



THOMAS ALLEYNE'S HIGH SCHOOL
UTTOXETER

Health, Safety and Wellbeing Policy

This policy is reviewed biennially to ensure compliance with current regulations

Approved/reviewed by	
Managing and Resources Committee 13 October 2020	
Date of next review	September 2022

THOMAS ALLEYNE'S HIGH SCHOOL

Health, Safety & Wellbeing Policy Statement

1. This policy statement complements the Staffordshire County Council Health, Safety and Wellbeing Policy, the academy subscribes to the SCC Health and Safety enhanced consultancy services. It records the academy's local organisation and arrangements for implementing the Policy.
2. The requirement to provide a safe and healthy working environment for all employees is acknowledged and the Local Governing Body and Senior Leadership Team recognise and take responsibility for compliance with the statutory duties under the Health and Safety at Work etc Act 1974.
3. In compliance with the Health and Safety at Work etc. Act, this schools Local Governing Body will ensure so far as is reasonably practicable that:
 - all places and premises where staff and students are required to work and engage in school activities are maintained in a condition which is safe and without risk to health. (This includes the health and safety of persons on school premises or taking part in school activities elsewhere.)
 - all plant and equipment is safe to use and that arrangements exist for the safe use, handling and storage of articles and substances at work.
 - appropriate safe systems of work exist and are maintained.
 - sufficient information, instruction, training and supervision is available and provided to ensure that staff and students can avoid hazards and contribute in a positive manner towards their own health and safety and others.
 - a healthy working environment is maintained including adequate Wellbeing facilities.
4. In addition to the above the academy will ensure that so far as is reasonably practicable that the health and safety of non employees is not adversely affected by its activities.
5. Employee involvement is an important part of managing safely, and consultation on health and safety with employees and employee representative's forms part of this policy.
6. This policy statement and the accompanying organisational arrangements supersede any previously issued.

Mike Prescott, Chair of Governors

Julie Rudge Headteacher

Date 13 October 2020

Date 13 October 2020

Part 2

Health, Safety and Wellbeing Policy – Organisation and Responsibility

The Local Governing Body has overall responsibility for health and safety as the **occupier** of the premises.

The Headteacher will ensure that arrangements are made for the implementation of the health and safety policies.

The Academy's delegation scheme includes provision to ensure that staff meet their health and safety responsibilities and that necessary work is carried out.

Organisation and Responsibilities for Health, Safety and Wellbeing

Duties and responsibilities for health and safety have been assigned to Staff and Governors based upon the following roles outlined in the County Council's Health, Safety and Wellbeing Policy

Policy-makers	Devise and produce policy on health, safety and wellbeing at a strategic level. Preserve, develop, promote and maintain the Academy's and the Council's health and safety management system. Ensure that health and safety matters are taken into account when organisational decisions are made.
Planners	Develop the local plans to achieve the academy's health & safety objectives. Develop management arrangements for the identification of hazards and control of risks within their area.
Implementers	Ensure that workplace precautions and safe systems of work are developed in order to identify hazards and control risks. Ensure all the systems are working effectively
Assisters	Have the authority, independence and competence to advise Governors, Managers and Employees (or their representatives). They may also be technical or specialist employees who have achieved a certain level of health and safety competency within their specialised field
Employees	Irrespective of their position within the Academy's structure, everyone is regarded as an employee and therefore the employee duties within the H&S Policy apply to them.

Who are the Policy-makers, Planners, Implementers, Assisters and Employees in schools?

	Policy-makers	Planners	Implementers	Assisters	Employees
Local Governing Body					
Headteacher					
School Leadership Team					
Heads of Department					
Teachers					
Managers					
Senior Site Supervisor					
Teaching and Classroom Assistants: Technicians					
Learning Support Staff and Student Support Assistants					
Admin Staff					
Caretaker and Cleaning Staff					
Health, Safety and Wellbeing Advisors and Occupational Health Professionals					
Other Assisters RPA Insurance services Entrust Asbestos Management Team Property Services HR					

The responsibilities of Policy Makers, Planners, Implementers, Assisters and Employees within the Policy

Policy-makers	
Local Governing Body Headteacher H&S Advisers	Devise and produce policy on health, safety and Wellbeing at a strategic level. Preserve, develop, promote and maintain the Academy's health and safety management system. Ensure that health and safety matters are taken into account when organisational decisions are made.

Local Governing Body Chair	Mr. M Prescott
	Managing and Resources Committee
Head teacher	Mrs. J Rudge
SCC H&S Adviser	Charlotte Woodhead

The Policy makers:

- Will be familiar with the overall responsibilities laid down for **Policy Makers** in the County Council Health, Safety and Wellbeing Policy.
- Must ensure that the academy has a structure in place to manage health and safety which includes; planning, implementation of these plans, monitoring, and reviewing and auditing. This must be integrated into general day to day management.
- Will ensure that plans for continuous improvement in health and safety management are developed and reviewed regularly.
- Must ensure that all academy activities are organised and have sufficient arrangements and resources; to ensure that health and safety can be managed effectively.

As Policy Makers the Local Governing Body;

- Must ensure that those who have been assigned specific responsibilities in the academy for H&S have been identified, this has been communicated, and adequate training or instruction has been given.
- Must ensure that sufficient competent persons are in place to advise the academy on H&S issues.
- Will set H&S targets (with Planners) to improve H&S performance.
- Is required to monitor that the H&S targets are being met and the academy is meeting health and safety obligations by checking that policies and procedures are implemented in accordance with requirements, and by reviewing Key Performance Indicators (KPI) of health and safety performance on a regular basis.
- Seek advice from and receive reports from the County Council Health, Safety & Wellbeing Service and their School H&S Coordinator as appropriate and take actions as necessary.
- Ensure that the auditing of H&S takes place and that action plans are developed as a result of audit.
- The Local Governing Body will ensure that all their decisions reflect the commitment of this policy and promote a positive culture towards health, safety and wellbeing issues.

Planners	
Local Governing Body Headteacher Members of the School Leadership Team <i>Heads of Department</i> <i>Managers</i> <i>Senior Site Supervisor</i>	Develop the local plans to achieve corporate/school health & safety objectives. Develop management arrangements for the identification of hazards and control of risks within their area

Governing Body	Chair	Mr. M Prescott
Head teacher		Mrs. J Rudge
School Leadership Team		Mrs. A. Maingay Mrs. C Dodd Mrs. R Lindsay Mr. D Godwin Mrs. K Goodwin Mr. J Mitchell Mrs. L Peers Mrs. H Major Mr. A Storer
Heads of Department and Managers		Throughout the academy
Senior Site Supervisor		Mr I Mirams

The Planners will;

- Be familiar with the overall responsibilities laid down for **Planners** in the County Council Health, Safety and Wellbeing Policy.
- Take overall responsibility for the day to day health and safety management of the academy and academy activities taking place outside school premises.
- Determine the resources and arrangements needed to manage health and safety effectively as part of the academy planning process.
- Delegate duties to other members of staff any or all of the duties associated with the management of health and safety. *(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.)*
- Ensure that these staff receive appropriate H&S training.
- Ensure that all staff within the academy are aware of their responsibilities with regard to Health and Safety issues. Where staff have specific duties in health and safety matters (e.g. First Aid/Responsible Person/ Fire Marshal), this should be identified clearly to everyone in the premises.
- Keep up to date with changes or updates in health and safety management by using the County Council or other resources and communications.
- Ensure that suitable and sufficient training, instruction and information is provided when required
- Set health and safety objectives as part of the academy planning process.
- Include health and safety in staff objectives where appropriate and assess their performance against these objectives regularly.
- Advise Governors of the resources and arrangements needed to manage health and safety effectively as part of the academy planning process.

- Communicate any health and safety actions outlined in the academy planning process to relevant staff and governors.
- Develop management arrangements for the identification of hazards and control of risks (risk assessments), ensure these take place and that results are communicated to staff.
- Develop local policies and procedures as necessary for health and safety and ensure they reflect the overall Policy.
- Seek help from the H&S Adviser or other specialist to ensure that H&S Policy can be implemented effectively and advise the Local governing Body and/or the County Council (as necessary) where issues arise which cannot be managed at a local level, need additional resources or require external support.
- Ensure that an annual Premises Health and Safety Evaluation (inspection) of the premises is carried out, in line with the County Council Audit arrangements. (This duty may be delegated to other members of school staff)
- Ensure that an annual Health, Safety and Wellbeing Self Audit of the management of H&S is carried out, in line with the County Council Audit arrangements. (This duty may be shared with other staff such as SLT)
- Draw up any Action Plans required from the results of Premises Health and Safety Evaluation and Annual Self Audit and monitor these regularly.
- Take part in and cooperate with any Health and Safety Audit which may be carried out by the Council's Health, Safety and Wellbeing Service
- Advise the Local Governing Body and others of the results of any H&S monitoring (including KPI information) which takes place and of any actions required as a result of this.
- Consult with staff as necessary on matters of health and safety which may affect them at work.

