with the school's safety policy, the organisation and arrangements for effecting that policy and safety rules and codes applicable to their areas of responsibility.
- To ensure that all staff in their areas are appropriately trained where applicable and aware of any hazards or risk to health associated with their work or work place.
- To ensure new staff are instructed appropriately and fully aware of the Health and Safety Policy.
- Ensuring that health and safety provisions and procedures are understood and adhered to by all members of their department including part-time staff, visitors and contractors.
- Ensuring that all equipment is safe and properly maintained/serviced, ensuring that defects are promptly rectified or notified to the Health and safety Officer.
- To maintain a high standard of housekeeping.
- To ensure that all pupils working in their area are trained and familiar with all safe working practices applicable in that area.

Teachers & Ancillary Staff

Are responsible to the Principal for:

- Taking all reasonable care for their own health and safety and that of others who may be affected by their actions or omissions.
- Co-operating with the management of the school to implement the requirements of health and safety legislation and the school's Health and Safety Policy.
- Carrying out appropriate risk assessments.
- Not misusing anything provided in the interests of health and safety.
- Reporting to the Principal or delegated officer any health and safety matter they cannot deal with themselves or any shortcomings they consider in the health and safety arrangements.

Health & Safety Officer

Is responsible to the Principal for:

- Carrying out inspections, both as a matter of routine and following an accident or dangerous occurrence.
- To investigate complaints relating to Health, Safety and Welfare at work and to make representations to the Principal regarding actions to be taken.
- Attend safety committee meetings.
- Receiving information from, and represent the school in consultation with Health and Safety Executive Inspectors.
- Ensuring that line managers are maintaining their responsibilities in connection with Health and Safety issues in their areas.
- The recording of all relevant records regarding Health and Safety inspections etc.
- Ensuring whole school issues such as fire drill are monitored and regularly reviewed.

Health & Safety Consultants

Are appointed by the school to be competent persons as required by the management of Health & Safety at Work Regulations 1999 (as amended) and are responsible in providing assistance with:

- The identification of hazards and relevant health and safety legislation.
- The assessment of risks and devising and implementing of measures to control the risks and comply with health and safety legislation
- The monitoring of the health and safety arrangements by carrying out an annual inspection of the school and preparing a report for consideration by the Governing Body and the Principal.

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ARRANGEMENTS

1.1 GENERAL HAZARDS

Basic Health Safety and Welfare issues are regulated by the workplace (Health, Safety and Welfare) Regulations 1992, The Management of Health and Safety at Work Regulations 1999 (the Management Regulations) and applicable amendments from the Health and Safety (Miscellaneous Amendments) Regulations 2002, the Work at Height Regulations 2005 and the Construction (Design and Management) Regulations 2007. It is the policy of the school to comply with the standards for cleanliness, overcrowding, temperature, ventilation and lighting are detailed in these regulations and the associated Approved Codes of Practice. In particular staff shall ensure that areas are not overcrowded and that furniture and equipment is arranged to allow unobstructed passage to all areas and exit doors.

Step stools, step ladders and ladders are provided and must be used where necessary to reach above head height. Staff are to inspect these before use and report any defect to the Health and Safety Officer. Staff are not to use chairs, boxes or similar items and are not to climb up on the face of cupboards or storage racks.

In general heavy items should be stored low down to reduce risk of injury from falling, and handling. Filing cabinet drawers shall not be overloaded and staff must not open more than one drawer at once as this presents a toppling hazard. Desk and cabinet drawers are to be closed immediately after use and not left open.

Damaged or defective furniture and equipment is to be reported to the appropriate Line Manager. Also any sharp edges which may cause injury and/or damage to clothing must also be reported.

Care is necessary when using doors, particularly those without viewing panels. Doors must not be opened without regard for someone coming from the opposing direction.

A high standard of housekeeping is expected to reduce the risk of accidents. Furniture and equipment shall be kept tidy and not allowed to pile up so as to cause a toppling hazard. Unwanted items to be cleared out and not allowed to accumulate in such ways as to congest the working areas.

Specific attention is to be given to avoid slipping and tripping hazards such as trailing cables, damaged floor coverings and slippery floor surfaces. Staff are expected to rectify these situations where possible or report them to the appropriate Line Manager or the Health and Safety Officer.

1.2 MACHINERY AND ELECTRICAL EQUIPMENT

Staff shall not attempt repairs or make modifications to machinery other than those normally associated with daily operations. Any defects or malfunctions to be reported to the appropriate Line Manager who should contact the Technical Team or the Health and Safety Officer if necessary.

In Technology areas, the CTL's are responsible for ensuring the advice given in the following publications is followed:

- BS4163 Code of practice for Health and Safety in workshops in schools and similar establishments.
- Safety in Practical Studies (DFEE)
- CLEAPSS Risk Assessments for Technology.

Electrical systems and equipment are subject to the Electricity at Work Regulations 1989. The Health and Safety Officer is responsible for ensuring that the fixed electrical installation is inspected and tested every 5 years. The Health and Safety Officer is responsible for ensuring that any alterations or extensions to the installation is carried out by competent electrical contractors.

All electrical equipment is used in the school (including pupils' equipment) shall be inspected and where necessary tested in order to identify any faults which require maintenance to prevent danger. Trained competent persons carry out the electrical testing and keep a record of the tests.

Staff are alerted to the dangers of defective wiring and equipment and of the need to report any defects found or suspected. All plugs used in the school shall be to BS 1363 with semi-insulated pins.

It is essential that where possible portable electrical equipment is used outdoors a residual current device (RCD) is used to reduce the risk of a serious electric shock. Staff are instructed to use RCD adapters if one is not fitted into the fixed wiring and to cease using any equipment which causes the RCD to trip.

