



HILBRE HIGH SCHOOL HUMANITIES COLLEGE

SCHOOLS' FRAMEWORK JOINT HEALTH & SAFETY POLICY AND GUIDANCE FOR ACADEMY PFI SCHOOLS

**SPIE Facilities Management
Wirral School Services Limited (WSSL)**

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06/12/2018
06/12/2020

SCHOOLS' FRAMEWORK HEALTH & SAFETY POLICY

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HEALTH & SAFETY AT WORK ETC ACT 1974

1. INTRODUCTION

This Act places a duty on all employers to safeguard so far as is reasonably practicable the health, safety and welfare of all their employees. In addition to this, duties extend to cover the health and safety of persons not employed but who may be affected by the work activities undertaken such as students, visitors, contractors, etc.

Employers retain the above responsibilities under local management of schools as an employer in the same way the Governing Body of Academies, Aided and Trust schools but, it is important to realise that all employees have legal duties under the Health & Safety at Work Act, to co-operate with their employer so far as is reasonably practicable to ensure a safe and healthy place of work.

The arrangements for the delivery of the Wirral Schools Private Finance Initiative, in which WSSL provides facilities management services to the school, requires careful consideration as to the co-ordination and responsibilities for health and safety.

These are contained within this policy document.

General Statement of Intent

Hilbre High School Humanities College, in partnership with WSSL, accepts their responsibilities under the Health & Safety at Work Act 1974 and all subsequent regulations and will strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities.

The Governing Body will provide a safe and healthy work place and working environment for all its employees, students, visitors and other persons who maybe affected by its activities.

The Headteacher and Governing Body will take all reasonable steps to ensure that the establishment's Health & Safety policy is implemented and that Policy and Guidance Documents are followed and monitored throughout the school. It remains the responsibility of the Headteacher and Governing body to provide a "Duty of Care" to its students and staff.

WSSL will take all reasonable steps to ensure the health, safety and welfare of all those who attend, work in, visit and use the school premises for which it is responsible.

Both parties will ensure that:

- All plant, equipment and systems of work are safe for staff and students.
- There are safe arrangements for the use, handling, storage and transport of articles and substances.
- There is sufficient information, instruction and supervision to enable all employees to avoid hazards and contribute positively to their own health and safety at work.
- Work is safe and has safe access and egress to it.
- There is a healthy working environment and adequate welfare facilities.
- All staff are made aware of their responsibilities contained in this Health & Safety policy and report any unsafe acts or situations to an appropriate member of staff.

This policy will be brought to the attention of, and/or issued to all members of staff on induction and annual refresher at the start of each school year.

It is essential for the success of this Health & Safety policy that there is co-operation and effective communication between the school, CYPD and WSSL on all matters affecting health and safety. All employees must recognise their responsibilities under Sections 7 and 8 of the Health & Safety at Work Act 1974 in co-operating with management on health and safety issues and taking care of themselves and other persons whilst at work and neither misusing, damaging or willfully neglecting equipment provided or knowingly placing other at risk by way of their acts or omissions.

Non-employees will also be made aware of their responsibilities whilst on site and the level of health and safety responsibility expected of them in respect of their own health and safety and that of other people.

The Health & Safety policy will be reviewed on an annual basis.

Greg Kemp (Chair of Governors)

Signed:

Date:

Mark Bellamy (Headteacher)

Signed:

Date:

Mansoor Fawad (WSSL)

Date:

Bethany McCabe (SPIE Facility Manager)

Date:

2. ORGANISATION

As the employer, the Governing Body of Hilbre High School has overall responsibility for health and safety.

To achieve successful implementation of the safety policy there should be clear lines of communication throughout the organisation.

Whilst the ultimate responsibility for health and safety remains with the employer a wide range of functions may successfully be delegated to the Headteacher, but the duty to comply with statutory requirements cannot be delegated away from the employer.

Summary of Duties and Responsibilities

Level 1 School

Governing Body, Headteacher and LA

- Liaise with Governors/Academy Sponsors and CYPD on policy issues.
- Chair relevant health and safety meetings and ensure policy is activated.
- Ensure the problems implementing the Health & Safety policy are reported to the CYPD and WSSL.
- Develop and test emergency procedures to assess effectiveness.
- Arrange fire drills during school operational hours.
- Conduct fire drills - 3 per year to ensure the safe and speedy evacuation of all parties outside of school operational hours.
- Take day to day responsibility for all health and safety matters in school.
- Fire safety training of school staff and students.
- Appointing and training Fire Wardens and Fire Marshalls during the school ** day operational hours and during ALL Third Party use.
- Accident reporting and investigation for school staff and students.
- Manage risk assessment process for school and staff activities.
- Developing and reviewing the safety training programme for school staff and students.
- Statutory inspections- see WSSL section.
- Safety tours of the premises and report findings to school staff and WSSL.
- Regular formal safety inspections of departments and report findings to staff and WSSL
- Asbestos management (WSSL).
- Fire Risk Assessment - school management and Third Party lettings.
- Display of information i.e. Health & Safety Law Poster, Employers Liability Certificate of Insurance.
- Develop, agree and test Personal Emergency Evacuation Plans for persons who require assistance to evaluate the building in an emergency.

** School operational hour's means each/all times that the school is using the facility for educational or training needs.

Level 1 WSSL

WSSL representative, Chartwells & SPIE Facilities Management

- Safe provision of FM services.
- Ensure that problems implementing the Health & Safety policy are reported to the CYPD and WSSL.
- Asbestos management.
- Develop and test emergency procedures to assess effectiveness.
- Assisting fire drills during school operational hours.
- Arranging fire drills outside operational hours i.e. for caretakers/cleaners.
- Fire Risk Assessment - Building and FM staff activities.
- Fire Safety Training of FM staff.
- Appointing and training of Fire Wardens and Fire Marshalls in an emergency situation.
- Accident reporting and investigation for Service Provider.
- Manage Risk Assessments - Service Provider Activities.
- Legionella management, including assessments and control scheme.
- Testing local exhaust ventilation from fume cupboards and craft, design and technology equipment and carry out remedial repairs, as required.
- Conduct termly safety tours of the premises and report findings to school and KIT.
- Statutory Inspections - will organise all but will recharge school if necessary, e.g. pressure testing on curriculum equipment.
- Display information i.e. Health & Safety Law poster, Employers Liability Certificate of insurance.