Implementers	
<i>Headteacher (also Policy maker, Planner)</i> <i>School Leadership Team (also planners)</i> <i>Heads of Department (who may also be planners)</i> <i>Teaching Staff [Including supply teachers]</i> <i>Managers</i> <i>Senior Site Supervisor</i> <i>Teaching Assistants and Technicians</i> <i>Learning Support Staff and Student Support Assistants</i> <i>Admin Staff</i> <i>Caretaker and Cleaning Staff</i>	Ensure that workplace precautions and safe systems of work are developed in order to identify hazards and control risks. Ensure all the systems are working effectively

Governing Body	Chair	Mr. M Prescott
Head teacher		Mrs. J Rudge
Senior Leadership Team		Mrs. A. Maingay Mrs. C Dodd Mrs. R Lindsay Mr. D Godwin Mrs. K Goodwin Mr. J Mitchell Mrs. L Peers Mrs. H Major Mr. A Storer
Senior Site Supervisor		Mr. I. Mirams
Heads of Department and Managers		Throughout the academy
Teaching assistants and Technicians		Throughout the academy
Learning Support Staff		Throughout the academy
Administration Staff		Throughout the academy
Caretaker and Cleaning Staff		Throughout the academy

The Implementers will;

- Maintain an understanding of the Health and Safety Policies developed within the academy
- Demonstrate commitment to the management of health and safety by:
 - Setting a good example to others
 - Promoting good practice
 - Identifying H&S problems and rectifying them if possible
 - Challenging poor H&S performance or attitudes
 - Communicating regularly about H&S
- Be responsible for and take the lead on implementation of health and safety policies and any arrangements which have been developed by the Policy makers and Planners.
- Understand and own the plans in place for H&S as part of the overall academy planning process monitor progress in these areas and advise planners of the results or any deficiencies.

- Ensure than any personal targets set by Planners are achieved, feedback any issues identified in this process.
- Ensure that individuals have health and safety objectives as part of their annual review process (these may reflect the overall H&S plans)
- Encourage participation in H&S and ensure that communication about H&S issues takes place.
- Assess new and existing work activities for hazards, ensuring that risk assessments are in place, control measures implemented (safe methods of work/Personal Protective Equipment etc) and the results of risk assessments communicated.
- Ensure that, where responsibilities for health and safety have been delegated to staff members, these roles are properly assigned and understood by employees in their teams/areas.
- Ensure that staff in these roles have received appropriate training.
- Ensure that there is sufficient information, instruction and training and resources available for staff in order for them to do their job
- Consult with staff as necessary on matters of health and safety which may affect them at work and receive health and safety reports from Health and Safety Representatives, responding as necessary.
- Supervise work adequately to ensure that good health and safety standards are maintained.
- Ensure that adequate monitoring of H&S takes place e.g. by taking part on Premises H&S Evaluations and carrying out own inspection of work areas.
- Carry out any reactive monitoring required such as investigation of accidents, near misses and occupational illness and ensure the information gained is used to improve H&S in the future.
- Avoid allocating “blame” to individuals who report accidents, illness or near misses, and ensure that all reports of this nature are managed effectively.
- Monitor H&S standards at the local level by retaining statistics to identify patterns and trends in events.
- Seek advice from the H&S Adviser or other specialist as required.
- Make use of other resources available to promote H&S at work (e.g. intranet/Newsletters)
- *In addition to the above, Teaching staff are responsible for the health and safety of all students under their control whilst involved in organised work activities both on site e.g. classrooms, laboratories, workshops etc., and off site e.g. school trips.*

Premises Managers/Senior Site Supervisor

In addition to the responsibilities above Premises Managers have specific duties laid down in the County Council Health, Safety and Wellbeing policy. These are reproduced here;

1. To maintain an understanding of County Council health and safety policy arrangements and the premise manager responsibilities detailed within them, and an awareness of relevant premise related health and safety legislation, issues and procedures and operating within these requirements;
2. To control contractors working on the premises, and ensure that hazard information has been exchanged and suitable risk control measures implemented;
3. Ensuring adequate security arrangements are maintained;
4. Ensuring the general cleanliness of the premises and that adequate Wellbeing facilities are provided;
5. Arranging for regular inspection of the areas of the premises for which they are responsible to monitor that workplace health and safety standards are in effective working order and that a safe means of access and egress is maintained;
6. Ensuring that adequate fire safety arrangements and emergency procedures are implemented and maintained;

7. Ensuring that plant and equipment is adequately maintained;
8. Arranging for the regular testing and maintenance of electrical equipment;
9. Maintaining records of plant and equipment maintenance, tests, fire evacuation drills, fire officer inspections and fire extinguisher maintenance;
10. Ensuring adequate first aid requirements for the premises are formally assessed and adequate provision is made;
11. Ensuring that all premise related hazards are adequately identified, assessed and suitable and sufficient control measures implemented and monitored;
12. Undertaking thorough investigation of all premise related accidents/incidents. Ensure the availability of an accident book at each premise ;
13. Ensuring the adequate provision of health and safety notices and warning signs are prominently displayed and comply with the Health and Safety (Safety Signs and Signals) Regulations;
14. Ensuring that a copy of the Health and Safety Law Poster is displayed in an accessible location and the information on the poster kept up to date;
15. Maintaining a health and safety file on the premises in relation to any construction work covered by the Construction (Design and Maintenance) Regulations and make this available to contractors upon requests;
16. Ensuring that adequate systems are in place for the management of asbestos and control of legionella and excessive water temperatures;
17. To respond promptly to 'D1 Notifications' that is notification of a defect that could affect the health and safety of building occupants/visitors, informed to them by County Strategic/Entrust Property Services as a result of a maintenance contract visit.

Assisters	
<i>Health and Safety Advisors Occupational Health Professionals Specialist Technical Staff</i>	Have the authority, independence and competence to advise Directors, Managers and Employees (or their representatives). They may also be technical or specialist employees who have achieved a certain level of health and safety competency within their specialised field

SCC Health & Safety Advisors	Charlotte Woodhead
Occupational Health Professionals	County Council Occupational Health section
Specialist Technical Staff	Throughout the academy and external

Assisters act in a supportive role to managers and may use their authority, independence and competence to advise when required to do so

The Health and Safety Coordinator;

- Is familiar with the responsibilities of Assisters laid down in the County Council Health, Safety and Wellbeing Policy.
- Has the core duty to ensure that there is a system established for the management of health and safety – this planning and organisation must take place with the Planner(s) and Policy makers as necessary.
- Will keep up to date with Health and Safety issues and changes by making use of resources provided by the County Council to promote H&S at work (e.g. intranet/Newsletters)
- May take on certain functions such as communication, collation of statistics, coordination of H&S Evaluation/Audits as directed, but the overall responsibility rests with the Head of Establishment.
- May collate and produce an **annual report on Health and Safety performance including essential KPIs** (see Part 4) for Governing Bodies to view as part of their monitoring process. A template is available for this on the SLN at
- <http://education.staffordshire.gov.uk/School-Admin/HealthSafetyWellbeing/Health-and-Safety/Key-Documents/Key-Health-and-Safety-Documents.aspx>

Employees
Irrespective of their position within the academy's structure, everyone is regarded as an employee and therefore the employee duties within the H&S Policy apply to them.

Employees [including temporary & volunteers]

Employees – Irrespective of their position within the academy's structure, All staff are employees and therefore all the employee responsibilities within the County Council Health, Safety and Wellbeing Policy apply to everyone. All employees in the establishment are aware of the responsibilities of Employees laid down in the County Council Health, Safety and Wellbeing Policy.

All employees have general health and safety responsibilities both under criminal and civil law. Staff must be aware that they are obliged to take care of their own safety and health whilst at

work along with that of others who may be affected by their actions.

Employees must also co-operate with the local governing body and senior management of the academy so that they may fulfil any legal requirements placed on them as employers and/or persons in control of premises.

Students [This section should be drawn to attention of all students]

All students must be encouraged to follow all safe working practices and observe all school safety rules.