1.3 FIRE HAZARDS

As required by the regulatory reform (Fire Safety) Order 2005 a Fire Risk Assessment has been conducted by a competent person and the recommendations have been adopted. The Health and Safety Officer is required to participate actively in the Risk Assessment process and any subsequent inspections and ensure that any necessary remedial work is carried out. This officer is also responsible for ensuring that arrangements for the following are in place:

Fire prevention procedures
 Evacuation procedures
 Staff training procedures
 Evacuation practices
 Tests and maintenance of the fire alarms and emergency lights
 Maintenance of the fire extinguishers

The fire risk assessment is held by the Health and Safety Officer.

FIRE INSTRUCTIONS

MAJOR PRIORITY

“POSITIVE” CLEARING AND EVACUATION ENSURE EVERYONE IS SAFE WHEN ROLL CALLS MAY BE TOO LATE. THIS MUST BE THE PRIORITY.

AS A SECONDARY MEASURE, ROLL CALLS FOR ALL STAFF AND STUDENTS WILL BE TAKEN.

A IF YOU DISCOVER A FIRE

1. OPERATE THE FIRE ALARM AND IN CO-OPERATION WITH OTHER STAFF
 2. ENSURE THE ZONE YOU ARE IN IS CLEAR of all students and staff.
 3. INFORM RECEPTION PROMPTLY extension 221 that a fire does exist – they will contact a fire brigade
 4. DO NOT ATTEMPT TO FIGHT THE FIRE UNLESS IT IS VERY MINOR
 5. REPORT THE SITUATION TO THE CO-ORDINATOR at the Assembly area for the site.
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B WHEN THE FIRE ALARM SOUNDS

IF YOU HEAR A FIRE ALARM, YOUR RESPONSIBILITY IS TO THE CHILDREN YOU ARE WITH AT THAT TIME.

1. If an alarm sounds, staff should take their group and their class list by the nearest fire exit to the nearest assembly point. (Doors should be closed and a quick check made that the area is empty.)
2. At the assembly point students should line up in silence and staff should check those present in the group against their list for the lesson.
3. If both agree, report all correct to the co-ordinator.
4. Any students not accounted for are presumed still “missing” and the co-ordinator will decide on appropriate action.
5. Staff responsible for checking areas of the school are clear of staff and pupils should report their findings to the co-ordinator.
6. When everyone is accounted for, the co-ordinator will dismiss students from the assembly point.

1.4 SUBSTANCES HAZARDOUS TO HEALTH

The control of Substances Hazardous to Health Regulations 2002 (COSHH) apply to school activities which involve hazardous substances. The Health and Safety Officer is responsible for implementing the following measures.

It is the policy of the school to only use substances hazardous to health where non-hazardous substitutes are not capable of producing the required results.

All substances used in the school are recorded in the COSHH record table and are classified and dealt with as below:

CLASS 1 These substances are not hazardous to health (i.e. no hazard warning label indicating toxic, harmful, corrosive or irritant and no occupation exposure limited assigned by the

HSE). These require no further action under the COSHH regulations, other than the use as directed by the manufacturer.

CLASS 2 These substances are hazardous to health, but used in very small quantities and in such ways (e.g. Tippex) that the risks to health are assessed as insignificant, requiring no further action under the COSHH regulations other than to use as directed by manufacturer.

CLASS 3 These substances are hazardous and the risks to health could be significant. The risks will be assessed and the necessary control measures devised and communication to the persons involved before use. These assessments are recorded and kept with the COSHH Record Table, with the exception of the following which have been done centrally and are adopted by the school.

SCIENCE

It is the policy of the school to use only the substances and the methods as prescribed by CLEAPSS for Science Lessons. All substances are stored so as to prevent unauthorised access and they are only used in accordance with the instructions given in the CLEAPSS Hazards. The central assessments done by CLEAPSS are therefore valid and it is concluded that the risks to health are adequately controlled.

CARETAKING

It is the policy of the school to only use substances obtained from reputable suppliers. These substances are stored so as to prevent unauthorised access, and used only as detailed in their product information sheets. It is therefore according to manufacturer's instructions concluded that the risks to health are adequately controlled in line with Class 3 regulations.

1.5 KITCHEN AND FOOD HYGIENE HAZARDS

It is the policy of the school to follow the guidance on kitchen safety detailed in the HSE publication HS(G)55 – Health and Safety in Kitchens and Food Preparation Areas. A copy of this is kept in the kitchen and the Kitchen Supervisor is responsible for ensuring the relevant standards are communicated and maintained.

The school is registered with the District Council Environmental Health Department and regularly visited by Food Hygiene Inspectors. All recommendations and advice given by these inspectors will be implemented in order to ensure adequate food hygiene standards. All food handlers will be trained and where appropriate certified in basic food hygiene procedures. They will also be asked to complete a medical questionnaire together with any relevant follow up procedures.

1.6 MANUAL HANDLING OPERATIONS

Line managers will need to ensure that the systems of work which involve lifting and handling are periodically reviewed so as to prevent injury to employees because of:

- The weight, shape, size or lack of rigidity of the article
- The frequency of handling the weight
- The conditions under which the weight is handled.

And where it is practical to do so, either eliminate the activity or examine carefully whether any mechanical means can be employed to assist staff and safeguard them from injury or provide training in recommended manual lifting and handling practices.

Line managers must identify significant manual handling operations and record significant information to justify the conclusions reached.

1.7 DISPLAY SCREEN EQUIPMENT

The school will plan the work of users (a person who habitually uses display screen equipment as a significant part of normal work) so that there are regular spells of non-display screen work or formal breaks to reduce the risk of work station fatigue.

It is the policy of the school to have the highest designs for workstations covering equipment, furniture, noise, temperature and humidity. Workstations will be assessed by the Line Manager on a regular basis in consultation with the users. All users will be trained in Health and Safety considerations by their Line Managers. The school will arrange and pay for eye tests where requested and assist in the purchase of glasses if specifically needed for work.