Level 2 School

Headteacher and School Business Manager

- Draw up departmental Health & Safety policies and procedures and review periodically.
- Arrange for staff to be given appropriate information, instruction, training and supervision.
- Monitor procedures with departments to ensure appropriate level of compliance.
- Act of reports from Level 3 with agreed timescale and report problems to Level 1.
- Provide and maintain first aid kits for school staff and students.
- Conduct and review risk assessments, curriculum and non- curriculum, location activities, equipment and people for students and staff.
- Conducting and reviewing Control of Substances Hazardous to Health (COSHH) assessments-school activities, e.g. Design Technology, Sciences, Art and Textiles.
- Assessing new and existing school equipment for suitability of use and condition.
- Electrical appliances (School equipment) - compile register, inspection, maintenance.
- Non-electrical appliances (School equipment) - compile register, inspection, maintenance.
- Representation at school Health & Safety committee.
- Assessment and provision of Personal Protective Equipment (PPE) and work wear requirements for school staff and maintain records of equipment issued.
- Manage and monitor contractors under control of the school - obtain a permit to work.
- Monitor health and safety standards in the provision of services.

Level 2 WSSL

SPIE Contract Manager, SHEQ Coordinator

- Provide and maintain first aid kits for service provider staff.
- Conduct and review risk assessments for service provider activities.
- Conduct and review COSHH assessments for service provider activities.
- Assess new and existing service provider equipment.
- Electrical appliances (service provider work equipment and items on the progress Agreement Asset Register plus school equipment by arrangement) - compile register, inspections, maintenance.
- Non-electrical appliances (Service Provider work equipment and items on the progress Agreement Asset Register) - compile register, inspections, maintenance.
- Assessment of and provision of PPE and work wear requirements for Service Provider staff.
- Managing and monitoring contractors under the control of the Service Provider.
- Representation at school Health & Safety Committee.
- Monitor health and safety standards in the provision of services.
- Provide and review safeguarding training.

Level 3 School

School Business Manager, Progress Leaders, Teachers, Other Support Staff, School Middays

- Manage Fire Evacuation Procedures in line with joint Fire Safety policy plan during school operational hours and during all TP use.
- Check classroom/work areas are safe.
- Check all equipment used is safe, suitable for its intended use and in a good state of repair before use.
- Ensure health and safety procedures are followed.
- Ensure appropriate protective clothing is used.
- Report defects to Level 2.
- Carry out special task e.g. first aid inspections.
- Administering first aid to school staff, visitors and students.
- Conducting and reviewing risk assessments - school staff and activities.
- Conducting and reviewing COSHH assessments - school staff and activities, e.g. Art, DT, Science and Textiles.
- Ensure non-electrical equipment is suitable for its intended use and safe and properly maintained.
- Provide PPE to staff/students as identified through risk assessments.
- Ensure PPE is used correctly by staff/students.
- Provide and review safeguarding training.

Level 3 WSSL

Regional Technical and Cleaning Service Managers, Caretakers, Cleaners

- Manage fire evacuation procedures in line with joint Fire Safety plan during core hours.
- Inspect and test emergency lighting system in accordance with Fire Safety Regulatory Reform Order (RRO) 2005.
- Inspecting and maintaining Fire Fighting equipment in accordance with Fire Safety Regulatory Reform order (RRO) 2005.

- Periodic checks on means of escape, fire alarm, emergency lighting and fire-fighting equipment.
- Administering first aid to Service Provider staff and supplier partners.
- Conducting and reviewing risk assessments - service provider activities.
- Conducting and reviewing COSHH assessments - service provider activities.
- Ensure safe procedures for contractor attendance.
- Ensuring equipment is safe before use.
- Ensure service providers follow health and safety procedures.
- Ensure appropriate protective clothing is used by service provider staff.
- Carry out routine premises checks.
- Dealing with or reporting any premises related hazards.

The school has a number of forums in place at which employees of the school can raise health and safety issues:

Health and Safety Governor sub-committee Academy Business & Finance (termly)
 Staff meetings/briefings (weekly)
 Departmental meetings (on-going)
 E-mails and meeting with School Business Manager (anytime)

Any reported incident will be immediately investigated by the SBM and action will be taken accordingly to firstly make safe if posing an immediate risk to staff and/or students and then to rectify the problem permanently via Spie.

Responsibilities of the Headteacher

Overall responsibility for the day to day management of health and safety in the school rests with the Headteacher.

As manager of the establishment and of all the activities carried on within it, the Headteacher will advise Governors of the areas of health and safety concern which may need to be addressed by the allocation of appropriate resources, eg time, effort, finance.

The Headteacher has responsibilities for:

- Communicating the policy to all relevant parties, including support, temporary and supply staff, contractors and third party users;
- Ensuring that the school has a defined system in place for undertaking suitable and sufficient risk assessments;
- The implementation and monitoring of the establishments health and safety arrangements which form part of this policy;
- Ensuring all staff are provided with suitable and sufficient information, instruction and training on health and safety issues;
- Ensuring that the establishment has emergency procedures in place and have a Business Continuity Plan for emergency and crisis situations. The school will schedule table top exercises to simulate emergency situations to assess the effectiveness of the emergency plan and amend, as required.
- Ensuring that the premises, plant and equipment are maintained in a serviceable condition;
- The provision of appropriate health and safety information to Governors;
- Ensuring consultation arrangements are in place for staff and their trade unions/professional association representatives.

The Headteacher may choose to delegate certain tasks to other members of staff. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Headteacher from the overall day to day responsibilities for health and safety within the establishment.

Responsibilities of other teaching staff/non teaching staff holding posts of special responsibility, e.g. Deputy Headteacher, School Business Manager, Progress Leaders, etc.

Responsibilities of Progress Leaders:

- *Apply the school's Health & Safety policy to their own department or area of work and be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements;*
- *Maintain or have access to an up-to-date library of relevant published health and safety guidance from sources including the Local Authority, CLEAPSS, DATA, DfE, Association for Physical Education, etc, and ensure that all members of the team are aware of and make use of such guidance;*
- *Ensure suitable and sufficient risk assessments are undertaken for the higher risk activities undertaken by staff and students for which they are responsible and that appropriate control measures are implemented;*
- *Ensure that appropriate safe working procedures are brought to the attention of all staff under their control;*
- *Provide suitable forums to allow staff to raise and discuss health, safety and welfare issues. Issues which cannot be resolved to a satisfactory conclusion in accordance with statutory requirements, Local Authority Guidance, National Standards and best practices should be referred to the Headteacher;*
- *Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections, where required;*
- *Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and students to carry out their activities in a safe manner.*
- *Ensure that all accidents (including near misses) occurring within their department are promptly reported and investigated using the Incident Report Form (M13) and passed onto the Director of Business & HR for consideration and action, if appropriate.*
- *Arrange for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe.*

Responsibilities of all employees

Under the Health & Safety at Work Etc Act 1974 all employees have general health and safety responsibilities. Staff must be aware that they are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions.