All students will:

- follow all instructions issued by any member of staff in the case of an emergency;
- ensure that they do not intentionally or recklessly interfere with equipment provided for safety purposes e.g. fire extinguishers etc.
- inform any member of staff of any situation which may affect their safety.

Staff Safety Representatives

Health and safety at work law provides for the appointment of trade union appointed safety representatives from amongst the employees. Where the local governing body is notified in writing of such an appointment, the safety representative shall have the following functions:

- to investigate potential hazards and to examine the causes of accidents in the workplace;
- to investigate complaints by any employee he represents relating to that employees health and safety or Wellbeing at work;
- to make representations to the Headteacher via the Deputy Headteacher on general matters affecting the health, safety and Wellbeing of employees;
- to carry out workplace health, safety and Wellbeing inspections;
- to attend any safety committee meetings;
- to co-operate with employers in promoting health and safety at work.

None of the above functions given to a safety representative impose any legal duty or liability whatsoever on that person. A safety representative is in no way obliged to carry out any or all of the above functions.

Part 3

Arrangements & Procedures for Health, Safety and Wellbeing

Thomas Alleyne's High School

The following procedures and arrangements have been established within our academy to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

1. ACCIDENT REPORTING, RECORDING & INVESTIGATION:

- Details are recorded in the Accident Book which is kept in the main reception office.
- A member of the Office Staff [Mrs H. Brown] is responsible for filling in the Accident Book.
- A member of the Senior Leadership Team will arrange for completion of HSF40 forms and liaise with County.
- Accidents are investigated by a member of the Senior Leadership Team and reports are passed to the Head teacher.
- A member of the Senior Leadership Team collates and audits accident reports and includes the information in the half termly and yearly report to Governors.

2. ASBESTOS

- The Asbestos Record Book is kept in the Senior Site Supervisor's Office.
- The Senior Site Supervisor is responsible for keeping the book updated.
- The book is shown to all contractors before they begin work on site.
- All staff have been warned to check the Asbestos Record Book before they attempt any invasive procedures on the walls/floors/ceilings of the premises.
- Staff are aware that they must report any suspicious materials i.e. asbestos-like, to the Senior Site Supervisor [Mr. I. Mirams] who will arrange containment of the area and inspection by the County Council.

3. CONTRACTORS

- Contractors are selected from the approved county list or via an auditor-approved procurement process.
- Contractors are required to sign in and out of the premises
- Constant liaison takes place between the contractor and the Senior Site Supervisor both before and during the period of work.
- Risk assessments and method statements are checked before any work takes place.
- The Senior Site Supervisor ensures that the Asbestos Register is consulted prior to any work on walls, ceilings or floors.
- A Hot Work Permit is completed before any hot work takes place and a risk assessment for the work is consulted by the Senior Site Supervisor.

4. CURRICULUM SAFETY [including out of school learning activity/study support]

- All teaching staff have access to a file of generic risk assessments and more specific risk assessments; they are obliged to be aware of these and the instructions and safe working systems they detail; they are obliged to follow the instructions and controls in them.
- All staff are required to undertake written risk assessments before they commence any hazardous activity or consult a previously written risk assessment for this activity i.e. science staff have access to department risk assessments and those supplied by the CLEAPSS Organisation.
- The PE department have a file of generic risk assessments and also a number of activity-led risk assessments which follow the safe working practices detailed by the County and BAALPE.

5. DRUGS & MEDICATIONS.

Most students will at some time have a medical condition that may affect their participation in school activities; for the majority this will be short-term, perhaps only finishing a course of medication.

The following provisions are in place at Thomas Alleyne's High School and they have been formulated from advice and guidelines provided by the LEA and the Local Health Authority.

i. Health Care Plan:

- A minority of students, regarded as having **medical needs**, will suffer from conditions which, if not properly managed, will prohibit or limit their access to education. For the most part these students are able to attend school provided that their medication is administered regularly and properly.
- This plan will identify the level of support that is needed at school.
- The plan will be drawn up between the academy, teachers, care assistants, first aiders, parents and medical staff and all parties will agree a time when this plan should be reviewed.
- The medical information contained in this plan will be treated with confidentiality; the Head Teacher will seek agreement from both the student and parents regarding which staff will be allowed access to this information.

ii. Administering medication:

Whilst there is no legal duty which requires academy staff to administer medication, staff may volunteer to do this. In such cases the staff involved will have been trained, have all necessary information concerning the medication/treatment, have had information concerning their legal liabilities and been given the support of both parents and the Head Teacher.

iii. Medication on premises:

Any medication used/kept on the premises will be kept secure and students will not have access to it without an appointed member of staff being present. [NB/ exception asthma inhalers and epipens.]

iv. Records:

Students' records include notes on any outstanding medical conditions, any need for medication and also they contain the name and address of their GP. Emergency contact numbers are also in these records. These records are made known to staff responsible for the students concerned.

v. Analgesics – non-prescribed:

At no time will staff administer non-prescribed medication i.e. aspirin, paracetamol or other analgesics. There is a danger that an individual may have an allergy to any one of these.

vi. Parental consent/information:

If parents request that their child is to be medicated during the day, a signed note from them must be given to the form teacher, along with clear information regarding the type of medication, prescribed or non-prescribed, dosage, expiry date and frequency of administration. These details will then be passed to the Head of House and to the First Aider in the Medical Room. Wherever possible, all medications should be left secure in the main office and the student concerned must visit to obtain their medication. Students must be supervised when taking medication.

[NB/exception asthma inhalers]

vii. Refusal to medicate:

Students who refuse prescribed medication must not be forced; parents must be contacted at once and if necessary the emergency services must be involved.

viii. School Trips/Work Experience:

Students' medical needs will be evaluated and a member of staff or work supervisor will be designated to ensure that medication is taken.

ix. Sport:

Any restrictions on a student's ability to take part in sport will be included in their health care plan. Some students may need to medicate either directly before or after sports activities i.e. asthmatics, PE staff will be aware of these students and will supervise if necessary.

x. Asthma:

- Students' records will show this condition.
- Students with asthma will be allowed constant access to their inhaler
- If a student is considered unable to take responsibility for their inhaler then it will be kept in the main office and marked with the student's name.
- Students are not allowed to share inhalers.

xi. Epilepsy:

- Records will be kept of "triggers" for each affected student i.e. flickering lights, VDUs.
- The Health Care Plan will detail the type and duration of seizures involved
- Medical assistance will be called in all cases where a seizure is longer than normal or where one seizure is immediately followed by another.

xii. Diabetes:

- Students affected will be allowed to eat regularly throughout the day and to carry glucose tablets or sugary drinks with them.
- PE staff will be aware that blood sugar levels may fall dramatically [hypoglycaemia] after strenuous exercise; they will be aware of the need for a sugary drink or glucose tablet to rectify this.
- Parents will always be contacted if their child suffers a hypoglycaemic episode.

xiii. Anaphylaxis:

An extreme allergic reaction which will require urgent medical attention. The most common cause is a reaction to some sort of food, i.e. peanuts, shellfish, and dairy products, but it may also occur after a bee or wasp sting. The condition may be life threatening.

- Each student's symptoms may vary and these will be discussed when the health care plan is drawn up.
- Normally the student will be prescribed an "Epipen" which will deliver a measured dose of adrenaline into the thigh muscle. Normally more than one pen will be prescribed, and these will be stored in the main areas where the student is taught.
- Staff will volunteer and be trained to use the Epipen, should the need arise.
- Special care will be taken with students suffering from food allergies during food technology lessons and at break and lunch times.
- An Epipen and a trained staff member will accompany the student on any school trips.

xiv. HIV.

- HIV+ children and their parents will be treated with sensitivity and confidentiality.
- Support will be given to the student, parents and all those involved in his/her care.
- Only those who "need to know" will be told of the student's status.
- First Aiders will be provided with gloves and aprons, which will be double-bagged and incinerated after use.
- A supply of "Fluid-proof" mouth masks will be available in the Medical Room should mouth to mouth resuscitation be needed.
- In cases where the student's blood or vomit is deposited, the area will be saturated with a 1:10 solution of domestic bleach and left for 30 minutes before being wiped up with disposable paper towels – these will then be disposed of via a toilet or incinerated.
- If an individual is "splashed" with either blood or vomit from an affected student the area affected will be washed with copious amounts of soap and water; if the eyes or mouth is contaminated, then tap water will be used as a substitute. Medical advice will be sought at once.
- Science –students are not allowed to give samples of blood or saliva. When epithelial cheek cells are swabbed and smeared onto a microscope slide, all swabs and slides are placed in a 1% solution of Virkon [an antiseptic/anti-viral/anti-fungal agent] and then double bagged in polythene before being placed in a sharps container prior to disposal.