Pupils are not defined as users, however, staff are alerted to the fact that although computers will not cause photosensitivity they might induce it to susceptible children. Staff should ensure children do not sit too close to the monitor nor spend long periods of time operating computers.

1.8 INJURY REPORTING PROCEDURES

The school uses an accident and reporting system on The Action Manager to report injuries. TAM helps to determine whether an accident or incident is RIDDOR reportable. RIDDOR is The Reporting of **Injuries, Diseases and Dangerous Occurrences Regulations** 1995. If the draft Accident/Incident is RIDDOR reportable, then an automatic email will be sent to HSE's incident Contact Centre with the content of the report. A Copy of the report will also be emailed to; the person who approved the report; the person who is responsible for health & Safety on Site; and the person who is responsible for Health & Safety in the Trust.

- Fatal injury on the premises

MAJOR INJURIES

- Fracture of the skull, spine, pelvis and any bone in the arm or leg, but not bones in the hand or foot
- Amputation of a hand or foot; or finger, thumb or toe where the bone or joint is completely severed
- Loss of sight in an eye or a penetrating injury, or a chemical or hot metal burn to an eye
- Injury requiring medical treatment or loss of consciousness due to electric shock which requires admission to hospital for more than 24 hours
- Loss of consciousness due to lack of oxygen
- Decompression sickness
- Acute illness or loss of consciousness caused by absorption of any substance
- Acute illness believed to be the result of exposure to a pathogen or infected material
- Any other injury that results in the injured person being taken to hospital for further treatment.

DANGEROUS OCCURANCES

- The collapse, overturning or failure of a load bearing part of a lift, hoist, crane, derrick or mobile platform or an elevator or a pile-driving frame with an operating height of over seven metres.
- The collapse or failure of a load bearing part of a passenger-carrying amusement device or any safety arrangement connected to it.
- The explosion, collapse or bursting of any closed vessel.
- Electrical short circuits or overload causing fire or explosion.
- Any explosion or fire resulting in the suspension of normal work for more than 24 hours.

- The sudden, uncontrolled release of one tonne or more of highly flammable liquid.
- The collapse or partial collapse of any scaffold over five metres high.
- Any unintended collapse of any building or structure under construction, alterations or demolition involving a fall of more than five tonnes of material or a wall or floor in a place of work
- An uncontrolled or accidental release or escape of any pathogen or substance from any apparatus or equipment.
- Any unintentional ignition or explosion of explosives.
- Failure of any freight container or a load bearing part thereof.
- Bursting, explosion or collapse of a pipeline.
- Any incident in which a dangerous substance being conveyed by road is involved in a fire or where there is an uncontrolled release or escape of the dangerous substance.
- Any incident where breathing apparatus malfunctions in such a way as to deprive the wearer of oxygen.
- Any incident in which plant or equipment comes into contact with overhead power lines exceeding 200 volts.
- Any case of accidental collision between a locomotive and train or any other vehicle or dock which might have led to death of reportable injury.

PRESCRIBED DISEASES

- Certain poisonings
- Some skin diseases such as skin cancer, chrome ulcer, oil folliculitis/acne.

Lung disease including:

- Occupational asthma, farmer's lung, pneumoconiosis, asbestosis, mesothelioma.

The following infections:

- Leptospirosis, hepatitis, tuberculosis, anthrax, any illness caused by a pathogen.

Other conditions such as:

- Occupational cancer, cataracts, decompression sickness and vibration white finger.

1.9 FIRST AID ARRANGEMENTS

All employees have copies of the information presented in this section. A detailed Medical and First Aid Policy has been compiled for clarification of arrangements for medical support for students with long term or complex medical conditions.

Details of accidents and emergencies should be communicated to the office who will initiate appropriate action.

ACCIDENTS AND EMERGENCIES

FIRST AID BOXES

There is one type of first-aid box in the school:

STATUTORY:

These will contain plasters, scissors, safety pins, sterile dressings for wounds, eye pads, triangular bandages, disposable gloves, waste bags and a First Aid guidance leaflet.

- The school will only provide statutory first-aid boxes and the items listed above.
- **Under no account should the following items be used in school:-**
 - Antiseptic creams.**
 - Antiseptic solutions e.g. savlon**
 - Sprays for insect bites etc.**
 - Eye baths**
 - Cotton wool**
 - Forceps**

Please note:-

- For cleaning cuts, grazes etc. only soap and water should be used.
- For removing items from eyes only tap water should be used.
- For any more queries on the correct way to treat minor injuries please CONSULT a first aider.

FIRST AID BOXES ARE LOCATED IN THE FOLOWING AREAS:-

LOCATION	EXT NO	USE
Main reception	221	School & Community out of hours
Staff room	237	School & Community out of hours
Student reception	263	School & Community out of hours
Main kitchen	240	School & Community out of hours
B Block – PE staff room	242	School
E Block – 2 nd floor staff room	273	School
F Block – Science Prep room	280	Science prep room – School
G Block – Science Prep Room	282	Science prep room – School
H Block – Technology workshops	284	School
K Block – MFL staff room	286	School
L Block – MFL staff room	289	School – Cleaning staff/Out of hours
L Block – Beauty Salon	291	School
N Block – Staff Room	296	School
S Block – Sixth Form Office	294	School
T Block – Kitchen	401	School & Community
Site Team Office – Below New Gym		School & Community out of hours
Each minibus		School use

PROCEDURE FOR DEALING WITH FIRST AID INCIDENTS IN SCHOOL

MINOR INJURIES

- Incidents such as cuts and grazes should be dealt with by the teacher in charge of the class by using the appropriate item/s from the first aid boxes.
- First-aider's in the school are not responsible for dealing with children who are feeling ill with colds, flu, sickness etc. It is the responsibility of the class teacher or Achivement Team to deal with these complaints.