All employees of the establishment have the responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work;
- Comply with the school's Health & Safety policy and procedures at all times;
- Report all accidents and incidents to the Director of Business & HR;
- Co-operate with school management on all matters relating to health and safety;
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health, safety and welfare;

- Report all defects in the condition of premises or equipment and any health and safety concerns immediately to their Line Manager;
- Report immediately to their Line Manager any shortcomings in the arrangements for health and safety;
- Ensure that they only use equipment or machinery that they are trained, competent and authorised to use;
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

Consultation Procedures

The following forums are in place at which health and safety issues can be raised by any employee associated with the school;

Local Authority

Joint Children and Young People’s Department (CYPD) Health and Safety Sub Committee Meeting. Minimum of 6 meetings annually. Agenda items to be sent to Principal Health & Safety Officer, CYPD, Hamilton Building.

APT&C JCC. Agenda items to be sent to Mrs A Houghton, Hamilton Building e-mail: audreyhoughton@wirral.gov.uk

School

Termly Governor Sub-committee meetings Academy Business & Finance.

Weekly Headteacher and SLT meetings, daily Staff briefings.

Regular meetings between SPIE RTSM & SBM, monthly KIT meetings (School, WSSL, PFI Team, Chartwells, SPIE).

All health and safety information, policy and Guidance Documents and associated literature are kept with the School Business Manager and on the school’s website.

Responsible Persons

The following people have been identified to carry out a number of health and safety functions:

Health and safety function	Name/Position
1. Holding health and safety documents, Authority’s Guidance, etc.	School Business Manager
2. Accident Reporting, Incident Reporting	School Business Manager/School RGN
3. Management of Asbestos	SPIE staff
4. First Aid	Nominated First Aiders - see list
5. Fire Precautions; Drills, Exits, Extinguishers	School Business Manager

6.	Building Maintenance (Control of Contractors)	School Business Manager/Caretakers
7.	Safety Inspections	School Business Manager/SPIE
8.	Manual Staff (information, instruction)	School Business Manager
9.	Purchasing Equipment and Products	Senior Finance Manager
10.	Security, Out of Hours Lettings	School Business Manager/SPIE/WSSL
11.	Trips, Visits and Overnight Stays	Assistant Head Teacher/SBM/Visit Co-ordinator/Administrator
12.	Risk Assessment Management	School Business Manager/Project Leaders/Technicians
13.	Management of water hygiene	SPIE Facilities Manager
Secondary Schools		
i.	Departmental Health & Safety policies	Progress Leaders
ii.	Technicians; responsibilities, roles, etc.	Progress Leaders
iii.	Purchasing; chemicals, art materials, etc.	Progress Leaders/Technicians
iv.	Protective Clothing	Progress Leaders/SBM/Techs
v.	Disposal of Chemicals	Progress Leaders/SBM

Emergency Contacts

In case of an emergency outside of school hours contact:

<p>i) Headteacher</p> <p>Mark Bellamy</p> <p>Tel no: 0151 284 9722</p> <p>Mobile: 07875 179 067</p>
<p>ii) Deputy Headteachers</p> <p>Jane Whisker</p> <p>Tel no: 0151 653 9360</p> <p>Mobile: 07969 533056</p> <p>Paul Lloyd</p> <p>Tel no: 0151 727 6633</p> <p>Mobile: 07837 854735</p>

<p>iii) Caretakers</p> <p>Dave Upton/Geoff Howard</p> <p>0870 7106122 or</p> <p>01925 404 555</p> <p>07764 368453</p>
<p>iv) Chair of Governors</p> <p>Greg Kemp</p> <p>Mobile: 07825 958041</p> <p>v) School Business Manager</p> <p>Jane Doyle</p> <p>Mobile: 07841 478182</p>

Other useful numbers:

CYPD's Health & Safety section	666 4693/5601/5611
CYPD Health & Safety website	http://.wirral-mbc.gov.uk/ealthandSafety/index.asp
SPIE - Facilities Management Help Desk	0161 7496422
SPIE remote call centre	0870 903 0999
Arrowe Park Hospital	0151 678 5111
Health & Safety Executive	0161 952 8200

ARRANGEMENTS

Accident Reporting

All departments have been issued with an "Accident Reporting book" into which they should log all minor accidents including details of near misses that do not require medical treatment. This allows for good Safety Management practice and will enable steps to be taken or action to be taken to avoid more serious incidents occurring.

Where a review of near miss information reveals that changes to ways of operating, risk assessments or safety management arrangements are needed, these changes should be put into effect.

- Accidents and dangerous occurrences should be reported directly to the SBM once First Aid has been administered, a form M13 will be completed and a decision will be made if that incident would have to be reported to HSE via the RIDDOR (Reporting of injuries, Diseases and Dangerous Occurrences Regulations).
- Violent incidents and verbal abuse should be reported to the Director of Business and HR also so that details can be recorded.
- Student accident records must be kept until the injured person reaches the age of 21. For injuries to staff or visitors, etc. the records must be kept for 3 years.

Blank M13 forms are available in the Medical room or with the SMB.

The Headteacher will be consulted before any reports are directed to the HSE. Safety Section and copies of all reports will be kept with the establishment for the required period of time in a confidential and secure area.

Accident statistics will be monitored for trends and a report made to the Governors/Senior Leadership Team, as necessary.

The Headteacher or their nominee will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work, plant, equipment, fittings, etc. must be reported and attended to as soon as possible.

Reporting to the Health & Safety Executive (HSE)

In the event of a fatality or major injury the SBM will report directly to the HSE via the telephone for fatalities or major injuries or online for Dangerous occurrences.

Definitions

Accident-an undesired event that does result in harm and/or property damage.

Near miss-and undesired event that COULD result in loss.