6. ELECTRICAL EQUIPMENT [fixed & portable]

- All fixed installations are tested every five years by an approved County Council Contractor. The reports are passed to the Senior Site Supervisor who formulates an Action Plan in order to deal with any faults found.
- No alterations to the fixed electrical wiring are made by anyone other than a trained electrical contractor who appears on the County Council list of approved contractors.
- All portable electrical equipment is tested for electrical safety [PATested] by an approved County Council Contractor every twelve months apart from computers and office equipment which is tested every 2 years and records are kept in the Finance Office.
- All private electrical equipment used in school must be PATested before being used in school.
- Any equipment which fails the PATest is marked with a red FAIL label and taken out of use until repair by a competent person can be arranged or failing this the equipment is scrapped and removed from the Asset Register.
- All staff are aware of the need to visually check electrical equipment before they use it and to take damaged equipment out of use. This is then reported to the Site Team – they will then arrange repair or scrapping.
- School kitchens are inspected and checked by the catering provider and the Catering Manager on site keeps all records of these tests and inspections.
- Science equipment is checked by the team of science technicians before it is used and any broken or damaged equipment is taken out of use to await repair or replacement. The equipment is always counted in and out by staff and students are encouraged to report any faults.
- The gas supply is checked each year for safety and records are kept by the Senior Site Supervisor.
- In D&T the Head of Department ensures that all equipment is checked by trained staff before it is used and any damaged equipment is taken out of use until it can be repaired by a competent person. Each year the main saws, drills and cutting benches are checked for safety by a Technician employed by Staffordshire County Council; this report is passed to the Head of Department, Mr G Quigley, who arranges for any repairs or alterations to be made.

7. FIRE PRECAUTIONS & PROCEDURES [AND OTHER EMERGENCIES INCL. BOMB THREATS]

- A member of the Senior Leadership Team is responsible for undertaking and reviewing the Fire Risk Assessment and a copy is kept in the Foyer for use by the Fire Services in an emergency situation.
- Fire drills are performed each term and records are kept by a member of the Senior Leadership Team.
- Teaching staff are responsible for accompanying students to the Assembly Area via the nearest safe fire exit.
- A team of Responsible Persons, who are school support staff, then check all areas of the site, which has been divided into 12 zones, and then report to the Fire Officer who is stationed at the front entrance to the school [providing it is safe to do so].
- A Responsible Person is stationed on each outer door to prevent anyone re-entering the school during an evacuation.
- Communication between the Fire Officer, Senior Site Supervisor and the

Assembly Area, takes place via radio.

- The Senior Site Supervisor is responsible for checking the alarm board and the area where the alarm has been raised. During an evacuation, the Fire Service are automatically called and no-one is allowed to re-enter the building until the Fire Service pronounces it safe to do so.

EMERGENCY EVACUATION PROCEDURE

This document details the fire and emergency evacuation procedures for THOMAS ALLEYNE'S HIGH SCHOOL, UTTOXETER.

All staff must ensure that they are familiar with these procedures and act upon them quickly and safely.

1.	<p>WHEN THE FIRE ALARM SOUNDS:</p> <ul style="list-style-type: none"> • The Head teacher, SLT will make their way to the Fire Assembly Area adjacent to the swimming pool. • Teaching staff will accompany their students, who will walk quietly, to the Fire Assembly Area via the nearest, safe Fire Exit. Staff will ensure that the classroom door is closed after they leave and that no students return to the room to collect belongings. • The Fire Officer will wait at the Reception Office and liaise with the team of Responsible Persons [providing it is safe to do so] and will then report to the SLT at the Assembly Area. • A member of the Responsible Persons team will remain in charge of the telephones during the emergency. • A Responsible Person will take the emergency registers and absence list up to the Assembly Area to enable a roll-call to take place. • KITCHENS: all cookers, ovens must be switched off before staff evacuate the area. • DISABLED PERSONS: will be accompanied by their host to the Assembly Area if possible; if not possible they will be accompanied to the front of school where they will be checked off and supervised by staff present [should it be safe to do so]. • Visitors and contractors: will assemble at the front of school [providing it is safe to do so] and they will be checked off by the Fire Officer.
2.	<p>ACTION ON DISCOVERING A FIRE.</p> <ul style="list-style-type: none"> • If trained/able to do so, and the fire is small i.e. waste in a waste paper basket, use the nearest fire extinguisher to put out the fire. DO NOT PUT YOURSELF AT RISK. • Close the door on the fire and activate the nearest break-glass call-point. • Contact the Reception Office and report the site and nature of the fire. • Evacuate the building and make your way to the Fire Assembly Area.
3.	<p>SUMMONING THE FIRE AND RESCUE SERVICE.</p> <ul style="list-style-type: none"> • The person finding the fire will report its site and nature to the Reception Office. • On hearing the alarm, the Senior Site Supervisor will make his way to the Reception Office; the Senior Site Supervisor will then check the alarm board for the site of the alarm and proceed to this area to check for any fire [providing it is safe to do so]. • A member of the Office Staff will contact the Fire and Rescue Service clearly stating the name of the school.

	<ul style="list-style-type: none"> The Fire Officer will await the Fire Service's arrival and pass on all necessary details. 								
4.	<p>ROLL-CALL.</p> <ul style="list-style-type: none"> A member of the office staff will take the registers, absence list [which details those students who have left school since the registers were last taken], the Visitors Book, Staff List and Diary to the Fire Assembly Area. Teaching staff will be responsible for checking students against registers and absence lists. A member of the S.L.T. will check that all staff are present. The Fire Officer will check off the visitors and contractors. 								
5.	<p>FIRE DRILLS.</p> <ul style="list-style-type: none"> Carried out once per term, unless there an evacuation has already occurred. Whole school evacuation. The fire alarm is activated and all staff, students, visitors and contractors leave the buildings and make their way to the Fire Assembly Area. Roll-calls, as detailed above are made. All persons at the Fire Assembly Area wait in silence to enable them to hear instructions from the Head teacher. No-one is allowed to re-enter the building until the Head Teacher gives permission [after gaining permission from the Fire Officer and the Senior Site Supervisor]. In the case of a real fire this permission would be given by the Fire Service. Records of fire drills and evacuations are kept in the Fire Log. Fire drills out of normal school hours take place i.e. to include cleaning and site staff. 								
6.	<p>STAFF ABSENCES: Should the following be absent, their duties will be performed by –</p> <table> <tr> <td>Head teacher</td> <td>Deputy Head teacher</td> </tr> <tr> <td>Senior Site Supervisor</td> <td>Site Technician [Mr. K. Martin or Mr. P. Brewster]</td> </tr> <tr> <td>Fire Officer</td> <td>Office – J.Titterton</td> </tr> <tr> <td>Responsible Person – Registers</td> <td>Member of the Office Staff.</td> </tr> </table>	Head teacher	Deputy Head teacher	Senior Site Supervisor	Site Technician [Mr. K. Martin or Mr. P. Brewster]	Fire Officer	Office – J.Titterton	Responsible Person – Registers	Member of the Office Staff.
Head teacher	Deputy Head teacher								
Senior Site Supervisor	Site Technician [Mr. K. Martin or Mr. P. Brewster]								
Fire Officer	Office – J.Titterton								
Responsible Person – Registers	Member of the Office Staff.								
7.	<p>VISITORS Should remain in the company of their host and make their way to the front of the school where a member of the Fire Officer will mark them off in the Visitors Book.</p> <p>CONTRACTORS.</p> <ul style="list-style-type: none"> Must make safe their equipment and stop work before making their way to the front of the school where they will be checked off in the Visitors Book by the Fire Officer. NB. Where hot work is taking place i.e. tar burners/boilers being used these must be switched off and left in a safe condition. Contractors/cleaners working at night or during the holidays must be aware of the evacuation procedures and be able to contact the Fire Service and Caretaker, should the need arise. HOT WORK activities must be closely monitored using the Hot Work Permit system The likelihood of fire arising from any other contractor activities must be assessed by using the contractor method statements, checklist and hazard exchange forms. LEASING – those leasing the premises for any reason must be made aware of the actions to take if they find a fire or hear the alarm sounding. 								