SERIOUS INJURIES

- In the event of a serious injury occurring where a first-aider has to be notified, contact the office who will inform the first-aider.
- THE TEACHER IN CHARGE OF THE CLASS WILL BE RESPONSIBLE FOR PROVIDING THE OFFICE WITH THE RELEVANT INFORMATION FOR AN ACCIDENT FORM.

- The medical office will ensure the form is filled in, any necessary follow up action is taken and a copy filed in the school.

If the Welfare office is not available e.g. off site, the office should contact an appointed person in the first instance and continue to strive to contact the first-aider.

PROCEDURES FOR DEALING WITH BLOOD OR ANY TYPE OF BODY FLUID:-

- To safeguard out staff and pupils all staff need to know the procedures for dealing with blood or any type of body fluid.
- When dealing with an injury that involves blood etc. staff must wear protective gloves. Gloves are found in all First Aid boxes in the school.
- All contaminated items such as bandages, plasters etc. must be put in to a waste bag found in each first aid box. The bag must be sealed by tying a knot in the open end and placed in the special bin for contaminated/clinical waste.
- After dealing with an incident staff must wash their hands with soap and water.
- The clinical waste bins are located in the medical room in C Block bins are emptied by a waste disposal firm on a regular basis.
- Any spillage of body fluids e.g. vomit on floors etc. must be dealt with by a caretaker. If any spillage occurs please clear the area of pupils and contact the office who will page the caretaker. If staff need to touch any fluid etc. they must wear protective gloves and dispose of contaminated items as detailed above.

DUTIES OF A FIRST-AIDER

In the event of an employee or any other person being injured or becoming ill on the premises, a first-aider shall:

1. Take charge of the situation
2. Render first aid as necessary
3. Advise of the need for help from a medical practitioner or nurse or the need for the emergency ambulance to be called, or any other action which needs to be taken.
4. Ensure that a record is made in the first aid record book of the incident and any subsequent treatment.
5. Have charge of the first aid equipment and facilities, keep stock and replace items as necessary.
6. Maintain notices of first aid arrangements in the establishment.

FIRST AIDERS IN SCHOOL

STAFF	Epipen trained	TEL EXT	RADIO	LOCATION
MISS J MABON		300	YES	B BLOCK - MAIN RECEPTION
MRS K BRODERICK	YES	265	YES	B BLOCK - SLT CORRIDOR
MRS D TERRY	YES	250		B BLOCK - LIBRARY
MISS L HARRIS		243	YES	B BLOCK - P.E.
MISS H MITCHELL	YES	281		F BLOCK - SCIENCE
MISS R BAKER		282		G BLOCK - SCIENCE
MR T GOULD		284		H BLOCK - WORKSHOPS
MISS R PALMER		296		N BLOCK - ART
MRS L BARRATT	YES	401		T BLOCK
MISS S HARRIS				LEARNING SUPPORT
MRS J PILGRIM	YES		YES	MIDDAY - HALL
MRS S THORNHILL	YES			MIDDAY - HALL
MRS J PENNY	YES			MIDDAY - HALL
MRS J KNIGHTON	YES			MIDDAY - HALL
MRS D WILSON	YES			MIDDAY - HALL
MRS D GOURLAY	YES			MIDDAY - HALL
MRS B ARMSTRONG				KITCHEN
MR M TURNER	YES			MINI BUS DRIVER
MR A STANLEY				TRIPS ONLY

IN CASE OF ACCIDENT/EMERGENCY CONTACT – STUDENT RECEPTION/RECEPTION

The Student Reception/Reception

1. Will:
 - a. Contact first-aider
 - b. On advice from first-aider, contact emergency services*(where necessary)
 - c. Contact parent
 - d. Contact pastoral
2. Will provide accident forms.
 - a. An accident form needs to be completed by the member of staff witnessing or reporting the accident. The form may need to be completed in conjunction with the first-aider.
3. Will ensure that Achievement Team has information about the accident. Where appropriate the Achievement Team to follow up the incident with a telephone call to the parents and enter relevant details on the accident form. Enter information onto the TAM system which links to George Spencer.

NOTE: If an accident could potentially be more serious than is first evident, staff should err on the side of caution and notify parents of any possible concerns.

4. Will file the completed form after ensuring all appropriate action has been taken, including informing the Incident Contact Centre in Caerphilly 0845 3009923 if it is a notifiable injury and recording the reference number of the accident form.

*NB When calling an ambulance the operator will ask several questions relating to condition of child, i.e. is he/she breathing/bleeding/conscious; age of student etc. Try to have answers to these questions to hand – if not, don't delay.

NURSE

The nurse is not appointed to the school.

Staff and pupils should not deal with the school nurse unless it is an emergency. All matters relating to the school nurse should go through pastoral.

PUPILS WITH MEDICAL PROBLEMS

Staff are made aware of pupils with special medical problems through regular emails from the Achievement Team.

3.10 LEGIONELLA HAZARDS

The school will ensure that the hot and cold water services are maintained to the highest standards. A survey by an authorised agent will form the basis for an annual service contract to monitor and maintain hot and cold water services to meet the approved code of practice of the Health and Safety Executive.

3.11 ELECTRICITY AT WORK REGULATIONS 1989 HIGH VOLTAGE CABLES

It is the policy of the school to follow the guidelines on electrical safety detailed in the latest regulations.

Pupils in physical education are warned as to the dangers and prohibited from such activities as throwing events near to the high voltage cable.

The school has a policy of making pupils, on entry to the school, fully aware of the dangers of high voltage cables and pylons.

All high voltage equipment is clearly marked with appropriate warning signs and adequately protected against accidental injury.

3.12 CONTROLLING CONTRACTORS ACTIVITIES

Senior staff will monitor where possible contractors activities to ensure that safety requirements are observed. Contractors should take reasonable precautions for their own health and safety, failure to do so will be regarded as a breach of the policy entitling the school to take such measures as it deems appropriate, including asking the contractor to leave the premises.