Major injuries

- Leading to hypothermia, head induced illness or to unconsciousness;
- Requiring resuscitation or;
- Requiring admittance to hospital for more than 24 hours;
- Loss of consciousness caused by asphyxia or by exposure to a harmful substance or biological agent;
- Either of the following conditions which result from the absorption of any substance by inhalation, ingestion or through the skin;
- Acute illness requiring medical treatment or;
- Loss of consciousness;
- Any person including employees, pupils, members of the public, visitors, taken from the site of the accident for hospital treatment.

Employee absence, as the result of a work related accident/illness for periods of more than 7 consecutive days (including weekends and rest days).

The school is still required by law to keep records of accidents where individuals have been incapacitated for more than 3 days, eg. absent from work and or change in duties as a result of the work-related accident/illness.

WSSL/SPIE notification

The School Business Manager will inform the SPIE helpdesk and WSSL personnel of any major accident or incident if caused by a building or equipment defect, failure or damage. The SPIE helpdesk will be informed of any health and safety issues that require immediate attention and a SPIE accident form will be completed by staff.

The School Business Manager may want to take photographs, witness statements as additional evidence and all correspondence from individuals, solicitors etc. will be handled directly by the company insurers.

Asbestos

A copy of the guidance - Health & Safety Management Arrangements Asbestos in the Workplace can be downloaded from http://10.107.1.50/Personnel/HS_Asbestos.htm

The asbestos register is held in the caretaker's office and will be made available to all staff and visiting contractors and their employees prior to carrying out inspections, maintenance, repair or construction activities. This includes even small jobs such as installing telephones or computers, putting up shelving or installing security services.

The responsible person - the School Business Manager shall ensure:

- The asbestos log is maintained and updated by SPIE Facilities Management.
- All work on the fabric of the building or fixed equipment is entered in the permission to work log and signed by those undertaking the work.
- A 6 monthly visual inspection of asbestos containing materials on site is conducted and then recorded in the asbestos log By SPIE Facilities Management.

Please note that even drilling a hole or pushing a drawing pin into asbestos containing materials may result in the release of fibres into the air.

Under no circumstances must staff drill or affix anything to walls without first obtaining approval from the responsible person.

Any damage to materials known or suspected to contain asbestos should be reported to the SBM who will contact the SPIE helpdesk immediately.

Any contractor who is suspected to be carrying out unauthorised work on the fabric of the building must be reported to the SBM and SPIE helpdesk.

Chemical safety

Hilbre High School Humanities College recognises its duty of care to employees, visitors, contractors and members of the public and all reasonable steps will be taken to secure the health and safety of employees. The Control of Substances Hazardous to Health (COSHH) Regulations place a duty on the employer to assess the risks to the health of employees and other persons posed by the use of toxic, harmful, irritant and corrosive substances and, to put in place, to eliminate or control that exposure.

The school will take all reasonable steps to purchase non-hazardous products, wherever possible.

Risk Assessments - chemical safety

Risk Assessments are available from the CLEAPS site and school site specific copies are held by the Science department or other departments using chemical based products and the SBM.

It is the responsibility of the Progress Leaders to ensure that for other products purchased outside the preferred supplier, Health & Safety Data Sheets are requested from either the supplier or manufacturer and a suitable and sufficient risk assessment must be carried out where it is identified that there is a significant risk.

Information

Sufficient information will be given to all employees using harmful, toxic, irritant and corrosive products as regards to the safe use, handling and storage, and protective equipment/clothing to be used. Copies of assessments will be available to all employees on the shared IT work area.

The Progress Leader of the Science department has co-ordinated the creation of Risk Assessments, lesson plans and schemes of work for all practical sessions that may be potentially hazardous or dangerous. Hazard-cards and warning notices are used in lessons and placed around classrooms. Students are given automatic warnings at the start of each lesson in the expectations of safe behavior.

The department has also produced a chemical storage policy and stock taking system.

See CLEAPS website for details of COSHH information "Control of Substances Hazardous to Health".

Contractors

As a PFI school most contractors are engaged and managed by the SPIE Facilities Management staff.

For any contractors engaged by the school then the:

- The suitability and competence of the contractor is taken into consideration.
- Detailed risk assessments and method statements are provided by the contractor for the requested works and forwarded to the Hochtief helpdesk for prior approval for the work.
- The permit to work or permission to undertake works may involve hot work, asbestos removal, use of hazardous substances, etc.
- Information, instruction and training is provided, where necessary, to contractors on anything which may affect their health and safety.
- The co-operation and communication between all parties involved, to ensure the health and safety of all the workplace and anyone who is likely to be.
- All contractors must report to [school office/reception] where they will be asked to sign the visitor's book and wear an identification badge.
- Contractors will be issued with guidance on fire procedures, asbestos management, local management health and safety arrangements and vehicle movement restrictions.

The School Business Manager is responsible for monitoring areas where the contractor's work may directly affect staff and students and for keeping records of all contractor work. This will include checking that:

- Work is carried out in accordance with the risk assessment and method statement.
- They have sufficient knowledge of the work being undertaken in their building so that they can ensure the work is being managed and supervised.
- The contractor is escorted to their place of work and informed of local emergency procedures.
- They provide information including details of any risks that other parties could not reasonably know about [*see asbestos management*].
- They make staff aware of any works being undertaken and of any temporary hazards they may come into contact with.
- They report and accidents/incidents or near misses which contractors are involved in.
- They challenge any unsafe working practices.

DSE - Display Screen Equipment

It is the responsibility of the SBM to ensure that Display Screen Equipment Self-Assessment Checklists are completed by staff as detailed below.

All staff who habitually use computers as a significant part of their normal work, eg. admin staff, bursars, etc. are required to complete the Display Screen Self-Assessment Checklist with their Line Manager (significant is taken to be continuous/near continuous spells of an hour at a time).

Those staff identified as DSE users shall be entitled to an eyesight test for DSE use every 2 years by a qualified optician and the school will agree to contribute an agreed sum against the cost of this eye test.

It is the responsibility of the Line Manager and individual to ensure that all remedial actions are completed within a reasonable time scale.

Educational Visits

Well planned and executed educational visits provide our students with valuable experiences which enhance their learning at school. Providing a variety of 'real-life' opportunities for our children enables them to achieve a fuller understanding of the world around them through direct experience. Educational visits are an essential element of good practice.