8.	<p>OTHER PREMISE OCCUPANTS. Co-operation and sharing of information concerning emergency procedures must take place with anyone sharing the premises.</p>
9.	<p>EVACUATION ROUTES:</p> <ul style="list-style-type: none"> • Must be kept clear of obstructions and clearly marked. • Fire doors in corridors must operate properly i.e. self-closers work, smoke-seal strips fitted. • Fire escapes must be kept clear of rubbish/debris [i.e. leaves, dirt] and steps and handrails must be in good order. Areas under fire escapes must not be used for storage and must be kept clear of rubbish. • Fire exits must be clearly marked and kept free from obstructions. • All rooms/offices will have a copy of the Fire Action notice displayed adjacent to their exit.
10.	<p>FIRE ALARM TESTING:</p> <ul style="list-style-type: none"> • Servicing of the whole system must take place at least once per year, by a qualified contractor and records must be kept. • One alarm should be tested weekly by the Site Staff and records kept.
11.	<p>FIRE FIGHTING EQUIPMENT:</p> <ul style="list-style-type: none"> • Must be serviced and tested by a service engineer at least once per year. • HODs who have this equipment in their department should check weekly that it is in place and has not been tampered with. Any problems should be reported immediately to the Senior Site Supervisor (Mr. I. Mirams) who will arrange for repair/replacement. • The location of this equipment should be clearly marked on a map of the premises which should be included in the Fire Log.

8. FIRST AID

ASSESSMENT OF FIRST AID PROVISION AT THOMAS ALLEYNE'S HIGH SCHOOL.

ASSESSMENT OF FIRST AID PROVISION May 2018
Thomas Alleyne's High School, Uttoxeter

ASSESSOR: Andrew Storer – Business and Operations Manager

NUMBER OF STAFF: 90

NUMBER OF PUPILS: approx. 1000

	ASSESSMENT FACTOR	APPLY? YES	APPLY? NO	IMPACT ON FIRST AID PROVISION
1.	Have risk assessments identified significant risks and/or ill-health?		NO	None
2.	Are there any specific risks such as working with hazardous substances, dangerous tools or machinery and dangerous loads or animals?	YES		<ul style="list-style-type: none"> Hazardous substances in Science – need to refer to HAZCARDS. Eyewash stations in place. D+T – glues, adhesives – refer to Safety data Sheets. Rural/Environmental Science – animals, hay, straw etc. see risk assessments for this area.
3.	Are there parts of the establishment with different levels of risk?	YES		Kitchens, PE, Science, Food Technology, D+T, Art. First aid must be available for all these areas and see [2].
4.	Have you had any accidents or cases of ill-health in the past 12 months?	YES		Normal minor falls, slips in PE and during break/recreation periods [students only]... Students are always supervised and first aid is readily available.
5.	Are there inexperienced workers on site or employees with disabilities or special health problems?		NO	None
6.	Are the premises spread out i.e. several buildings on site or multifloor buildings?	YES		None
7.	Is there shift or out-of-hours working?	YES		Caretaker/cleaners work after school, weekends and during holidays. First aid is provided and medical assistance can always be called using school phones or mobile phones.
8.	Is your workplace remote from emergency medical services?		NO	None
9.	Do you have employees who travel a lot or work alone?	YES		SLT Teaching Staff Site Staff during holidays or at weekends

				– always has access to first aid kit and to phone to summon medical assistance. Support staff who work whole year i.e. office staff and technicians.
10.	Does any of your employees work at sites occupied by other employees or is your site used by other occupiers?		NO	None
11.	Do you have any work experience or other trainees?	YES		Details of First Aid Provision included in Staff Induction.
12.	Do members of the public visit your premises?	YES		The school has no legal responsibility for non-employees but the HSE recommends that provision is made in the first aid provision.
13.	How many people are employed on site? <ul style="list-style-type: none"> • Less than 5? • 5 to 49? • 50 to 100? • More than 100? 			In addition to provide First Aid to pupils There is a dedicated Medical Room which is staffed by a qualified First Aider. There are at least 15 staff that have first aid qualifications on site.
14.	Is a first aid room required?	YES		Provided
15.	Risk level <p style="text-align: center;">LOWER MEDIUM HIGHER</p>	YES		

ASSESSMENT OF FIRST AID REQUIREMENTS.

The following are needed:

Qualified First Aiders	Minimum 4 (2+2)	Emergency Aiders	Minimum 4 (Key risk departments)
Appointed Persons	1	First Aid boxes	11
First Aid Room	1	Eyewash bottles Eyewash tubing	In Medical Room In D+T Workshops science prep rooms, farm and sports facilities.
Travelling First Aid kits	5		

Have arrangements been made to appoint/train the necessary personnel and for the required amount of first aid equipment to be supplied? – **YES**

Have arrangements been made to inform employees of the first aid arrangements [ideally at induction] and notices posted to inform who and where the first aid personnel are and where the boxes are located? – **YES**

A. Stone

SIGNATURE OF ASSESSORS:

Manager

DATE: Sept 20

Business and Operations

- Person in charge of stocking and re-stocking first aid kits :.....**MRS H. BROWN**
- In the event of an ambulance or paramedic being required the first aid person at the scene will arrange for a member of the Office Staff to ring for this assistance.
- If a student is taken to hospital their parents are contacted and either they come directly to school or meet the ambulance at the hospital. If parents cannot be contacted, a First Aid person or other member of staff will travel with the student and wait with them until their parents can reach hospital.
- **Defibrillator.**
The defibrillator is kept charging in the Main School Office.

9. GLASS & GLAZING

- The site has undergone a glazing survey, which was arranged by the Council and carried out by their contractors.
- All glass in school meets minimum safety standards.
- All glass in doors and side panels is safety glass.
- When glass has to be replaced it is replaced with the appropriate safety glass.
- The site undergoes regular safety checks carried out by the Senior Site Supervisor and glazing forms part of the checklist. Staff report damage to windows or other glazing on the help desk and the Senior Site Supervisor then arranges for repairs to be carried out.

10. HAZARDOUS SUBSTANCES (COSHH)

- The school follows the rules and guidance provided by CLEAPSS and H+S Advisers.
- A copy of the CLEAPSS Hazcards, Recipe Cards and Handbook is kept in the Prep. Room for use by all staff. A Chemical Catalogue has been prepared which has links to the Hazard and Safety data Sheet for each chemical available in the main science department.
- Only those chemicals recommended by CLEAPSS for use in middle schools are used and kept on the premises.
- In Science, the lowest possible dilutions and amounts of these hazardous substances are used by students.
- Care is taken, in Science, to count the containers of chemicals in and out after a lesson to minimise the chance of any being stolen.
- Chemical spills are dealt with immediately, in accordance with procedures laid down by CLEAPSS.
- Chemical waste is disposed of in accordance with the advice given in the CLEAPSS Hazcards.
- **Chemical Storage: - 1. Science Dept.**
 - ❖ Chemicals are stored in the Chemical store situated on the first floor in C-block, in an outside Flammable Store [adjacent to the D+T Department, the Prep. Room in Rural/Environmental Science and in the Science Prep. Room located between labs 100 and 101. The doors of all these chemical storage

areas are kept locked when not in use and admittance is forbidden to students at all times.

- ❖ Students are not allowed to enter any of the Prep. Rooms.
 - ❖ Chemicals are marked with the date of their arrival and a catalogue number when they arrive in school and the science technician adds them to the chemical catalogue.
 - ❖ Chemicals are segregated in storage i.e. Toxic chemicals are stored in a locked Poisons Cupboard, Flammable substances are stored in a Flamesafe cabinet and the rest of the stock chemicals are stored on shelves in the Prep. Room.
 - ❖ The chemical catalogue lists their location, hazards, amount, the last date of purchase and reference number this catalogue is also to be found in the Staff area of the school intranet and it also contains links to both the Hazcard and Safety data Sheet for each chemical.
 - ❖ Cylinders of gas – oxygen and hydrogen – are stored in a gas cupboard which is located in the Cleaner's Room in C-Block – this is kept locked at all times. Small canisters of propane gas are stored in the fume cupboard in the Science Prep. Room in C-block.
 - ❖ Science Technicians carry out a stock take of the chemicals every 12 months and the Senior Technician amends the chemical catalogue as needed.
 - ❖ All hazardous and flammable chemicals are marked with the appropriate hazard warning label and where decanting takes place, these bottles are labelled as well.
 - ❖ Minimal amounts of flammable substances are stored in the Prep. Rooms, as recommended by CLEAPSS, and stock bottles are stored in the outside flammable store.
- **Chemical Storage: - 2. Other areas of the school**
 - ❖ Hazardous substances used in D+T, i.e. glues, adhesives, solvents, are kept in locked cupboards, away from sources of combustion and the students are not allowed access to these substances unless a member of staff is present.
 - ❖ Flammable gases [welding gases] are stored in trolleys in a safe area of the D+T department.
 - ❖ Hazardous cleaning substances used by the academy are kept in locked Cleaners' Cupboards and students have no access to these at any time.
- **Personal Protective Equipment:**
 - ❖ Following the advice provided by CLEAPSS, PPE [gloves, safety spectacles or goggles] is provided free of charge to staff and students when a risk assessment proves it is needed.
 - ❖ The PPE provided meets the latest EN safety standards and is stored in a safe, clean area of the Prep. Room or other work area.
 - ❖ Staff are trained to use PPE correctly.
 - ❖ The PPE is washed and disinfected each term.
 - ❖ Additional Staff training has been provided in relation to PPE related to Covid and it's donning and doffing.