3.13 EMERGENCY PROCEDURES

FIRE PROCEDURES	(as for SCHOOL FIRE DRILL)
SERIOUS GAS LEAK	(as for FIRE DRILL. Evacuate to furthest assembly point.)
SERIOUS INJURY	SUMMON HELP IF POSSIBLE
	IF IN DOUBT ASK OFFICE TO CALL AN AMBULANCE
	RECEPTION SHOULD LOG TIME
	SUMMON FIRST AIDER(S) FOR ASSISTANCE
	KEEP THE PATIENT WARM, COMFORTED AND IF NECESSARY NOT MOVED.

3.14 SAFETY REPRESENTATIVES AND SAFETY COMMITTEE

The local governing body will cover all matters relating to health, safety and statutory welfare at the workplace.

A Health and safety appointed governor is to carry out annual inspections of the site and provide a report on their inspection and produce recommendations for the school to consider.

Health and Safety matters will be monitored on an on-going basis by the Health and Safety Officer plus formal checks when deemed appropriate by the LGB over and above the Annual Reviews.

PROFESSIONAL HEALTH AND SAFETY INSPECTIONS

FUME CUPBOARDS
FIRE ALARMS AND EQUIPMENT
EMERGENCY LIGHTING
STAGE LIGHTING
FIXED WIRING (FIVE YEARS)
ELECTRICAL APPLIANCES
GAS APPLIANCES
GYMNASIUM EQUIPMENT
BOILERS
KITCHEN HYGIENE
WATER
DUST EXTRACTION FACILITIES

COMPRESSORS
AIR CONDITIONING UNITS
FIRE EXTINGUISHERS
ASBESTOS CONDITION

3.15 SCHOOL PERFORMANCES

THE SCHOOL WILL ENSURE THAT

- All relevant staff should receive instructions on their role in the event of an emergency. These instructions should be issued by the Manager of the event.
- The Manager should check all exits are clear from obstructions and all signs are illuminated.
- Gangways should be a minimum width of 1.1m.
- Performances should meet the requirements of the license granted for that purpose.
- The license will be displayed in a public place.

3.16 RADIOACTIVE SUBSTANCES

There are no radioactive substances within school at the time of writing.

3.17 WORKING AT HEIGHTS

The school has a supply of small step ladders for the use of staff and pupils where necessary. Staff have been informed through the handbook that the use of chairs etc. is forbidden. Types of portable ladders for use by caretaking staff must bear the British Standard Kite Mark of Approval. Such equipment should be inspected at regular intervals and kept in a dry, secure store or padlocked to prevent unauthorised use. Kick stools are provided for use in all storeroom areas.

3.18 SMOKING AT WORK

The school site is a non-smoking area.

3.19 PHYSICAL EDUCATION HAZARDS

The school aims to maintain good order and discipline amongst pupils whilst safeguarding their health and safety when engaged in Physical Education/sports activities. Teachers and pupils need to be aware of safety requirements and to ensure they are observed at all times.

The teacher always retains the duty of care responsibility for the pupil's safety.

1. All reasonable steps should be taken to ensure the safety of the premises and equipment (includes an annual maintenance contract for gymnasium and sports hall)
2. Pupils are taught about the need for safety and instructed in safe use of equipment.
3. Pupils are strongly advised to wear appropriate clothing and footwear.
4. Activities and the manner in which they are conducted are in keeping with recognised guidelines for those activities.

The teacher should:

- a) Know the needs and strengths of pupils
- b) Ensure appropriate safety precautions for the activity

- c) Organise group numbers as appropriate for the activity
- d) Be aware of any special requirements of the pupils (e.g. medical/health)
- e) Develop pupil's skills in a planned, progressive manner in keeping with the pupil's activities.
- f) Ensure adequate warm up takes place prior to the activity.
- g) Ensure jewellery, personal effects and chewing gum etc. are removed prior to the activity.
- h) Ensure a routine of safe use of showers (temperature control set by teacher).
- i) Ensure that regulations by specific "sporting" governing bodies are not contravened.

The pupil should:

- a) Know what is expected of him/her in all situations.
- b) Follow safe practice always.
- c) Inform the teacher if he is aware of any situation which might put his own or other pupil's safety at risk.
- d) Inform the teacher of any condition which might restrict their ability to perform an activity appropriately.
- e) Follow teacher safety instruction immediately and precisely.

3.20 SCHOOL OUTINGS

The school positively encourages all pupils to engage in Education/Residential experiences. All proposed activities are considered against the most recently published criteria available. Activities are authorised, co-ordinated and monitored by a designated person. Risk assessments are carried out and submitted prior to any venture being authorised.

3.21 VEHICLES ON PREMISES

Speed limit signs are erected and sensible speed limits are maintained by 'sleeping policemen'. Pupils are taught basic road safety and advice is given to pupils and parents regarding the most appropriate routes to school. This will be reviewed as conditions change.

3.22 STAFF INDUCTION

New members of staff are introduced to and made aware of relevant contents of the Health and Safety document during the INDUCTION PROCESS. Supply staff, are given a Health and Safety Handbook.

3.23 VISITORS TO THE SCHOOL

Arrangements for visitors to the school are covered in the Site Security Policy.

3.24 CONTINGENCY PLAN

Copies of the school's Day to Day Incident policy are kept in a fire proof safe in the Reception area. The plans detail the location of all the major services on the school site.

3.25 SECURITY POLICY

All staff are made aware of the school's Security Policy.

3.26 MEDICATION

The arrangements for student medication are covered in detail in the First Aid Policy.

3.27 HEAD INJURIES

All pupils receiving first aid for an injury involving a blow or knock to the head are issued with a letter informing parents of the situation.

3.28 WORK RELATED STRESS

The school is aware that stress can be caused by excessive pressure on an individual or what may be perceived as unreasonable demand being made on an individual.

The school seeks to support all staff in their work, provide a good, positive working environment and professionally challenge staff. It actively seeks to recognise the sources of work-related stress and wishes to work with staff to minimise such occurrences. It endorses the guidance of the Education Service Advisory Committee.