Purposes

Educational visits can provide stimulus and support to work being covered as part of the school curriculum. It may be that a visit provides an effective stimulus at the start of a unit of work; alternatively teachers may decide to use an educational visit at any time during a progress to enhance and support the curriculum.

Wherever or whatever the venue, teachers should ensure that the educational benefits to the children are maximised.

Guidelines

The organisation of an educational visit is crucial to its success. With rigorous organisation and control, a visit should provide a rich, learning experience for the students.

EVOVLE is now in use in Wirral Schools and in accordance with the school's Trips and Visits policy. It is a requirement that the school staff use the EVOLVE system for applying for permission for a trip involving a residential/overnight stay or involves activities that would be classed as potentially hazardous (see guidance information on "hazardous" activities).

The EVOLVE system automatically sends notification of visits required to be notified to the learning outside the classroom Edsential advisor on 0151 541 2170.

The Educational Visits Co-ordinator will be required to implement the guidance, as appropriate, when the school undertakes offsite visits.

See LOTC Adviser: Jane Pepper at Edsential on 0151 541 2170, e-mail www.edsential.co.uk

Outdoor Education Advisers' Panel <http://www.oeap.info/>

Electrical safety

All staff should monitor the condition of plugs, cables and electrical equipment prior to use.

All portable items of electrical equipment will be subject to regular inspections and PAT (portable appliance testing) in accordance with HSE guidelines and an accurate record of inspection will be kept by the Director of Business & HR.

Personal items of equipment (electrical or mechanical) should not be brought into the school without prior authorisation and subjected to the same tests as school equipment.

Most people are aware of the health and safety hazards associated with electricity. To avoid injury, or worse, it is essential to adopt the following precautions.

Faulty equipment

1. Report faults immediately. Do not use or continue to use faulty equipment.
2. Do not carry out repairs, etc. or even fit plugs.

The Health & Safety Executive has indicated that cost effective maintenance of portable electrical equipment can be achieved by a combination of actions at 3 levels:

- a) Checks by the owner/user of the equipment;
- b) Formal visual inspections by a person appointed to do this;
- c) Combined inspection and testing by a competent person or contractor.

User checks (visual)

Each time an item of electrical equipment is used a quick visual check should be made to verify that:

- a) The item is in good working order;
- b) There is no damage, eg. cuts, to the cable sheath;
- c) There is no damage to the plug, eg. bent pins or cracked casing;
- d) The socket is not overloaded - although the demand for power sockets in classrooms is often greater than the number of sockets available, the temptation to plug multi-socket into multi-socket must be resisted;
- e) The coloured insulation material on the internal wires is not protruding from the plug or equipment;
- f) The equipment is not wet or excessively dusty;
- g) There is no obvious damage to the outer casing of the equipment, eg. loose screws;
- h) There is no evidence of overheating, eg. scorch marks;
- i) Extension leads are not a tripping hazard - if extension leads cannot be arranged so that they are well clear of circulation areas, they should be taped down or one of the proprietary cable holders should be used.

This should be part of everyday practice and the equipment must not be used if the visual check is not satisfactory.

Combined inspection and testing by a competent person or contractor

The school will arrange to have all equipment tested by a trained and competent person and any repairs needed will be carried out by approved contractors engaged by SPIE Facilities Management Ltd.

An inventory of all electrical equipment is held on the premises - ICT Manager's Office. It is the responsibility of all staff to notify the ICT Manager when new appliances/equipment have been purchased to ensure they are recorded on the inventory.

Guidance on fuses for appliances

3 Amp for most appliances up to 720 Watts(W)	13 Amp for appliances rated over 720 Watts (W)
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Radios Table Lamps Soldering Irons TV's* Electric Blankets Audio and Hi-Fi Slow Cookers *Some TV manufacturers recommend a 5 amp fuse	Irons, Kettles, Fan Heaters Electric Fires, Lawn Mowers** Toasters, Deep Fat Fryers Refrigerators, Freezers Washing Machines Tumble Dryers Vacuum Cleaners **Always use a residual current device (circuit breaker)
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Sockets
Avoid multi-way adapters. Remember “one appliance, one socket” is safest; an overloaded socket can overheat and cause a fire.

Emergency Planning - see separate “School’s Emergency Management Plan”

Extended Schools and Lettings - see separate “Schools Lettings policy”

Fire

The school has devised a detailed **Joint Fire policy** in conjunction with SPIE and WSSL and contains details of all staff responsibilities, emergency evacuation procedures and Fire Safety Plans and training information.

First Aid

FIRST AID BOXES ARE LOCATED AT THE FOLLOWING POINTS:

Main Medical Room, SEN base, All Science, Food Tech, DT and PE Offices, all House Offices, Sixth Form Block, Drama, Kitchen and Caretakers room

Due to the number of staff and students at the school and the separation of some of the departments, the school has ensured that there are sufficient trained First Aiders located at as many areas as possible. The school regularly considers the number of trained staff and offers training courses when needed.

Fire assessments and procedures have been put into place for specific hazards or risks on site, eg. areas with hazardous substances, dangerous tools or machinery and first aiders are located in these areas.

There are TA staff in the SEN base who work with students with special medical needs that have been given first aid training and this is always subject to retraining and review.

The school has a number of 3 day appointed first aiders and will always maintain an adequate level for the number of students and contingency in case of absence.

The school’s School Trips and Visits policy requires that there is always a trained first aider accompanying the students off site and a first aid kit is taken along on the trip.

A first aid kit is always kept on the school minibus.

Chartwells and SPIE Facilities Management have trained their own staff in first aid; however, there is an understanding between parties that assistance would be provided, if needed.

Clinical waste bins for swabs, used tissue, etc. is located in the medical room and incontinence waste bins are provided in the disabled toilets.

Treatment of blood spillages should follow HSE guidance.