- **Risk Assessments:**
 - ❖ All departments have access to both generic and individual risk assessments which are stored on the school intranet.
 - ❖ Risk assessments are reviewed by the Heads of Department at least every year unless there are specific changes to regulations, the site, staff or working practices which instigate a new assessment.
 - ❖ The Science Department keeps a set of the CLEAPSS Hazcards in each laboratory and these contain mini risk assessments on a variety of procedures involving chemicals. [Also links from Chemical Catalogue].
 - ❖ Safety Data sheets for all chemicals used in school are also available to staff. [Also links from Chemical Catalogue]
 - ❖ Risk assessments are made known to all staff that may be affected by them i.e. new staff, supply staff and support staff.
 - ❖ Risk assessment is made before every Educational Visit and these are checked by the Educational visits Co-ordinator and then kept on file with the rest of the visit paperwork. Visits which involve additional or high risk are assessed by the E.V.A. at Staffordshire County Council before permission for the visit to take place is given.

11. HEALTH AND SAFETY ADVICE

Is provided by –

Health, Safety and Wellbeing Team,

Staffordshire County Council [C. Woodhead]

Tel. 01785 355777

Occupational Health Unit, Tipping St. Stafford

Tel. 01785 276284

Association for Science Education, College Lane, Hatfield, Herts

Tel. 01707 283000

**Association for Physical Education, Building 25, Ling Hs, London Road,
Reading, Berkshire**

Tel. 0118378 6240

12. HOUSEKEEPING, CLEANING & WASTE DISPOSAL

- The academy employs its own team of cleaners to clean the whole school each day.
- Staff, students and the Site Supervising Team endeavour to keep the site as clean as possible by ensuring that litter is picked up and rubbish is placed in the appropriate bins.
- Waste bins are situated in all areas of the site included lidded pedal bins and these are emptied daily into a waste skip which is located at the side of the site, well away from buildings. This skip is emptied on a regular basis by contractors.
- Toilets are cleaned at least twice per day by a cleaner specifically employed for this task. (During the period of guidance for cleaning in the time of Covid this has been increased to at least 4 times of day and the school has employed an additional 3 cleaners for daytime cleaning.)
- Liquid spills onto floors are dealt with immediately by the Site Supervising Team and warning cones are placed around the area until it is dry.
- Glass and other sharp objects are disposed of into a glass or sharps bin. The

glass is then double bagged and placed in the skip along with the contents of the sharps bin.

- Clinical waste is collected in special bins which are collected by a contractor on a regular basis.
- Chemical waste is dealt with in accordance with COSHH Regulations and advice given by CLEAPSS.

13. HANDLING & LIFTING

- Manual handling risk assessments are carried out on all staff involved in this process.
- Staff are surveyed to see whether they are involved in manual handling on a regular basis and to find out what they are actually lifting/carrying.
- Where possible mechanical aids i.e. trolleys, are used in preference to manual handling.
- Staff whose job involves frequent manual handling will receive training i.e. Site Supervising Team, technicians.
- It is the school's policy that where possible large deliveries are made near to point of use and where this cannot be achieved, large parcels/loads are split into smaller ones to ease the burden.
- Staff are always encouraged to suggest ways to improve the system.
- Students are not used to carry heavy loads.
- Students are involved in putting out apparatus and mats in PE and they receive explicit instructions from staff before they begin. Loads are matched to the physical capability of the student.

14. JEWELLERY [This should be repeated in school prospectus]

As stated in the school prospectus

- ❖ Rings and necklaces must not be worn in school.
- ❖ Stud –type earrings may be worn but not “dangly” earrings.
- ❖ In PE no jewellery may be worn as it presents a significant risk during lessons and this is stated clearly in the school prospectus.

15. LONE WORKING

- A lone working review has been carried out to analyse what activities are involved.
- Risk assessments will be made on staff who work alone for significant periods of time or those who are involved in more hazardous activities.
- It is intended that all staff will be issued with a booklet which gives safety advice for those who work alone including
 - What hazards are involved,
 - The effects of illness,
 - Using equipment and machinery

16. MAINTENANCE / INSPECTION OF EQUIPMENT (INCLUDING SELECTION OF EQUIPMENT)

Item	Inspection cycle months	Responsibility
D&T equipment – general	Before issue to students	D&T Staff
Electrical equipment [portable]	Visual before issue 12	PA Testing by County Council approved Contractors
Electrical fittings [site]	60	County Council approved Contractors
Electrical sockets/trip switches – lab/prep room/gas taps + isolators, food tech, D+T, JCB Centre	Daily	Staff
Emergency lighting	12	Senior Site Supervisor – Mr. I. Mirams
Fire alarms - servicing	12	Senior Site Supervisor – Mr. I. Mirams
Fire alarms [site checks]	Weekly	Senior Site Supervisor – Mr. I. Mirams
Fire extinguishers	12	Senior Site Supervisor – Mr. I. Mirams
Fire risk assessment	12	Health and Safety Coordinator
Glazing	60 1	County Council approved Contractor Part of site inspection – Senior Site Supervisor – Mr. I. Mirams and team
Ladders/steps	12	Senior Site Supervisor – Mr. I. Mirams
LEV – D+T and Science	14	Entrust SLA and County Council approved Contractor
PE equipment	12	County Council approved Contractor
Pressure Vessels	12	County Council approved Contractor
Science equipment – general	Before issue to students	Science staff + technician team
Water quality	3	County Council approved Contractor
Water temperature	1	Senior Site Supervisor – Mr. I. Mirams
Whole site inspection	1	Senior Site Supervisor – Mr. I. Mirams

17. MONITORING THE POLICY AND RESULTS

Item	Responsibility
Annual Health + Safety Checklist	Senior Leadership Team
Annual H+S Action plan [from results of H+S checklist]	Senior Leadership Team
Implementation of new and updated H+S policies	Senior Leadership Team
Monitoring and analysing accident reports	Senior Leadership Team
Annual H+S report to Governors	Senior Leadership Team

Health & Safety Key Performance Indicators:

- Annual H+S report to Governors – every 12 months
- Monitoring and analysing accident reports – every 12 months
- Annual Health + Safety Checklist – every 12 months
- Whole site survey – each month.

18. PERSONAL PROTECTIVE EQUIPMENT (PPE)

Item	Period of checking
Safety goggles or spectacles	Each term – wash + disinfect
Ear defenders	Each term – wash + disinfect
Gloves	Before use
Boots	Before use
Hats	Before use
Recommendations under Covid 19 Guidance – face masks, aprons, gloves	Before use

- Personal Protective Equipment will be provided free of charge by the school to all staff and students where they are involved in an activity which has shown, through risk assessment that PPE is needed to reduce risk.
- PPE will be purchased from a recognised supplier and will conform to all the current British and EN safety standards.
- Staff and students will be taught how to use/wear PPE properly.
- PPE will be correctly stored and inspected.
- Staff will ensure that students do use PPE when necessary.

19. REPORTING DEFECTS

- Staff report day to day problems on IT/Site Team Helpdesk email
- The Site Team then assesses the problem and either repairs/replaces it themselves or reports the fault to the Senior Site Supervisor who then arranges

for a contractor to attend.

- Where a structural fault is found the Senior Site Supervisor will contact the County Council for assistance.
- Wherever a fault is found, the area is left safe or cordoned off/isolated, until a repair can be made.
- Staff report any Health and Safety concerns to their Head of Department who informs a member of the Senior Leadership Team.