The school aims to provide staff with:

- A good management culture which demonstrates clear leadership.
- Support in their work and a recognition of their contributions.
- A manageable workload in terms, of volume, variety and complexity.
- Good communication channels between management and themselves and also between team members.
- Appropriate training for their present needs and for future developments.
- Guidance and support through any developments in working practices.
- Security in their work.
- Confidence that help and advice will be available on health related issues.

It is the responsibility of all managers within the school to assess the risks associated with work related stress. Such risks should be removed or steps taken to reduce them to an absolute minimum.

3.29 REPORTING BACK TO GOVERNORS

The Principal, mainly through the Health and Safety Officer, will report back to Governors on a regular basis. This report will consist of:-

- Number and type of accidents etc.
- Fire drill problems and suggested improvements.
- Any relevant staff training.
- Site security issues.
- Safety issues reported by staff and follow up action.
- Other general Health and Safety issues.

3.30 INFECTION DISEASES

If a child demonstrates symptoms associated with an infectious disease the following course of action will be taken:

- Isolation from other pupils and informing parents of the need to seek medical attention as soon as possible.
- Isolation from other pupils and contact with their parents requesting their collection from school and advising they seek medical attention.
- Pastoral will follow up any incident and ensure pupils return to school in accordance with guidelines provided or as recommended by a doctor.
- Follow-up action in some instance may require parents of children coming into close contact with the infected child, being advised to seek medical advice or attention themselves.
- The school should err on the side of caution in uncertain cases and be proactive in communication with parents.

3.31 STORAGE, DISPENSATION AND ADMINISTRATION OF MEDICINES

The arrangement for student medication is covered in detail in the First Aid Policy.

3.32 SLIP AND TRIP HAZARDS

The school should take appropriate steps to control slip and trip risks including:

- Environmental (floor, steps, slopes e.t.c).
- Contamination (water, food, litter e.t.c).
- Organisational (tasks, safety culture e.t.c)
- Footwear (sensible shoe policy).
- Individual factors (training, supervision, behaviour).

Control of slip and trip hazards will be in line with the generic assessments.

3.33 MANAGING ASBESTOS POLICY

The Control of Asbestos at Work Regulations 2002 requires employers to prevent exposure of employees to asbestos.

To control the risks associated with Asbestos the following measures have been or will be adopted:-

- Where existing installations include Asbestos containing materials (ACMs) which are sound, in good condition and not subject to abrasion or deterioration, the material shall be left undisturbed and the condition monitored.
- Where existing installation include ACMs which are damaged, deteriorating or inadequately sealed, they shall be repaired provided the repair is durable and not likely to further damage or deteriorate.
- Where existing installations include ACMs which are damaged, deteriorating or inadequately sealed and repair as above is not practicable, they shall be removed and replaced with a material not containing asbestos.

- Where ACMs are suspected or known to be present, an asbestos survey shall be held and maintained. The Asbestos Survey and Log is held in the caretaker's office. The survey information shall be provided to consultants, maintenance contractors and any other persons planning or undertaking work on the premises that may disturb ACMs.
- The risk of ACMs will be re-assessed by visual inspection and recorded in the asbestos log on an annual basis as part of the Condition Survey arrangements.
- Contractors appointed to undertake remedial work or removal of ACMs shall be competent and must have the appropriate licence issued by the Health and Safety Executive. Consultants who undertake surveys, testing, sampling and monitoring shall hold full UKAS (United Kingdom Accreditation Service) and AIMS (Asbestos in Material Scheme Accreditation).

MANAGEMENT OF ASBESTOS IN BUILDINGS

Managing the risks from ACMs requires responsibilities being placed on a number of people. These include:-

(a) The Health and Safety Officer

The Health and Safety Officer as the person responsible for the maintenance and /or repair of the premises shall ensure suitable arrangements are in place for implementing the procedures contained within this document. In particular this shall include:-

- (1) Undertaking local management of ACMs.
- (2) Ensuring any person undertaking work in the establishment which may disturb ACMs has checked and understood the Asbestos Survey and is aware of their responsibility to avoid disturbing the material. A permit to work will be signed by the contractor acknowledging the precautions necessary in relation to work in the school. These permits will be filed by the school and copies given to the contractor.
- (3) Ensuring that at least on an annual basis the condition of materials identified in the survey are visually inspected to ensure it remains in good condition. (It is the expectation that this inspection undertaken by the H&S Officer will involve inspecting materials in accessible locations i.e. not ceiling voids e.t.c). The months of the inspections will be recorded.
- (4) Seeking advice in situations where the Asbestos Survey is not sufficiently detailed or further advice is required.
- (5) Isolating the area adjacent to any ACMs or suspected ACMs if they are disturbed or damaged and seeking advice.

(b) Staff or Contractors working on the fabric of the buildings

- (1) All persons working on the fabric of the buildings shall seek information from the Health and Safety Officer or the Caretakers on likely presence of Asbestos and the procedures for managing risks from ACMs.

As long as ACMs are in good condition and are not being or going to be disturbed or damaged there is no risk. If it is disturbed or damaged, it can become a danger to health because Asbestos fibres are released into the air and people breathe them in.

To manage the risk from ACMs it is necessary, first of all, to identify where they are present.

A survey to identify ACMs has been carried out in the school and a record of its locations is held by the Caretakers.

FIRE EVACUATION ROUTES

ASSEMBLY POINT A is the hard play area on the upper field. This is the point for all teaching staff, mid-day supervisors and students.

ASSEMBLY POINT B is situated on the tarmac road leading to ASSEMBLY POINT A. This is the point for non-teaching staff and visitors.

ASSEMBLY POINT C is situated at the top of the ramp at the front of the school. This is the assembly point for students in wheelchairs and student support staff that have not been able to make their way to ASSEMBLY POINT B and also the point for any students in the medical room at the time of the alarm with the PRINCIPAL FIRST AIDER.