Source: *Guidance on First Aid for Schools: A Good Practice Guide*

The following staff are available to provide first aid -

TRAINED TO FIRST AID AT WORK LEVEL:

Name	Training Provider	Date of Training	Refresher due date	Ext No
Suzanne Harvey School RGN	3 day appointed person Defibrillator training Managing Medicines in the Workplace	October 2015	October 2018	209
Kate Muskett	3 day Appointed person Defibrillator training	November 2016	November 2019	240
Dan Taylor	3 day appointed person Defibrillator training	November 2016	November 2019	231
Ray Grieves	3 day appointed person Defibrillator training	November 2017	November 2020	220

TRAINED TO EMERGENCY AID LEVEL:

Name	Training Provider	Date of training	Refresher due date
K Herbert	First Aid - 1 day	July 2017	July 2019
S Ballam		July 2017	July 2019
E Turnbull		July 2017	July 2019
S Ballam		July 2017	July 2019
M Garrett		January 2018	January 2021
L Hogan		January 2018	January 2021
A Jones		January 2018	January 2021
D Hughes		July 2018	July 2021
J Gregg		July 2018	July 2021
E Campos		July 2018	July 2021
A Youds		July 2018	July 2021
I Lintermans		July 2018	July 2021
H Sadler		July 2018	July 2021
G Marshall		July 2018	July 2021
A Schofield		July 2018	July 2021

J Duffy		July 2018	July 2021
M Williams		July 2018	July 2021
G Lawley		July 2018	July 2021
S Fleming		July 2018	July 2021

OUTDOOR EMERGENCY FIRST AID - DofE expeditions

- F Ledson - attended 2 day course June 2016 - Review February 2019
- C Randles - attended 2 day course June 2016 - Review February 2019
- R Wall - attended 2 day course February 2016 - Review February 2019
- K Teasdale - attended 2 day course February 2016 - Review February 2019

TEAM Teach training - April 2018

- H Brindle
- P Morris
- J Duffy
- C Joyce
- S Ellis
- P Hellier
- A Evans
- G Lawley
- D Jones
- C Asson
- E Myers

The Headteacher will ensure that School RGN and first aiders have a current certificate and that new persons are trained, should first aiders leave.

The function of the appointed School RGN and first aiders will be to ensure first aid boxes are stocked and regularly checked and refilled. To ensure that records are kept of all first aid treatment via SIMS for staff and students. To administer first aid in accordance with the training they have been given.

Transporting students requiring medical treatment

Where the school RGN, first aider, Headteacher or SBM considers that hospital treatment is required, the school should summon the emergency services for transport by ambulance.

If, despite being fully appraised of the situation, the emergency service does not consider it necessary for transport by ambulance, but the school consider that further medical advice is required, the school should contact the student's next of kin. If the next of kin cannot be contacted and/or do not have access to own transport, the school can, **only** in these **exceptional** circumstances arrange to transport the injured person using their school staff transport.

Please note that that they must be accompanied by an additional responsible adult to support the injured person. A member of staff should stay with the injured child until their parents/carers arrive at the hospital.

Please note:

All staff who are likely to use their own vehicles for business travel must have the appropriate business insurance and a valid MOT certificate (if required). It is the responsibility of the SBM to check these documents together with the individual's driving licence making note of any endorsements on an annual basis and maintain appropriate records.

First aid away from school premises

A travel first aid kit is taken by an appointed member of staff when taking a group of children out of school and the trip must have a member of staff present who has been first aid trained.

An accident form must be completed for any incident/accident during a trip and this should be passed onto the SBM.

Clinical waste

In accordance with the "Duty of Care" code of practice, all swabs, tissues, etc. used for medical treatment will be placed in a medical bin provided by the school, located in the medical room.

Items such as needles, syringes and other sharps will be placed in the "sharps" bin provided by the school, located in the medical room.

Blood spillages

Guidance from the HSE on the Protection against Blood Borne viruses is available with the School's Medicine policy and from the Operation Manager.

Emergency Contact Numbers

NHS Service	111
Accident and Emergency	0151 678 5111
School Nurse	0151 677 3679 or 07710463921
Infection Control Nurse	0151 706 2000

Housekeeping

The school staff will be expected to immediately report to the SBM or SPIE caretakers any incidents of poor housekeeping around the school that may pose a hazard or a risk to the health and safety of the staff, students and visitors in the school.

Any concerns or issues will be dealt with immediately by the SBM or the area will be made safe until such time as the matter can be rectified.

A Specific Housekeeping Risk Assessment is available from the SBM and they will conduct regular site walks and checks together with the SPIE staff on the following areas:

Floors and gangways - wet, greasy, dusty or dirty, spills or splashes, unsuitable floor surface or covering, trailing cables, congestion, obstruction, inadequate lighting.

Furniture and fittings - check circulation routes are not impeded by the arrangements of furniture and that furniture is not damaged or unstable. Check that furniture is not in a dangerous condition (rough wood, splinters, protruding screws, nails, loose components, etc.

Storage - Check accessibility, are shelf mountings secure, are shelves overloaded, are bulky items stored at waist height - not at high or low level, is storage logical and tidy, are storage areas kept secure, is access equipment available for high shelves, eg. 2 rung stepladder with handrail.

Waste - Are there adequate containers for the disposal of waste, are they emptied regularly, check for waste accumulating on escape routes?

Welfare facilities - Is there adequate storage for coats and personal belongings, are the facilities for making drinks and snacks kept clean and tidy, is food stored in appropriate containers?

Fire - Are flammable materials kept away from heat and ignition sources and stored in approved, correctly labeled containers? Are all fire exits, call points escape routes correctly marked and labeled?

Inspections - A general workplace inspection of the site will be conducted as an on-going process by the Director of Business & HR and SPIE staff. Form staff will be asked to report back to the SBM immediately if their classroom/teaching area requires attention.

Pro-forma checklists will be given to staff periodically to carry out for their individual rooms.

Any defects reported to the Director of Business & HR will be immediately passed onto the SPIE helpdesk and a job number will be created. Such jobs will be marked as a health and safety issue if deemed necessary by the SBM and will be followed up until the defect has been rectified.

It is the responsibility of SPIE Facilities Management Ltd to deal with all checks, reporting and monitoring of the following services in accordance with legislation:

- Legionella
- Lighting
- Emergency lighting
- Heating systems and boilers
- Gas supplies
- Fire and intruder alarms
- Fire-fighting equipment
- Water supplies
- Disabled and passenger lifts
- Perimeter fencing

Lone working

All school staff are to be encouraged not to work alone in school. Work carried out unaccompanied or without immediate access to assistance should be risk assessed to determine if the proposed lone working activity is necessary.

Work involving potentially significant risks (for example work at height, operating dangerous equipment, etc.) **should not** be undertaken whilst working alone.

Where lone working cannot be avoided staff should:

- Have a prior discussion with the SBM to make aware of the nature of the work, location in school, date and time, etc. The caretaker will be informed on entry into school for fire and health and safety precautions.

