



**CANNOCK CHASE HIGH SCHOOL**

A C H I E V E M E N T F O R A L L

**HEALTH & SAFETY POLICY**  
**&**  
**PROCEDURES**

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## Statement of Local Health and Safety Intent

### Cannock Chase High School

- Cannock Chase High School recognises the requirement to provide a safe and healthy working environment for all employees is acknowledged. The Governing Body and those in control of the school recognise and take responsibility for compliance with the statutory duties under the Health and Safety at Work etc. Act 1974.
- In compliance with the Health and Safety at Work etc. Act, this school's 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 that of others.
- A healthy working environment is maintained including adequate welfare facilities.
- In addition to the above, the school will ensure, so far as is reasonably practicable, that the health and safety of non-employees is not adversely affected by its activities.
- Employee involvement is an important part of managing safety, and consultation on health and safety with employees and employee representatives forms part of this policy.
- This policy statement and the accompanying organisational arrangements supersede any previously issued.

Signed .....  
(Headteacher)

Signed .....  
(Chair of Governors)

Date .....24 March 2021.....

## Introduction

This document details the organisation and arrangements required to maintain and continuously improve our school's health and safety management system.

The contents include a list of our local procedures for this school and the document control system we use.

### **The Aim of the Policy is to:**

- Ensure that all reasonably practicable steps are taken to ensure the health, safety and welfare of all persons using the premises.
- Ensure that all reasonably practicable steps are taken to ensure the health and safety of staff, students, and other supervising adults participating in off-site visits.
- Establish and maintain safe working procedures amongst staff and students.
- Make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- Develop safety awareness amongst staff, students and other supervising adults.
- Formulate and implement effective procedures for use in the event of fire and other emergencies.

### **To meet these responsibilities, the Governors will pay particular attention to:**

- Safe arrangements for the use, handling, storage and transport of articles and substances;
- Appropriate information, instruction, training and supervision to assist all staff, students and visitors to avoid hazards and to contribute positively to their own health and safety whilst on school premises;
- A safe workplace and safe access and egress;
- A healthy working environment;
- Procedures for fire evacuation, first aid cover and other emergency situations.

The responsibilities and duties for the management of health and safety within the scope of this policy are allocated as follows:

### **Headteacher** (and duties passed to the Executive Business Manager)

The Headteacher will ensure that:

- Policies and procedures with regard to health, safety, and welfare matters within the school are established in writing, and approved by the Governing Body, and that the policies and procedures are known, understood and followed by all members of staff, including temporary/supply staff;
- Any health and safety matters raised, and guidance from other sources, are brought to the attention of the Governing Body;
- To make or arrange for risk assessments of the premises and working practices to be undertaken and recorded;
- Regular reviews of the safe performance of all departments of the school are undertaken with appropriate action when necessary and are reported to the Governing Body;

- To ensure appropriate information on significant risk activities is given to visitors and contractors;
- To ensure emergency procedures are in place;
- Accidents, incidents, and dangerous occurrences are reported, investigated, and, where appropriate, preventive measures are taken;
- Adequate first aid provision is made for staff and students and other persons, whilst on school premises and when working away from the school, in accordance with relevant guidance;
- Training needs are identified, and arrangements are made for those needs to be met;
- Necessary arrangements are made to ensure that Union Safety Representatives can effectively carry out their functions, and that consideration is given to reports on inspections carried out by Safety Representatives;
- All parts of the premises, plant and equipment for which the Governors have responsibility for purchase and/or repair, are regularly inspected and maintained in safe working order;
- To ensure arrangements are in place to monitor premises and performance;
- Goods purchased comply with necessary safety standards and that all purchased equipment is safely installed;
- Any unsafe items which are reported to the site staff using the correct procedure and any items which constitute a health and safety hazard are actioned by the site staff and taken out of use;
- Staff and volunteer helpers organising and taking part in visits, journeys and holiday excursions have the necessary knowledge, experience and skills so that they will be aware of, and have made arrangements to deal with, any risks involved;
- Working arrangements are agreed with contractors working on the premises through the Executive Business Manager and are closely monitored to ensure that the working practices do not endanger the health and/or safety of employees, students or other persons working on the premises;
- Awareness and co-operation amongst staff with regard to health and safety matters is actively encouraged.