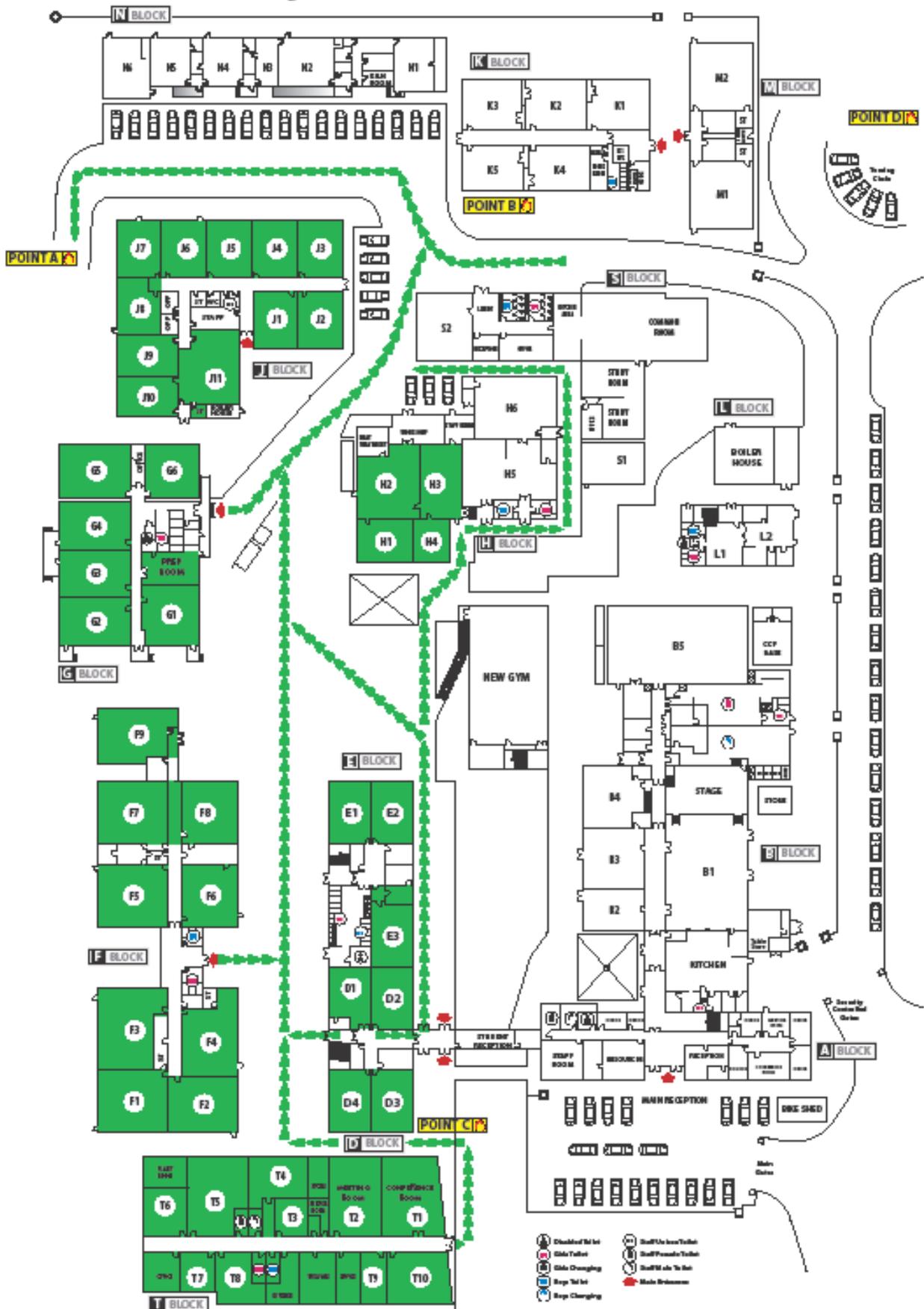
ASSEMBLY POINT D is the turning circle and this is for cleaners and out of hours staff.