20. RISK ASSESSMENTS

- Heads of Departments are responsible for ensuring that they have access to all the risk assessments they need and they are also responsible for ensuring that all staff in their department are aware of these risk assessments and use their recommendations and work practices.
- A member of the Senior Leadership Team is responsible for ensuring that all health and safety information and risk assessments provided by the County Council and other health and safety organisations i.e. CLEAPSS, is disseminated to all staff through Heads of Department.
- A member of the Senior Leadership Team is responsible for liaising with all staff with regards to risk assessments and associated control measures to ensure that they are practicable and working.
- A member of the Senior Leadership Team is responsible, with Heads of Departments for reviewing the risk assessments every year or more often if changes in regulations, staff or changes to the site make them unworkable.
- A member of the Senior Leadership Team is responsible for completing Pregnancy Risk Assessments and Back to Work Risk Assessments with staff and liaising with heads of Department with regards to the results of these assessments.

21. SCHOOL TRIPS/ OFF-SITE ACTIVITIES

- **Educational Visits Coordinator – Mrs L Anderson**
- **Approval and Notification of Activities and Visits using the Evolve System.**
- Educational Visits Co-ordinator [EVC]: gives initial approval and checks all plans and risk assessments for the visits on Evolve before they are passed to a member of the Senior Leadership Team for final approval. Where a visit involves additional, high risk activities or residential/foreign visits then additional approval will be needed [through Evolve] from the County EVA.
- Staff planning a visit must fill in a school form “Educational Visits Checklist” and e-mail this to the EVC who will assess it.
- Copies of all paperwork are kept.
- Where coach travel is involved, then staff always use coach companies which are on the County list as these companies have been vetted and approved by the Council.
- Supervision:

KS2 students	10 students to 1 staff
KS3 student’s	15 students to 1 staff.

22. SCHOOL TRANSPORT – E.G. MINIBUS

- There are a number of qualified mini bus drivers in school.
- Before every journey each driver completes a written checklist which details checks he has completed on the vehicle i.e. state of tyres, water, windscreen wipers etc.
- The mini bus undergoes a PSV Safety Check, at a local garage, every 6 months and a service and MOT every 12 months and records are kept.
- A First Aid kit is carried on the mini bus at all times.
- Drivers always have access to an emergency contact number for the school, in the event of an emergency/accident and also access to roadside help from a motoring organisation.

23. SMOKING

In accordance with the law, the whole site is a no-smoking area and notices are displayed around the site stating this. It is also stated on paperwork issued to contractors working on site.

24. STAFF CONSULTATION AND COMMUNICATION

- Health and Safety updates are made at the Governor's Managing and Resources Committee meetings which are held each term.
- Staff are encouraged to raise Health & Safety concerns with their Head of Department at department meetings.
- Health and Safety communication in school takes place verbally in staff meetings and also by memos and information sheets.
- All staff have access to a file of risk assessments either through the paper copy kept in their department.

25. STRESS AND STAFF WELL-BEING

- Staff who return to work after a long period of illness receive a back to work interview with a member of the Senior Leadership Team where all issues involved in assuring a smooth return to work are discussed. Where long term illness/absence is involved or staff have undergone surgery, a Back to Work risk assessment is carried out
- Staff can be referred to the Occupational Health section of the Council when appropriate
- Where workplace stress is proved to be involved in the illness a thorough risk assessment must be performed.

26. SUPERVISION [including out of school learning activity/study support]

- Students must be supervised at all times by trained staff.
- All staff working in school must be checked for Disclosure and Barring Service clearance before they begin work.
- On school trips, for KS2 students the student – teacher ratio must be 1:10 and for KS3 students it must be 1:15.

27. SWIMMING POOL OPERATING PROCEDURES

These procedures are extracted from our Pool Safety Operating Procedures – please see full document

Normal Operating Plan

Those responsible for the teaching of swimming in the Physical Education Department of Thomas Alleyne’s High school carry out their duties in the knowledge that Staffordshire County Council assumes the ultimate responsibility for safety in the pool.

Deck level pool

17m Long

7 m wide

1.8 m at its deepest point.

0.9 at its shallowest point

Plan – see full document

Potential Risk Factors

Glare off the water

Grating on the pool bottom and around the edges — entrapment dangers

Holes in the floor

Deck level pool

Chlorine content of the water

Steps to be taken out (unless there is someone in the class who cannot get out without them)

Chewing Gum

Jewellery

Lighting failure

Emission of toxic gases from the boiler room

Deep end is directly opposite the exit and entrance to the pool and that there is no warning of restriction on this -

Slipping accidents — do not allow running

Students getting out of theft depth

General Rules

- No running including the changing rooms area;
- No pushing;
- No shouting;
- No ducking;
- No bombing;
- Diving only allowed in the deep end and only shallow racing type dives permitted

- No outdoor footwear on the poolside;

Pool Staffs Duties and Responsibilities

Key Tasks

The key tasks of the lifeguard are:

- To maintain concentrated observation of the pool and pool users in order to anticipate problems;
- Carry out rescues and initiate other emergency action as and when necessary
- Give immediate first aid in the event of injury to a bather or other emergency;
- Encourage responsible behavior by the swimmers—polite reminders should be given when necessary;
- Maintain communication with colleagues at all times;
- Ensure all emergency first aid equipment and poolside emergency equipment is present and working correctly;
- Maintain safe; clean and hygienic conditions on the poolsides
- Operate at all times according to the details laid down in the pool. Normal Operation Plan (NOP) and Emergency Action Plan (EAP).

Maximum Bather Loads

Swimming will not take place unless there are a minimum of TWO RLSS trained personnel on the poolside — working on a ratio of 1:20. Max bather load = 40.

First Aid

A First aid box is situated to the right of the entrance by the telephone.

Blankets are also available in the Medical Room

All staff are familiar with the emergency action procedure for CPR. There are also trained first aiders in the school reception office.

EMERGENCY ACTION PLAN

Minor Emergency

A minor emergency is an incident which if handled properly does not result in a life threatening situation. It will be dealt with by the pool watch assistant/lifeguard in a similar manner to this.

- Pool watch/lifeguard is given responsibility or takes responsibility for the emergency and acknowledges the fact that they have the situation under control.
- Other team member carries on.
- Staff involved administers-immediate aid or provides immediate assistance.

- If this incident requires the student to be removed from the pool, accompanied by the supporting member of staff then the pool should be cleaned.
- In many cases this series of actions may take only a few minutes.

Major Emergencies

- A major emergency is one where an incident occurs resulting in a serious injury or life threatening situation.
- The response should follow a familiar pattern.
- Discovery of casualty in the water
- Three loud blasts on the whistle:
 - a. Indicate an emergency
 - b. That the pupils should vacate the pool for the changing rooms
- Whoever deals with the emergency reacts to the situation first.
- Whoever responds first tells whoever else is in the pool with him/her what they have seen and what actions they are taking.
- They then assume initial responsibility for the rescue.
- This member of staff enters the water in a safe manner and lands the casualty at the nearest point.
- If breathing has ceased commence Rescue Breathing immediately whilst in the water. Land casualty and continue Rescue Breathing.
- If heart has stopped beating commence C.P.R. and continue Rescue Breathing and C.P.R. until casualty starts breathing and circulation is present or until ambulance crew arrive.
- Support member of staff clear the pool area and then provides adequate support with the casualty if required.
- Support member of staff is responsible for telephoning for the ambulance and notifying the school office of the emergency in order that parents can be contacted.

Removal of a Casualty with a suspected Spinal Injury

Priorities:

- If the casualty is in a face down position they must be turned into a face up position urgently;
- If the casualty is not breathing commence Rescue Breathing even if this risks further damage to the spinal cord;
 - Stabilising the casualty's head;

- Maintain the casualty in a horizontal position.

Stabilising the Casualty

If the casualty is face down approach the casualty from the side and apply the Head Splint and turn the casualty into a facing up position.

If the casualty is face up secure the casualty in the Head Splint.

The first member of pool staff should have the casualty in a position of firm support in the shallow end of the pool;

The second member of pool staff must get assistance from other department meetings.

Member of pool staff will then assist the other staff in the water supporting the casualty's head and place one hand gently and firmly on each side of the casualty's head, with forefinger and thumb above and below the casualty's ear;

A third member of staff should gently support the base of the casualty's spine and buttocks with their forearms. The first lifeguard can now remove their arm from the casualty's sternum and support the casualty's back. Their other arm can now be moved from along the casualty's spine to support the shoulders. A fourth person can be used to support the casualty's legs using the forearms under the ankles and calves.

Removal of Spinal Cord Injury from the water

- In the event of a casualty having to be removed from the water urgently, possible to perform CPR, a horizontal lift may be used.
- After consultation with the Staffordshire Ambulance Service the casualty will be maintained in the stabilised position in shallow water if conscious. If no cardiac or respiratory response is found, the casualty will be removed from the water using as many lifeguards/first aiders as possible (up to a maximum of 5) taking as much care as possible.
- On a command from the lifeguard supporting the upper back then team lift the casualty out of the water; step forward and place the casualty on the poolside. As the casualty is lifted the person on the poolside places their hands over the hands of the team member controlling the casualty's head. The team member then slide their hands out from under the casualty starting from the feet and working up the body.

Disorderly behaviour

The person causing the disturbance will be removed from the pool to be later disciplined by the teacher in charge.

Lack of Water Clarity

If prior to the lesson the pool will not be used.

If the situation arises during the lesson the pool will be cleared and the person in charge of the pool will be informed in order that he may take the necessary steps to remedy the situation.

Outbreak of Fire, Bomb Threat, Lighting Failure

I. Not in the sports complex;

3 blasts on the whistle will signal that the children should clear the water and return to the changing rooms to assemble on the field once they are changed.

II. In the sports complex;

3 blasts on the whistle will signal that the children should get out of the water and evacuate through the nearest exit to assemble on the field.

Dealing with Blood, Vomit, Faeces etc.

Diarrhoea

- If a substantial amount of loose, runny stool (diarrhoea) is introduced into the water, especially if illness is admitted or strongly suspected then the pool should be immediately closed to bathers;

- A member of pool staff will immediately arrange for the free chlorine level to be raised to the top of the recommended range;

A flocculant will be added to the pool water prior to the filters;

- The pool will remain closed for the duration of 6 turnover cycles, then the filters will be backwashed and after having established that free chlorine levels are within the appropriate range the pool will be re-opened.

Solid Stools

- If the presence of these is spotted by a member of pool staff or are reported by customers they should be immediately retrieved from the pool using the net provided for this purpose. They should be disposed of in the nearest toilet;

- After their retrieval a member of pool staff will immediately carry out a water test to establish that free chlorine levels and other plant operation aspects are within the recommended ranges.

Blood and Vomit

If substantial amount of blood or vomit are spilled into the pool it should be temporarily cleared of people to allow the pollution to disperse and any infective particles within it to be neutralised by the disinfectant in the water;

Spillage of blood or vomit on the poolside should be contained and wiped up with appropriate cleaning materials. A solution containing a disinfectant of 10 ppm should be washed over the area;

The cleaning materials for this purpose should immediately be safely disposed of.

Alarms and Emergency Maintenance

- Fire alarm which can be rung from anywhere within the school.
- Exits are clearly marked
- Telephone with clear instructions
- What to do in an emergency notices
- Poles and ropes located around the pool.

Lifeguard Duties — Supervision of Equipment

To be responsible along with the teacher for the safe supervision of children to and from the changing rooms and whilst in the water, at the beginning and end of the lesson.

To be conscious of any pool hazards which may lead to injury

To carry out duties in a professional manner so as to create the most beneficial working environment.

To be responsible for the upkeep and general well being of the pool interior and maintenance of safety equipment.

Lifeguard Personnel

When swimming is in progress there will be two suitably qualified staff on the pool side holding RLSS qualifications of Pool Lifeguard (NPLQ) or the Rescue Test for Teachers.

28. TRAINING AND DEVELOPMENT

All new staff will receive health and safety induction training from a member of the Senior Leadership Team before they begin work; health and safety procedures in school will be explained along with emergency procedures in the event of e.g. a fire, student accident etc.

Staff are encouraged to bring up Health and Safety matters and Health and Safety training as part of their performance management review each year.

29. USE OF VDU'S / DISPLAY SCREENS / DSE

The school complies with the County's policy on the use of Display screen equipment. Users have been highlighted and assessed and a record of the assessments has been placed on file. All users have been notified of their entitlement to free eye testing.

The new County policy which determines that a DSE User is anyone who uses the equipment for their work for periods of 1 hour or more has produced a self assessment

form which is shown below. All staff are able to access this on the school intranet site, complete it and then pass it to their Head of Department/line manager whose responsibility it is to make any necessary changes to the work area.

The school recommends that all DSE users have regular breaks from their workspace. [10 minutes/2 hours].

All staff receive appropriate training both on the hardware and software used in their job.

All staff receive a copy of the VDU Users Guide.

Staff are aware that they must report any defects in their equipment to their line manager whose job it is to arrange a repair or replacement. Similarly they are aware of the need to report any health problems they think are associated with their job; in this case a thorough risk assessment of the job and workspace must be carried out and any control measures actioned immediately.

30. VEHICLES ON SITE.

- There are three main car parks on site and in all every effort has been made to segregate vehicles and pedestrians.
- The car park at the front of school (current closed for general use banked deliveries only due to changes in routine via the Covid guidance) is used primarily as a visitor's parking area and an access for delivery vehicles. This area is surrounded by paths and grassed areas for pedestrians to use; moreover removable bollards can be put in place to prevent access to this area.
- The main car parking area is situated at the JCB Centre. Cars may be parked in the first area or the second parking area here which is kept locked throughout the day. Staff and students use this area to access both the JCB Centre and Labs. 100, 101 and 102. Contractors and some deliveries also use this area as an entrance to the rear of the site and their entry is controlled by members of the Senior Site Supervisor's Team.

31. VIOLENCE TO STAFF / SCHOOL SECURITY

- The main door to the school is locked (currently open due to the need for increased ventilation in line with the Covid Guidance) with an electronic keypad lock which is controlled by the office staff – this allows them to vet callers before allowing entry.
- Visitors to the school sign in at Reception and are given a visitors badge; they then wait for the member of staff they are visiting to come and collect them from Reception – they do not wander around school alone. It is the member of staff's responsibility to look after their visitor whilst they are on site and then return them to reception to sign out as they leave.
- Recreation areas on site are all fenced and gated for security reasons.
- Violence is defined as being – *“behaviour which produces damaging or hurtful effects physically or emotionally in other people”* – it can be both physical and verbal. The governors and staff of the school refuse to accept acts of violence of any kind in school and they will work to ensure that violence does not occur and if it does they will take all necessary lawful steps to prevent it happening again, bring about the punishment of those responsible whilst at the same time advising and counselling those who have been affected.
- The staff have access to the latest County Policy on dealing with Violence and

Aggression 2009.

- Staff who work alone are probably at greater risk from intruders and violence and the school has risk assessed those persons whose jobs are involved.
- The school requires all staff to report any incidents of either physical or verbal violence to a member of the Senior Leadership Team.

32. WORKING AT HEIGHT

- Wherever possible working at height must be avoided but those who must use ladders and stepladders frequently must be trained.
- Stools, chairs and tables must never be used in place of steps or ladders.
- Ladders and stepladders should be of the appropriate industrial standard and they must be inspected visually each time they are used. A full safety inspection must take place each year and records must be kept in the Ladder Register.
- Staff must not bring in their own steps or ladders for use in school.
- Contractors must not be allowed to use school ladders and stepladders – they must provide their own.
- Students must be expected to work at height.

33. WATER HYGIENE

- Council contractors perform regular water hygiene tests on the water on site and records and kept in the premises Water Hygiene Manual which is kept in the Senior Site Supervisor's [Mr. I.Mirams] office.
- The Senior Site Supervisor's [Mr. I.Mirams] makes weekly checks on the water temperatures in school and these are recorded in the same manual.
- Drinking water is clearly labelled in school and warning notices are placed on supplies of water which is not fit for drinking.

34. WORK EXPERIENCE

- Placement risk assessments and insurance checks are arranged by the Health and Safety Coordinator.
- Copies of these documents along with a letter and medical form are sent to parents so that they can consent to their child taking part with full knowledge of where they will be working and what they will be doing.
- A copy of the medical form and the risk assessment is then sent to the placement.

SECTION 4. LOCAL HEALTH AND SAFETY KEY PERFORMANCE INDICATORS (KPI'S)

It is important that managers can monitor the health and safety performance of their premises in order to determine where progress is being made and where further actions and resources may be required.

These include the following –

- Submissions from yearly Safety Audit
- Minutes from departmental meetings, where health and safety is discussed.
- Personal staff reviews.
- Results of staff surveys undertaken in school.

The County Council Health Safety and Welfare Policy also requires feedback on certain KPI's more details of these can be obtained from your Health and Safety Adviser.