## **Governors**

- A school safety policy is produced, and that the policy is regularly reviewed.
- A Health and Safety Committee will be established if requested by at least two persons and health and safety is included in the terms of reference of an existing committee.
- The Safety Policies will be brought to the notice of all employees.
- Their health and safety obligations are properly considered, and provision made for meeting those obligations.
- The school's staffing structure appropriately reflects the responsibilities for carrying out the arrangements for health and safety.
- Health and safety issues concerning the school are identified and appropriate action taken.
- Appropriate facilities for accredited Union Safety Representatives are provided to enable them to fulfil their duties.
- All reasonable facilities and information are provided to Inspectors of the Health and Safety Executive and any other health and safety official.
- Participating in a site inspection at least once a year.

- Attending meetings of the health & safety committee.
- Must ensure that those who have been assigned specific responsibilities in school for Health and Safety 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 school on Health and Safety issues.
- Seek advice from and receive reports from the County Council Health and Safety Advisors and Elite Safety in Education and their school Health and Safety Co-ordinator as appropriate and take actions as necessary.
- Ensure that the auditing of Health and Safety takes place and that action plans are developed as a result of audit.
- The GB will ensure that all their decisions reflect the commitment of this policy and promote a positive culture towards health, safety, and welfare issues.

### **Teaching and Non-Teaching Staff Holding Posts of Responsibility**

Staff holding posts of special responsibility, such as, Deputy Headteacher, Assistant Headteacher, Pastoral Managers, Directors of Learning Community, Directors of Year, Clerical Managers/Supervisor, Site Staff, Catering Manager, and Technicians are responsible to the Headteacher/Business Manager for the implementation of the Health and Safety Policy within their Executive area of work. To fulfil their responsibilities, they will assist the Headteacher:

- In the monitoring of health and safety by inspecting their area on a regular basis to ensure that safety measures are being maintained and safety instruction and safe working practices are being followed by staff and students, and for making any necessary changes in practices and procedures;
- To investigate any accidents and incidents as instructed by the Headteacher;
- To ensure departmental risk assessments are carried out and departmental inspection check lists are completed and submitted;
- By informing their staff of any hazards to health and safety they are likely to meet in the course of their work and ensure that they have the necessary information, instruction, and training to carry out their duties without risk to health or safety;
- By ensuring that staff and students are aware of emergency procedures, which should be regularly reviewed;
- By ensuring that adequate supervision is maintained at all times;
- By ensuring that all equipment is regularly inspected and maintained in safe working order and that any defective equipment is removed from use immediately.

The Executive Business Manager will assist the Headteacher to ensure that health and safety implications are considered in connection with the security and cleaning and maintenance of the building and for monitoring contractors on site to ensure their working procedures do not endanger the health, safety and welfare of staff, students and visitors.

### **School Health & Safety Representatives**

The Governing Body and the Headteacher should recognise the role of health and safety representatives appointed by a recognised trade union. Health and Safety representatives will be allowed to investigate accidents and potential hazards, peruse employee complaints

and carry out school inspections within directed time but, wherever practical, outside teaching time.

They are also entitled to certain information, for example about accidents, and to paid time off to train for, and carry out their health and safety functions. However, they are not part of the management structure and not carrying out duties on behalf of the Headteacher or Governing Body.

### **Site Staff**

The Site Staff are responsible for looking after the premises. Their responsibilities include:

- Maintaining an understanding of the health and safety policy arrangements and the responsibilities detailed within them, and an awareness of relevant premise related health and safety legislation, issues and procedures and operating within these requirements;
- Controlling contractors working on the premises and ensure that hazard information has been exchanged and suitable risk control measures implemented;
- Ensuring adequate security arrangements are maintained;
- Ensuring the general cleanliness of the premises and that adequate welfare facilities are provided;
- 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;
- Ensuring that adequate fire safety arrangements and emergency procedures are implemented and maintained;
- Ensuring that plant and equipment is adequately maintained;
- Arranging for the regular testing and maintenance of electrical equipment;
- Maintaining records of plant and equipment maintenance, tests, fire evacuation drills, fire officer inspections and fire extinguisher maintenance;
- Ensuring adequate first aid requirements for the premises are formally assessed and adequate provision is made;
- Ensuring that all premise related hazards are adequately identified, assessed and suitable and sufficient control measures implemented and monitored;
- Undertaking thorough investigation of all premise related accidents/incidents; Ensure the availability of an accident book at each premise;
- 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;
- 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;
- 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;
- Ensuring that adequate systems are in place for the management of asbestos and control of legionella and excessive water temperatures;
- To respond promptly to notifications of a defect that could affect the health and safety of building occupants/visitors.

## **Health and Safety Working Group**

- The school may choose to establish a Health and Safety Committee which should meet regularly to consider health and safety planning and organisation, the implementation of policies and to review and monitor performance. Where Health and Safety is integrated into the strategic planning meetings of the school a separate meeting may not be required. It is recommended that Health and Safety is a regular agenda item in these meetings.
- An annual report to the Governing Body outlining achievements against the Health and Safety plan and annual KPI's should be considered. The school's Health and Safety Co-ordinator may be responsible for collating this information for their consideration. As a minimum, the report will contain a summary of accident and ill-health statistics for the current year and will suggest health and safety targets and priorities for the forthcoming year.

## **Hirers**

When the premises are used for the purposes not under the direction of the Headteacher then the principal person in charge of the activities for which the premises are in use will have responsibility for safe practices.

Any person who uses the school premises will conduct themselves and carry out their operations in such a manner that all safety requirements are met at all times.

When school activities are conducted beyond the core school hours organisers of the event are responsible for following the school's normal Health and Safety procedures, but must also take into consideration additional requirements for example school security, responsibility for fire muster etc.

When the premises are hired to persons outside the employment of the governing body, it will be the condition for all hirers, contractors and others using the school premises or facilities, that they are familiar with this policy, that they comply with all safety directives of the Governing Body and that they will not, without the prior consent of the Governing Body:

- Introduce equipment for use on the school premises;
- Alter fixed installations;
- Remove fire and safety notices or equipment;
- Take any action that may create hazards for persons using the premises or the staff or students of the school.

## **Educational Visits Co-ordinator (EVC)**

The school has an 'Educational Visits' policy and an appointed Educational Visits Co-ordinator. The school utilises the web based EVOLVE system for planning and managing the administration of risks associated with educational visits.

## **Radiation Protection Supervisor**

The School Radiation Protection Supervisor will ensure that:

- Local procedures are in place for the safe use, storage, and disposal of radiation;



- Follow the good practice guidance that is sent via CLEAPSS;
- Liaise with CLEAPS Radiation Protection Advisor (RPA) and co-operate on health and safety matters;
- Source containers are suitably labelled/marked and identifiable;
- Regular inspections and leak tests are carried out and the findings are recorded;
- A check has been made that the total activity of the radioactive substances kept are within the limits allowed by the regulations;
- An approval letter from the DfE is on file and agrees with the number of sources kept on site.

### **Class Teachers**

Staff timetabled to be in charge of classes have the following responsibility to assist the Headteacher:

- To follow safe working procedures personally;
- To ensure the safety of students in classrooms and other areas of the school whilst in their charge;
- To be aware of and to adopt safety measures within their teaching areas;
- To request special safe working procedures, protective clothing, guards etc; where necessary and ensure they are used;
- To make recommendations to the Site Staff using the correct procedure regarding the safety of equipment or tools, in particular, any equipment or machinery that is potentially dangerous;
- To report all accidents and near misses to the Executive Business Manager and to their Director of Learning Community;
- All defects and dangerous occurrences to be reported to the Site Staff;
- To be aware of emergency procedures in respect of fire, bomb alert, first aid, accident etc. and to carry them out.