- All employees must sign in and out of school using the Inventory Sign In system during the holidays and out of core hours.
- Ensure that the employee has a means to summon help in the event of an emergency, eg. access to a telephone or mobile telephone, etc.
- A key holder attending empty premises where there has been an incident or suspected crime should do so with a colleague, if possible. They should not enter the premises unless they are sure it is safe to do so.
- Report any incidents or situations where they may have felt “uncomfortable”. Good communication between colleagues, in terms of personal safety, is essential.

Manual handling

All manual handling activities which present a significant risk to the health and safety of staff, whether they involve the manual handling of people or objects, will be reported to the SBM who will arrange for a suitable and sufficient risk assessment to be carried out.

Where it is not reasonably practicable to eliminate these activities a risk assessment will be carried out and the risk reduced as far as is reasonably practicable.

Appropriate information, instruction and training on the safer moving and handling techniques will be provided to all staff that are required to undertake such manual handling duties as part of their job.

The written risk assessment will be provided to employees who must follow the instruction given when carrying out the task.

Staff should ensure they are not lifting heavy items and equipment unless they have received training and/or equipment in order to do so safely.

Management of Medicines - see separate **School Medicine policy - updated 2018**

Minibuses - see separate **School Minibus policy - updated 2018**

New and Expectant Mothers

Assessments on New and Expectant Mothers will be undertaken by the SBM following guidance contained in the Local Authority Health and Safety Management Arrangements for Risk Assessment and the Health and Safety Management Arrangements for New and Expectant Mothers.

It is the responsibility of staff to inform their line manager as soon as they know they are (or are no longer) pregnant.

The risk assessment will be reviewed on a regular basis as the pregnancy progresses.

Noise

The school will take all reasonable steps to ensure staff, students and visitors are not exposed to noise which may affect their health and safety.

The SBM will arrange for noise level tests and risk assessments to be completed for areas such as the Music classrooms and practice rooms if it is believed that staff are exposing themselves to excessive levels of noise over the guidance limit.

Risk Assessment

General Risk Assessments:

All school risk assessments will be co-ordinated by the SBM.

All workplace and classroom based activities, locations and equipment involving teaching and non-teaching staff, premises and one-off activities have been assessed and approved by the Headteacher.

All Progress Leaders of departments for Science, Art, Design Technology, Textiles, Food Technology and PE will produce, monitor and revise their own departmental risk assessments and pass copies onto the SBM for assessment and review.

All school risk assessments are available for all staff to view and are available from the school website or from the SBM.

Specific risk assessments relating to individual persons, eg. staff member or young person/student are held on that person's file.

Risk assessments for non-curriculum activities will be carried out by the SBM in accordance with HSE Legislation and guidance. These will include: midday supervision, playground activities, access to school premises before the start of and at the end of the school day, movement around the school, Open/Parents' Evening, school productions, etc. (this list is not exhaustive).

Risk assessments will be reviewed on an annual basis, when there has been a change in location, equipment, people and procedures and always after a reported accident and/or near miss. Staff will be made aware of any changes to risk assessments relating to their work.

School staff will be made aware of the Health & Safety policy, risk assessment, procedures and requirements, etc. via staff meetings, bulletins, newsletters and the website.

Security - see separate school Security policy

Stress Management

Hilbre High School is committed to protecting the health, safety and welfare of our employees and recognises that workplace stress is a health and safety issue and acknowledge the importance of identifying and reducing causes of workplace stress.

The Health & Safety Executive define stress as "the adverse reaction people have to excessive pressure or other types of demand placed on them". This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress, which can be detrimental to health.

The school and governing body are committed to promoting high levels of health and well being and recognise the importance of identifying and reducing workplace stress factors through risk assessment, in line with the HSE Guidance.

In seeking to ensure the effectiveness of this policy, the school will:

- Ensure that legal requirements are complied with as far as is reasonably practicable.
- Promote best practice, and improve knowledge and skills in stress management.
- Identify, as far as is reasonably practicable, all workplace stress factors and conduct risk assessments to eliminate or reduce stress, or control the risks from stress. Risk assessments will be regularly reviewed.
- Consult with staff representatives on the implementation of all proposed school wide action relating to the prevention of workplace stress.
- Provide adequate resourcing to ensure the implementation of this policy and maintain a robust risk management process to ensure that principal risks are reported to the Governing Body.

The school is working with SAS Daniels, the HR Advisors providing an extensive HR service and support in producing a Whole of School Staffing policy that includes Stress Management and Anti-Bullying procedures. The school uses an Occupational Health provider for stress management support and staff are referred for appointments if they request or need support.

Training

Training is one of the most important tools in achieving competence and when this is coupled with experience, a person's competency is increased.

Correctly identified training which is regularly updated and assessed for its relevance will ensure that safe practices are maintained and that legal obligations are met by the employer.

It is important that:

- New employees are made aware of basic health and safety information relevant to the organisation and given an appreciation of the safety culture which exists. Particular attention should be given to younger employees where it is likely to be their first job.
- Training the experienced workers is also very important as systems of work will vary within the organisation and even between departments. An assessment of training needs will be required for the school to ensure that all employees are competent, even though the employee may have evidence of formal training.
- In order to secure the health and safety of all employees, the school will provide a range of health and safety training to all new employees with regular refresher training; where on the job training is not sufficient.
- Induction training should commence on the first day of employment so that employees become familiar with basic procedures as soon as they are at their place of work. The person responsible for this induction is the Director of Business & HR and the Progress Leaders.

See Health & Safety Training for New Employees (HS/ECS/014)

Violence

The definition of work-related "violence and aggression" in the context of these arrangements means;

“Any incident where staff are abused, threatened or physically assaulted in circumstances related to their work involving an explicit or implicit challenge to their safety, well-being or health”.

Hilbre High School is committed to providing a safe and secure work environment for all its employees, students and visitors. It recognises that both physical injuries and physiological distress can result from acts of violence and aggression and incidents involving verbal abuse, intimidation, threats and physical assault arising in the course of work or as a result of work they undertake.

The Governing Body of Hilbre High School supports the prosecution and/or taking of legal action against any perpetrators of violence and aggression against a school employee or an employee of a contractor employed by the school to carry out works on site. These arrangements outline the measures and action to be taken to prevent and manage violence towards staff in connection with work; this includes staff on staff incidents. The school will also provide support to those employees who are affected by an act of abuse or violence in connection with work.