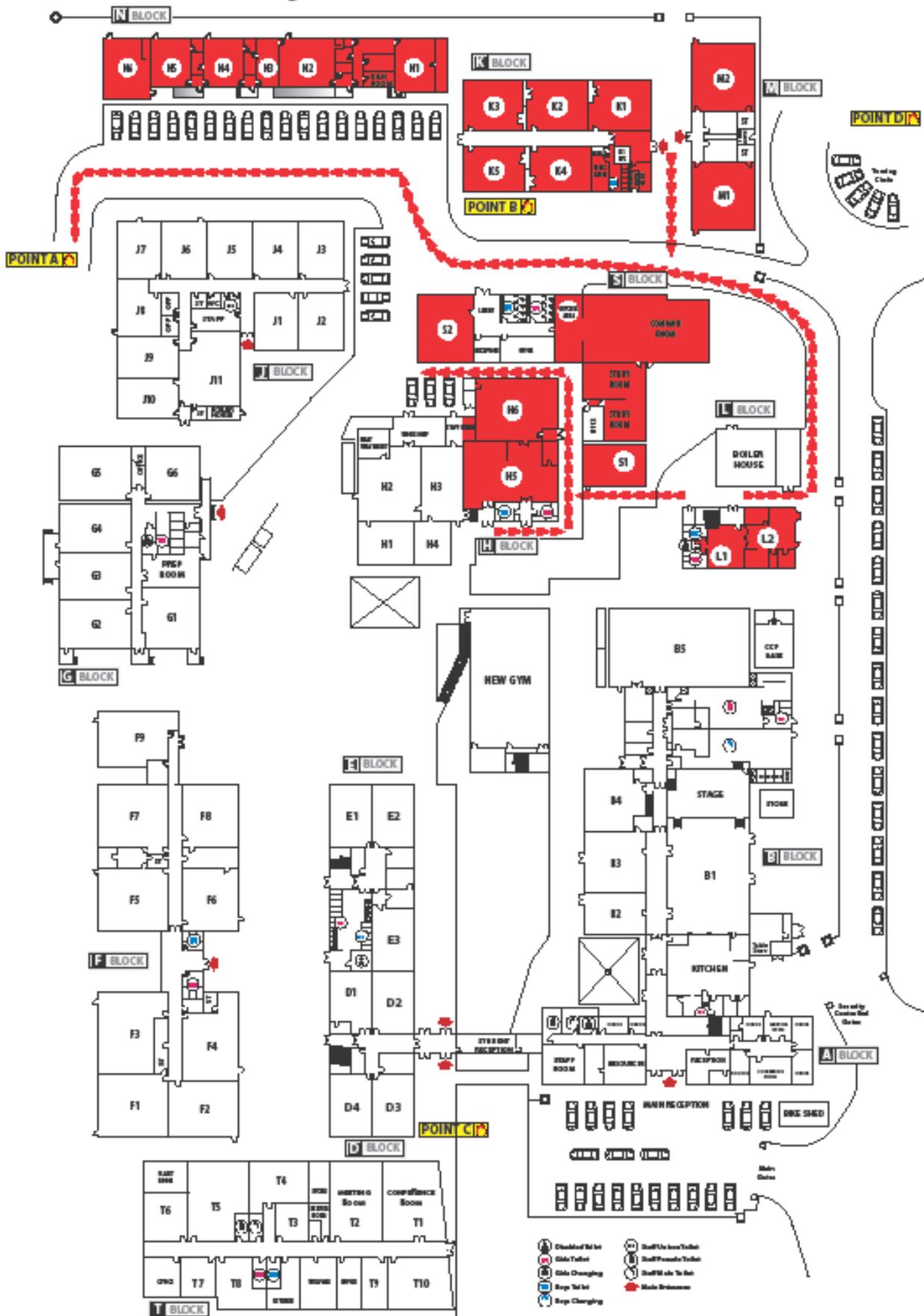
When the fire alarm sounds, everyone must make his/her own way to the ASSEMBLY POINT in a quiet, orderly and purposeful manner. The first priority is to move away from the site of the fire and to move to the Assembly Point by the safest and most direct route.

Alternative Assembly Point. If the site of the fire is J Block or if the access to the ASSEMBLY POINT A is impeded, everyone should assemble on the lower playing field beyond the turning circle.

ROUTES TO ASSEMBLY POINTS A, B and C

Y E L L O W	B Block	Exit onto footpath E Block side of building, go around the Old Gym, down the side of L Block and onto the path along the drive. Go up around the sixth form centre to Assembly Point A.
	C Block	Down stairs and exit onto footpath E Block side of building, go around the Old Gym, down the side of L Block and onto the path along the drive. Go up around the sixth form centre to Assembly Point A. Students, support staff and first aiders from the Student Support area to meet at Assembly Point C
G R E E N	D Block D1-D4	Out of side entrance via student reception and onto footpath along top of banking, and then along footpath between G and H Block, around J Block and onto access road to Assembly Point A
	D5-D12	Out into area between E and F Blocks, through gap between H and G Block, around J Block on to car park area and to the access road to Assembly Point A.
	T, E & F Block	Out into area between E and F Blocks, through gap between H Block and G Block, around J Block and onto the access road to Assembly Point A.
	G Block	Out into the open area and through gap between H Block and G Block, around J Block and onto the access road to Assembly Point A. Or... Use the new path between G & J block to miss out the drive.
	H Block H1-H4	Out into the open area and through gap between H Block and G Block, around J Block and onto the access road to Assembly Point A.
R E D	J Block	Onto footpath from H Block and G Block, onto the car park area and onto access road to Assembly Point A.
	H5-H6	Out onto area between E Block and F Block, round front of H Block and then along footpath between H Block and new gym, round sixth form and onto access road to Assembly Point A.
	L Block	Onto footpath behind boiler house and onto access road by the turning circle, then up to Assembly Point A
Y E L L O W	K,M, S N Blocks	Onto drive path area by shortest route and onto access road to Assembly Point A.
	Kitchen	Onto drive path area by shortest route, which may now require entry into the Hall and onto access road to Assembly Point B.
	Office Staff	Use the route used by B and C Block, which is either through the Canopy or Hall doors and then follow the most direct route on to the access road to Assembly Point B.





Heanor Gate Science College

Evacuation Plan for Students with Disabilities

In the event of an emergency evacuation procedure, the school procedures are followed to evacuate staff and students from T block. Fire Egress plans are in place for students with physical disabilities who are wheelchair users.

Students with additional needs such as physical disabilities (including temporary conditions), mobility issues and/or Special Educational needs will have an individual plan for this time.

The procedure is as follows:

- Staff and students evacuate T block.
 - Dawn Wood sweeps T block and takes a radio to the railings outside. Judy Sisson also collects a radio and the identification key and goes to K block.
 - Students who are not able to access the Tennis Courts to be registered will either wait at the railings outside T block or go to K block whichever is most accessible at the time. All staff and students follow the school procedure on routes.
 - All Teaching Assistants follow this guidance also and wait at the nearest checkpoint.
 - Dawn Wood and Judy Sisson mark a register of TA's and students at both checkpoints.
 - Judy Sisson liaises with SLT on the Tennis Courts to confirm student attendance.
 - Judy Sisson liaises with Glenn Partridge regarding staff attendance.
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- All TA keyworkers explain and walk through the system with their students at the start of every academic year.
 - Register lists are reviewed termly and at each Fire Drill and updated if necessary.
 - Should Dawn Wood or Judy Sisson be absent, Linda Cooper, Isi Hatton and Dawn Meakin take responsibility for registers.
 - Teachers and TA absence is marked on the whiteboard in the office daily for this reason.