### **Employees General Responsibilities**

All employees have a general duty under the Health and Safety at Work Act 1974 to:

- Take reasonable care of their personal safety and that of other persons;
- Co-operate with the employer on health and safety matters to enable the employer to carry out their own responsibilities successfully;
- To use correctly any equipment provided for his/her safety;
- Report any defective equipment or shortcomings they consider in the school's health and safety arrangements to their manager and/or the Site Manager;
- Report accidents or dangerous occurrences at the earliest possible opportunity;
- Be familiar with and observe at all times all safety policies and procedures;
- Take reasonable precautions to ensure the safety of all persons in their charge.

### **Students**

Students in accordance with their age and aptitude are expected to:

- Exercise personal responsibility of the health and safety of themselves and others;
- Observe standards of dress consistent with safety and or hygiene;

- Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency;
- Not to wilfully misuse, neglect or interfere with items provided for their health and safety;
- Students are informed by letters sent to parents regarding the wearing of jewellery. This is reinforced by staff throughout the school year.

### **Arrangements for Health and Safety**

(See local arrangements section)

### **Document Control**

We will develop and maintain local documentation. Changes including re-issues and deletions to local school documentation will be authorised by the Headteacher and Governing Body.

### **Co-operation**

Local systems and documentation will be implemented following consultation through our school's health and safety governance meetings.

### **Communication**

Local systems and documentation will be held electronically and made accessible to staff members through the school's intranet system.

Any premises health and safety concerns must be reported to the Site Staff through the email system. Accidents and incidents must be reported to the Executive Business Manager.

There should be a standing item on the agenda of departmental meetings to enable health and safety matters to be discussed openly when required. Extracts of these minutes must be emailed to the Executive Business Manager, so issues can be followed up.

The policy is available for all persons to view on request from reception.

### **Competence**

The school has competent persons in place to provide health and safety guidance to cover the areas of induction, identification of health and safety training needs, and the provision and delivery of health and safety training.

School staff members will continually develop their own competence through CPD activities including health and safety training on induction, refresher training and specific training where necessary, e.g. risk-assessment techniques.

## **Emergency Plans**

The Headteacher will ensure that an emergency plan is prepared to cover all foreseeable major incidents which could put at risk the occupants or users of the school. This plan will indicate the actions to be taken in the event of a major incident, so that everything possible is done to save life, and prevent and minimise loss. This sequence will determine the priorities of the emergency plan. The plan will be agreed by the Governing Body and will be rehearsed if necessary (paper exercise) by staff.

Any concerns will be reported to Governors.

## **Planning & Prioritising (Setting Standards)**

### **School Health & Safety Plans**

School health and safety planning will be part of our school improvement planning process. Planning will be carried out at regular intervals and will involve objective setting, identification of expected outcomes and allocation of resources.

### **Risk Assessments**

Job and specific risk assessments will be carried out by line management within the team in accordance with the relevant local arrangements, e.g. manual handling, fire, hazardous substances, display screen equipment etc.

### **Local Arrangements**

We will develop and maintain a range of local arrangements to achieve specific actions required for health and safety in the school. (See local arrangements section)

## **Measuring H&S Performance**

### **Active Monitoring**

Our school management team will oversee active monitoring to include workplace inspections in accordance with our local arrangement for this.

### **Reactive Monitoring**

The school management team will oversee reactive monitoring to include accidents, near misses, and hazard reports in accordance with our local arrangements and report relevant findings to the health and safety committee.

### **Reviewing Health & Safety Performance**

Performance indicators used for the review of health and safety performance will include identification of areas where risk controls are inadequate or absent, the extent of achievement of specific health and safety objectives and an analysis of accident and ill-health data.

The school health and safety performance will be reviewed by nominated persons and any outcomes/actions will be reported back to the Headteacher and Governors.

**Auditing/Inspecting Health & Safety Performance**

Health and Safety auditing/inspecting will be carried out on a regular basis by the H&S Governor, Executive Business Manager, and Directors of Learning Community in high-risk areas.

**Review**

The Governing Body will review the policy and procedures documentation on an annual basis and update/amend as considered necessary to ensure the health, safety and welfare of staff and students.