Where it has been identified, staff will be provided with appropriate information, instruction and training for dealing with difficult situations.

Vehicles

Vehicular access to the school is generally restricted to school staff, visitors, school transport services and school minibuses. Access by parents/carers bringing children to school or collecting them should be discouraged on Health & Safety grounds.

The children’s and parents’ access shall be kept clear of vehicles. The access from the road shall be kept clear for emergency vehicles.

The vehicle access gate must not normally be used for children’s pedestrian access. If an event is being held outside of normal school activities for which this is the sole access, then all due care must be taken to ensure the safety of those passing through this entrance.

Parents/carers are given access to the car park for evening events and are expected to adhere to general care and attention to access into and out of the area and follow the speed signs.

Visitors using the facilities after hours for lettings are permitted to use the main staff car park at the side of the school but are advised that they leave their vehicle at their own risk.

Main access gates to the school will be locked when the school is not in use.

Working at height

Working at height is not permitted for any employee of the school unless they have been given specialist training and equipment to enable them to do so, ie. Drama department which has special ladder equipment for lighting, rigs, etc.

SPIE staff are governed by their own rules and regulations but as a general rule only use a maximum of a 2 step ladder before scaffolding is brought in to carry out the work.

Where working at height is carried out on site by school staff, then a risk assessment is first carried out and reviewed by the responsible person - Director of Business & HR.

The SBM shall ensure that:

Suitable and sufficient risk assessments must be completed for all staff working at height activities, eg. putting up displays in classrooms and corridors.

The staff carrying out this work must be:

- Up to the job;
- Medical/physical capable;
- Not on any medication;
- Wear suitable clothing and footwear;
- Has attended suitable training and refresher courses;
- The equipment being used is appropriate for the job;
- The displays are not above a certain height;
- If equipment is being used, then it is in a good state of repair, easily accessible, regularly inspected and conforms to BSEN 131;
- The working surfaces must be safe, ie. not wet or slippery or uneven;
- Access must be unrestricted and step ladder secure, if being used.

Curriculum equipment in the classroom/prep rooms

Progress Leaders are responsible for ensuring maintenance requirements for equipment in their areas are identified and implemented.

The SBM will liaise with the Progress Leaders and identify all work equipment in an equipment register and ensure that risk assessments are carried out, identifying any relevant servicing/routine maintenance/inspection regimes, training or instruction needs, personal protective equipment requirements and authorised users.

4.0 Useful contacts:

LA Services

Health & Safety Team	0151 666 5611/5601/4693
Risk and insurance	0151 666 3413/3313
Community Patrol	0151 666 5441
Wirral Council's 24 Hour Emergency	0151 666 5265

Health

Health Protection Agency	0844 225 1295
Infection Control Nurse	0151 604 7750

Enforcing Authorities

Health & Safety Executive	0161 952 8200
Merseyside Fire and Rescue Service	0151 296 6208/6209/6210

HILBRE HIGH SCHOOL HUMANITIES COLLEGE HEALTH & SAFETY AND FIRE INDUCTION SHEET

To be read and signed by all new staff to the school.

Health & Safety policy - a copy of the full document can be found on the school's website under the policies section or a copy can be obtained direct from the School Business Manager.

Employer and employee responsibilities - this information can be found in the Health & Safety policy, Security policy, Fire and Emergency policies and on the **Red Fire Evacuation** procedures sheet which has been issued to all staff and is available in all rooms within the school.

Health & Safety Risk Assessment - Many departments are expected to hold all their own risk assessments for their specific subject areas and these should be reviewed annually. Safe schemes of work should be kept up to date and reviewed also and be available for inspection if needed.

The person responsible in school as the **Health & Safety Officer** is Jane Doyle, Business Manager - any questions or issues regarding health and safety should be directed to SBM. Additional support is available through the Wirral LA Health & Safety section.

All school staff have been allocated **specific duties and responsibilities in the event of an emergency Fire Evacuation and also for fire drills**. Staff will be expected to make themselves aware of these duties by reading through the red fire sheet which is kept in each classroom and all other around the school.

Fire exit locations - each room will have a map on the wall showing the most direct route of escape in the event of a fire. The school is clearly marked with "Fire Exit" notices along all corridors.

Use of fire - Fighting Equipment - Equipment should only ever be used by staff who have been correctly trained in its use - never attempt to put out a fire unless you have attended such training, concentrate instead of getting yourself, your students and other persons out of the building as quickly and safely as possible having first raised the alarm if the fire has been discovered by you.

Smoking policy - The school has a **NO SMOKING** policy anywhere on the school site, including the perimeter areas of the school grounds.

Welfare facilities - The school provides an adequate number of welfare facilities for staff and daily checks will be made on their cleanliness and hygiene by the SBM and SPIE staff.

First aid facilities - The school has a delegated medical room which is managed by the School RGN or suitably qualified school first aider at all times. Qualified appointed first aid staff include:

Sue Harvey	School RGN
Kate Muskett	TA3
Dan Taylor	Senior Technician
Ray Grieves	Senior Technician

There are also a number of Emergency 1 day first aid trained staff situated around school both in the main office, TA staff, technicians and PE staff.

FIRST AID boxes are situated in the medical room and around all other departments in the school. Please make yourself aware of the nearest box to your area.

Reporting accidents/incidents and “near misses” - All departments have been issued with book for reporting minor incidents requiring little or no first aid treatment. This allows for recording of these near miss incidents that may need to be investigated further.

Any major incident involving a student, member of staff or visitor to the school must be immediately reported to the school RGN and SBM. All details of the incident will be recorded on the appropriate form and the details will be submitted to the Health & Safety Executive via RIDDOR, if necessary.

Reporting hazards around the school - Staff must report any potential hazard or risk to the SBM or SPIE caretakers. If the SBM is not available, then please report to the Finance Manager.

Reporting defective equipment - Staff must report any defective or hazardous equipment immediately to either the SBM, ICT Manager, Finance Manager or caretakers, in order for it to be made safe or removed from potential use by other staff.

Housekeeping - All school staff should be aware of potential hazards as they travel round the school and have a responsibility to report any such hazards or concerns immediately to the SMB or caretakers.

Manual handling - All staff are advised not to put themselves at risk in relation to the manual handling of students or equipment/resources, etc. A copy of the risk assessment regarding this is available.

I have read the above information and understand the guidelines provided and my responsibilities as a member of staff.

Staff name:

Date:

