



The Castle Partnership Trust

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The Castle School
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Health & Safety Policy

Date: March 2019

Executive Headteacher: Sarah Watson
Headteacher Court Fields School: Rachael Bennett
Headteacher Wellesley Park School: Carly Wilkins
Head of School The Castle School: Fran Gormley

Due for review: March 2020

Lead: Business Managers and Trust Premises Manager

Occupational Health and safety in schools is governed by legislation and associated regulations. These are enforced by the Health and Safety Executive (HSE).

In Academy Schools the statutory health and safety responsibilities fall upon the governing body (as the employer) and on the Headteacher and other staff (as employees).

THE ROLE OF THE BOARD OF DIRECTORS

The Board of Directors, as employer, has a duty to (as required by The Management of Health and Safety at Work Regulations, 1999):

- Institute a health and safety policy and advise employees of it;
- Have a critical incident/emergency contingency plan;
- Ensure, **so far as is reasonably practicable**, the health, safety and welfare of teachers and other education staff; the health and safety of pupils in school and on off-site visits; and the health and safety of visitors to schools, and volunteers involved in any school activity;
- Assess the risk of all activities, both in school and off-site; introduce measures to manage those risks, and tell employees about those measures;
- Ensure that staff are competent and trained in their health and safety responsibilities; and are actively involved in health and safety;
- Take reasonable steps to make sure that the buildings, equipment and materials are safe and do not put the health of users and visitors at risk.

In practice, the Board may delegate specific health and safety tasks to others at each school. **However, the Board retains the ultimate responsibility no matter who carries out the tasks.**

THE ROLE OF EMPLOYEES

Employees must take reasonable care of their own health and safety, and that of anyone else who may be affected by what they do at work. They must also cooperate with others who have duties for health and safety by carrying out instructions and reporting unsafe practices. Each headteacher, who has delegated responsibility for the day-to-day management each school, has a particular role in seeing that the governing body's health and safety policies and procedures are carried out.

COVERAGE

The Trust has elected to continue to purchase professional health and safety support. A list of all the issues to be covered by the Trust's health and safety policy is given on pages 6 - 8 of this document with electronic links to the relevant guidance.

1. AIMS/OBJECTIVES OF THE DIRECTORS OF THE TRUST

Directors should ensure the schools:

- 1.1 Provide, as far as reasonably practicable, a safe and healthy environment for all persons who work at, attend or visit the schools.
- 1.2 Ensure, as far as reasonably practicable, the health and safety of pupils, staff and volunteers on off-site visits and activities.

- 1.4 Seek improvement to working conditions according to priorities within existing resources, and sustains a role to monitor standards at the schools as an essential part of good safety management.
- 1.5 Recognise their responsibilities when making available premises or equipment for hire, and ensures that risks to the safety or health of hirers and other persons are adequately controlled, as far as reasonably practical.
- 1.6 Recognise the role of up to two safety representatives in each school appointed by recognised trades unions and co-operate with them so that they may undertake their health and safety related functions, including reasonable paid time off for consultation, inspection and investigations.
- 1.7 Facilitate effective consultation, through encouraging informal meetings and by making time available in staff meetings, where health and safety issues can be raised.
- 1.8 Ensure that staff have access to training to ensure their competence for their tasks.
- 1.9 Accept the duties that they may hold as a client where they arrange for work through contractors or volunteers. Follow HSE guidance for the selection of competent contractors and seek professional advice from relevant organisations where appropriate and relevant. Ensure that volunteers receive adequate instruction and supervision to work safely.
- 1.10 Report all incidents/accidents, using the Accident Reporting Module in EEC Live and ensures appropriate follow up action has been carried out.
- 1.11 Ensure that Risk Assessments are carried out within the school using an identified method for recording (eg EEC) and reviews as appropriate.
- 1.12 Ensure the Governors at each school, along with each Headteacher, review on a termly basis, all accidents and other incidents reported to the relevant school to identify trends.
- 1.13 Ensure that incident investigations are carried out in sufficient detail.
- 1.14 Consult with both schools council and inform students of their responsibilities for Health and Safety.

The Directors and Headteachers will draw this policy to the attention of all staff, and review as necessary in the light of any changes.

Signed: (Chair of the Board) Date:

Signed: (Headteacher at The Castle School) Date:

Signed: (Headteacher at Court Fields School) Date:

Signed: (Headteacher at Wellesley Park) Date:

2. ORGANISATION IN SUPPORT OF HEALTH AND SAFETY

- 2.1 Schools can be organised in a variety of ways, ie on a Headteacher/ Board of Directors/Governing Body/Senior Management Team/Departmental basis. In consequence the key members within the framework are responsible for seeing that their area of responsibility/department staff follow the Trust's policy, and in particular in respect of:
- 2.1.1 The identification and control of risks associated with any hazardous or dangerous substances.
 - 2.1.2 The selection of equipment which is suitable for its purpose, and ensuring that it is properly used.
 - 2.1.3 Identifying and securing the training needs of members of their area/department
 - 2.1.4 The provision of suitable personal protective equipment when its need is identified, and ensuring that it is properly used.
- 2.2 The Headteachers and Directors recognise the importance of all staff being competent and possessing the necessary current skills, knowledge and qualifications for the use of specialist equipment or facilities.
- 2.3 The Directors will monitor safety performance within the school and consider a regular summary of the findings.
- 2.4 With regard to premises issues this will include a check of the school buildings and prioritisation of needs on the schools' Asset Management Plans.
- 2.5 The Directors have appointed the following Governors to have a watching brief for health and safety issues, and bring to their notice such issues that require their attention: Doug Rogers at Court Fields School. [Janet Tall](#) at The Castle School. Angelo Dalporto at Wellesley Park School.
- 2.6 Directors to agree delegation for approval of off-site visits and activities.

Assistance on health and safety issues is currently purchased from Educating Safely LLP. Legal advice is available from the Trust's solicitors.

3. Appointment of Appropriate Persons

All schools should appoint appropriate persons for their delegated areas of responsibility within the Trust (see Table A for areas which need including). They will ensure that staff have the necessary skills and qualifications on appointment, or are able to receive the necessary training and certification after appointment or on change of responsibilities or work methods.

TABLE A DELEGATED AREAS OF RESPONSIBILITY WITHIN THE SCHOOL

Name of School:	The Castle School
Headteacher	Sarah Watson / Fran Gormley
Delegated Senior Manager:	Alison Crudginton
Premises Manager:	Brendan Slade

Area	Location of Policy/Guidance	Name of person responsible
ACCIDENTS/INCIDENTS (NEAR MISSES):		
Incidents/Injuries	<u>Accident Reporting</u> (EEC Safety Suite)	Welfare Officer
EMERGENCY PROCEDURES:		
Critical/Major Incidents	<u>Critical Incidents in Schools</u>	Headteacher
Emergency Procedures	<u>School Closures</u>	Headteacher
Updating your Contingency Plan	<u>Dealing with Major Incidents</u> <u>Major Incidents Out of Hours</u>	Headteacher
EXTERNAL VISITS:		
External Visit Co-ordinator	<u>Outdoor Education and External Visits Website</u>	Office Manager
	<u>EEC Safety Suite>External Visits Management</u>	Office Manager
	<u>Policy for Offsite Visits and Activities – in school</u>	Office Manager
MEDICAL:		
Hygiene Control	<u>Guidance for Schools: Volume 4</u>	Welfare Officer
Infection Control	<u>Health Protection Agency Guidance</u>	Welfare Officer
Medicines in school	<u>Guidance for Schools: Volume 4</u>	Welfare Officer
Needlestick Injuries	<u>H & S Policy Manual</u> - HS007	Welfare Officer
New and Expectant Mothers	<u>H & S Policy Manual</u> - HS017	Assistant Business Manager
Pupils with medical needs	https://slp.somerset.gov.uk/somersetipost/iPost%20Documents/Statutory_guidance_on_supporting_pupils_at_school_with_medical_conditions[1].pdf	Welfare Officer
RISK ASSESSMENTS:		

Area	Location of Policy/Guidance	Name of person responsible
Computer Use	<u>DSE Assessment Form</u> , Managers Guide, User Guide and also training course and descriptions	IT Manager
COSHH	<u>H & S Policy Manual</u> Hazardous substances COSHH Assessment Form (F08)	Caretaking: Senior Caretaker Cleaning: Cleaning Supervisor Science: Senior Science Technician DT: DT Technician
CLEAPSS	http://www.cleapss.org.uk/ Science department guidance on the safe use of hazardous materials.	HOD Science/Senior Science Technician
Employee or Volunteer Driver	<u>Driver Risk Assessment F14a</u>	Premises Manager
First Aid	<u>H & S Policy Manual</u>	Welfare Officer
SITES AND BUILDINGS:		
Asbestos	Asbestos Register - in School Asbestos Management Plan	Premises Manager
Electrical Safety <ul style="list-style-type: none"> • Portable Appliance Testing • Fixed electrical inspections 	Statutory Guidance	Premises Manager
Equipment Maintenance <ul style="list-style-type: none"> • Lifting Equipment • PE Equipment • CDT Equipment • LEV 	Individual contracts LOLER Regulations	Premises Manager
Fire Safety <ul style="list-style-type: none"> • Arson Prevention 	Statutory Guidance	Premises Manager
Gas Appliances <ul style="list-style-type: none"> • Boilers • Kitchen 	Statutory Guidance	Premises Manager
Minibus Safety	Minibus Use Policy	Premises Manager
Pressure systems – eg, steam ovens/stills	Statutory Guidance	Business Manager
Safety Glazing	Statutory Guidance	Premises Manager

Name of School: Court Fields School

Headteacher: Rachael Bennett

Delegated Senior Manager: Sally Taylor

Premises Manager: Julie Wooller

Area	Location of Policy/Guidance	Overseen By
ACCIDENTS/INCIDENTS (NEAR MISSES):		
1. Incidents/Injuries	<u>Accident Reporting</u> (EEC Safety Suite)	Business Manager
EMERGENCY PROCEDURES:		
2. Critical/Major Incidents	<u>Critical Incidents in Schools</u>	Headteacher (RB)
Emergency Procedures	<u>School Closures</u>	
Updating your Contingency Plan	<u>Dealing with Major Incidents</u> <u>Major Incidents Out of Hours</u>	
EXTERNAL VISITS:		
3. External Visits Co-ordinator	<u>Outdoor Education and External Visits Website</u> <u>EEC Safety Suite > External Visits Management</u> <u>Policy for Offsite Visits and Activities – in school</u>	Head of ICT
MEDICAL:		
4. Hygiene Control	<u>Guidance for Schools: Volume 4</u>	Business Manager
5. Infection Control	<u>Health Protection Agency Guidance</u>	Business Manager
6. Medicines in school	<u>Guidance for Schools: Volume 4</u>	Business Manager
7. Needlestick Injuries	<u>H & S Policy Manual</u> - HS007	Business Manager

Area	Location of Policy/Guidance	Overseen By
8. New and Expectant Mothers	<u>H & S Policy Manual</u> - HS017	Business Manager
9. Pupils with medical needs Staff with medical needs	http://www.six.somerset.gov.uk/sixv3/content_view.asp?did=2629	Business Manager
RISK ASSESSMENTS:		
10. Computer Use	<u>DSE Assessment Form</u> , Managers Guide, User Guide and also training course and descriptions	Business Manager
11. COSHH (including Radiation)	<u>H & S Policy Manual</u> Hazardous substances COSHH Assessment Form (F08)	Business Manager
12. CLEAPSS	http://www.cleapss.org.uk/ Science department guidance on the safe use of hazardous materials.	HoD Science/Senior Science Technician
13. Employee or Volunteer Drivers	<u>Driver Risk Assessment F14a</u>	Business Manager
14. First Aid and work- related ill health	<u>H & S Policy Manual</u>	Business Manager
SITES AND BUILDINGS:		
SCC Overarching Guidance document	Corporate Property Standards and Guidance http://www.six.somerset.gov.uk/sixv3/content_view.asp?did=24714 including construction work/contractors on school site	
15. Asbestos	Asbestos Register - in School	Business Manager

Area	Location of Policy/Guidance	Overseen By
16. Construction Work/ Contractors on School Site	Corporate Property Standards and Guidance http://www.six.somerset.gov.uk/sixv3/content_view.asp?did=24714 including construction work/contractors on school site	Business Manager
17. Electrical Safety (Portable Appliance Testing)	<u>Guidance for Schools:</u> <u>Volume 4</u>	Business Manager

Area	Location of Policy/Guidance	Overseen By
<p>18. H&S Related Equipment Maintenance (formerly BMIS)</p> <p>1. Air Conditioning</p> <p>2. Automatic Electric Doors</p> <p>3. Calorifiers</p> <p>4. CCTV Equipment</p> <p>5. Emergency Lighting</p> <p>6. Fan Convector Heaters</p> <p>7. Fire Alarm System</p> <p>8. Fixed Electrical Installation (every 5 years)</p> <p>9. Fume Cupboard</p> <p>10. Gas Boilers</p> <p>11. Gas Detection Equipment</p> <p>12. Gas Fired Hot Water Heaters</p> <p>13. LEV (Dust & Fume extraction)</p> <p>14. Lifts</p> <p>15. PE Equipment (actual servicing)</p> <p>16. Shower Mixing Valves</p> <p>17. Stage/Drama Lighting</p> <p>18. Trees</p> <p>19. Water Harvesting System</p>	<p>(see also item 20 – Gas Appliances)</p> <p>(see also item 20 – Gas Appliances)</p> <p>(see also item 20 – Gas Appliances)</p> <p>(see also item 20 – Gas Appliances)</p>	<p>Business Manager</p>

Area	Location of Policy/Guidance	Overseen By
<p>19. H&S Related Equipment Maintenance</p> <ol style="list-style-type: none"> 1. AV Equipment 2. D&T Equipment 3. Electric Cookers 4. Fire Extinguishers 5. Gas cookers 6. Grounds Maintenance Equipment 7. Hand Driers 8. Lifting Equipment 9. PE Equipment (recommended repairs) 10. Pottery Kilns 11. Sanitact Units 12. Sewing Machines 13. Tumble Dryers 	<p>(see also item 20 – Gas Appliances)</p> <p>(N/A at present)</p>	<p>Business Manager</p>

Area	Location of Policy/Guidance	Overseen By
20. Fire Safety 1. Arson Prevention 2. Fire Evacuation Procedures 3. Fire Precautions 4. Fire Risk Assessments	<u>H & S Policy Manual</u>	Business Manager Headteacher/Business Manager Business Manager Business Manager
21. Gas Appliances 1. Gas Boilers etc. 2. Kitchen (Gas Cookers etc.) 3. FTT (Gas cookers)	Contact Property Services: Contracts available for purchase. School responsibility unless Special.	BUSINESS MANAGER
22. Minibus Safety	<u>Guidance for Schools: Volume 4 Minibus Use Policy</u>	BUSINESS MANAGER
23. Pressure systems – e.g. steam ovens/stills	School responsibility - contact Insurance	BUSINESS MANAGER
24. Safety Glazing	http://www.six.somerset.gov.uk/sixv3/content_view.asp?did=13346	BUSINESS MANAGER

Area	Location of Policy/Guidance	Overseen By
OTHER MISCELLANEOUS:		
25. Environmental Health issues		BUSINESS MANAGER
26. Food Hygiene		BUSINESS MANAGER
27. Healthy Schools initiative		DEPUTY HEAD
28. Water Quality /Legionella Monitoring		BUSINESS MANAGER
29. Incinerator Use		BUSINESS MANAGER
30. Lone Working		BUSINESS MANAGER
31. Noise At Work		BUSINESS MANAGER
32. Manual Handling		BUSINESS MANAGER
33. Oxygen Cylinders		BUSINESS MANAGER
34. Gas Cylinders		BUSINESS MANAGER
35. Workplace Temperatures		BUSINESS MANAGER
36. Interactive Whiteboards		BUSINESS MANAGER
37. Working at Height		BUSINESS MANAGER
38. Lettings-related Health and Safety		BUSINESS MANAGER
39. Hot Works	(Guidance for Schools section 4)	BUSINESS MANAGER

ESTABLISHMENT

THE CASTLE SCHOOL

Documents relating to this Policy are listed below along with the locations in which they can be found:

Document	Location (Eg, office, web address)
Asbestos Register	Premises Office / Flow 360
Water Hygiene Record System	Premises Office
Legionella Risk Assessment	Premises Office
Critical Incidents Policy	Main Office
Fire Risk Assessment	Premises Office
Emergency Lighting Test Records	Premises Office
Radioactive and Radiation Records	Science Prep Room
PAT Testing Records	Premises Office
Science Department Health and Safety Policy	Science Office

Document Prepared by (Signature)

(Print Name)

Title:

(eg, Headteacher/Director)

Date:

Documents relating to this Policy are listed below along with the locations in which they can be found:

Document	Location (eg office, web address)
<p><u>Health and Safety Information on Somerset iPost</u> Including:</p> <ol style="list-style-type: none"> 1. SCC Health and Safety Manual 2. 'Guidance For Schools' volume 4 (Health and Safety) 3. Outdoor Education and External Visits website 4. CYPD 'Burgundy Pack' 5. Guidance for the use of EEC Safety Suite (Risk Assessment software) 6. Copies of SCC 'Exposure' Health and Safety newsletters 	Somerset iPost
FORUM Health and Safety Handbook for Educational Establishments	Business Manager's office
'Health and Safety in Schools' (Barry Stock)	Business Manager's office
Minibus Handbook	Business Manager's office (currently being revised)
Critical Incidents Policy	Staff Resources folder on school intranet
Master copies of SCC safety circulars	Business Manager's office
School Asbestos Register	Business Manager's office
Central copy of School Risk Assessments	<ol style="list-style-type: none"> 1. Business Manager's office 2. 'Staff Resources' folder
PAT Testing Records	Business Manager's Office
Radioactive and Radiation Records	Science Faculty (held by Radiation Protection Supervisor)

Emergency Lighting Test Records	Business Manager's Office
Water Hygiene Record and Legionella Risk Assessment File	Business Manager's Office
Fire Risk Assessments	RAMIS website
Other miscellaneous articles and information on Health and Safety	Business Manager's office

The Castle Partnership Trust

The monitoring/review arrangements in place at both schools are summarised below:

External Monitoring**Proactive**

Safety Audit

Inspection Report (CHSU) Purchased Service

Accident/Incident Report

Safety Representation Reports (Recognised Trade Union/Professional Association)

Fire Risk Assessment

Legionella Risk Assessment

General Faculty, etc Risk Assessments

Reactive

Safety Audit/Inspection Report (CHSU)

Annual Review Meeting Report (LSDA)

Periodic Risk Assessment Status Electronic Report (DSLO)

Periodic Self Evaluation Status Electronic Report (Section 6)

Accident/Incident Investigation Report (various)

Safety Representation Reports (Recognised Trade Union/Professional Association)

Property Services Report – Capital Support

Special Educational Needs Report

Protocol Reports (Schools causing concern)

Internal Monitoring

- Department Heads – Annual Review
- Annual Inspection by H&S Reps
- Periodic Walk round by Premises Manager and Business Manager
- Governors monitor the setting of policies and their implementation

The Castle Partnership Trust**ARRANGEMENTS**

The framework and arrangements for communicating with employees and consulting on levels of performance in health and safety (and any proposals for change which might affect the health and safety of those involved) are as follows:

Guidance for Schools – Volumes 4 and 5.

CHSU H & S Circulars and Guidance notes to schools.

Exposure

Identified person/persons responsible for Health and Safety.

Health & Safety Policy.

Staff meetings.

Induction Booklet.