



# Durrington High School Health and Safety Policy

## Governing Body's Statement of Intent

### Declaration

The Governing Body supports fully the aims and objectives of Durrington Multi Academy Trust, to achieve Health and Safety at work. We will co-operate and co-ordinate with partners, contractors, sub-contractors, employers, the occupiers and owners of premises and land adjacent to our premises in order to pursue our Health and Safety Policy aims.

The Governing Body will, under Section 4 of the Health and Safety at Work Act etc. 1974, be treated as the person who has control of the school premises.

It will be the Governors' policy to encourage, where practicable, the co-operation of all users of the establishment by discussion and consultation to promote and develop measures which ensure Health and Safety at Work.

The Governing Body recognises and accepts its responsibility for the maintenance of safe egress and access, the maintenance of the premises, and minimising risks to health arising from plant or substances used on the premises.

Our aims are to:

- Maintain control of health and safety risks arising from our activities
- Consult with all staff on matters affecting their health, safety, welfare and wellbeing. Provide and maintain safe plant and equipment
- Ensure safe handling, storage and use of hazardous substances. Provide appropriate information, instruction and supervision for staff/learners/visitors.
- Ensure staff are suitably trained and competent to do their work safely. Continually develop a safety culture to remove or reduce the possibility of accidents, injuries and ill health
- Maintain a safe and healthy working environment ensuring the welfare of all staff, learners and visitors
- Assess risks, record significant findings and monitor safety arrangements. Review and revise safety policies and procedures periodically and when circumstances require it to amend or improve arrangements

Our health and safety management system has been developed to ensure that the

above commitments can be met. All staff and governors will be instrumental in its implementation

### **Safety duties**

To achieve the aims laid down above, the Governing Body accepts the following duties:-

- To arrange for inspection of the school premises in order to identify any risks to health and safety arising from the buildings and grounds, any fixtures or contents, the uses to which they are placed, and arrangements for safe access and egress. The inspection report shall be considered by the Governing Body who shall determine any follow-up inspection which is required. There are several key staff with responsibilities for undertaking a wide range of health and safety related duties on behalf of, and under the direction of, the School Business Manager, who in turn reports to the Governing Body. Colleagues work within the parameters of any provided training and in accordance with risk assessments and the on-site safe working practices.
- To take reasonable steps to ensure when employing a contractor at the premises that work is undertaken in a safe manner, so that they do not expose DMAT employees or persons using the premises to health and safety risks.
- To ensure that any defect in the premises etc., when reported, is rectified and/or action taken to prevent persons being affected by that defect.
- To record and report any defect or concern together with the action taken to rectify the situation. This would include any minutes of any meeting, and of discussions with employees, the Headteacher or members of the Governing Body.
- To ensure that an item entitled 'Health and Safety' is reported to the Governors in the termly Headteacher's Report to Governors.
- To achieve his/her legal obligations as specified in the Health and Safety at Work Act, the Management of Health and Safety at Work Regulations and other statutory orders and in particular to:
  - Undertake Risk Assessments in accordance with risk management of departmental activities and record any actions/plans consequent to their assessments.
  - Provide training for safety.
  - Disseminate information.
  - Provide adequate supervision.
  - Monitor Health and Safety standards and systems of management.

The organisation of the system for internal communications, delegation of specific

functions and arrangements particular to occupational hazards, staff welfare and the safety of students are outlined in Staff Handbook.

### **Fire Safety**

The nominated fire safety coordinator is the competent person for fire safety on the premises and acts on behalf of the Headteacher/Chair of Governors. He is to attend/arrange the fire safety coordinator training courses and refresh this training periodically. They are responsible for coordinating fire safety, and for the local management and completion of day-to-day fire safety related duties and upkeep of the fire safety manual/records.

The fire safety coordinator is to work within their level of competence and seek appropriate guidance and direction from health & safety consultants as required.

### **Smoking**

The school accepts that smoking is a major cause of illness and early death, and affects non-smokers through passive smoking.

Durrington High School has a strict non-smoking policy including e-cigarettes/vapors for students, staff and visitors across the school campus in accordance with National legislation.

Staff may take time away from their workplace to smoke at allocated breaks and lunchtimes, if not on duty, but must leave the campus. In doing so staff are expected to be sensitive to the impact this may have on our neighbouring local community.

### **Health Related Issues**

**Please refer to Durrington Multi Academy Trust Policy Managing Medical Conditions in School Policy for further guidance.**

Information regarding the known medical conditions of each student is logged on their student card. There is also a record of allergy to medicines and any religious conviction which may affect treatment e.g. Jehovah's Witness.

Whole school lists of students with known medical conditions are located in reception.

Form group lists of students with known medical conditions are made available / issued to form tutors. Such lists should be treated with confidentiality, i.e. not to be published on classroom notice boards.

Modified lists, identifying students with medical conditions which may affect schoolwork, i.e. colour blindness, asthma, epilepsy, are available on staff notice boards and need regular updating.

NQTs and new members of staff, during the induction course, will have their attention focused on this section of the staff handbook.

## **Safeguarding and Child Protection**

Arrangements regarding child protection and safeguarding are set out in the Child Protection Policy and Safeguarding Policy for staff.

## **Community Users/Lettings/Extended Services/Trips**

The responsible Head Teacher or his / her representative will ensure that:

- The premises are safe for use and inspected prior to, and after each use.
- Means of general access and egress are safe for use by all users.
- All academy- provided equipment is safe for use.
- Fire escape routes and transit areas are safe and clear of hazards.
- Hirers/users are formally made aware of fire safety procedures and equipment.
- Third parties and other extended service users operate under hire agreements
- For more information relating to trips, contact the school.

## **Emergency Procedures**

General emergency evacuation for non-fire related emergencies is to be carried out in accordance with the DMAT Emergency and Business Continuity Plan.

All staff will receive a briefing of the emergency evacuation plan at induction, updated information will be provided to all staff via briefings and e-mail system. The emergency evacuation plans are reviewed and amendments are introduced as needed.

Personal Emergency Evacuation Plans are to be completed, provided and exercised for any vulnerable persons to be able to ensure safe, assisted evacuation in the event of an emergency incident.

## **Workplace Safety Inspection**

All parts of Durrington High School fall into the meaning of workplace under the health and safety regulations. So far as is reasonably practicable the school will maintain all workplaces in a safe condition and will provide adequate facilities and arrangements for the welfare of employees, students and visitors. All workplaces will be subject to a managerial safety inspection at termly intervals. Following this inspection, the Governing Body will receive a report on Health & Safety for consideration at termly Governors meetings.

The team conducting the safety inspection shall comprise (as far as possible):

- Premises manager
- School Business Manager
- Head of Vocational Learning
- The Governor with nominated responsibilities for Health and Safety.

The School Business Manager shall lead the team in producing the termly report for the Governors.

An important part of the implementation of this policy is the responsibility of all leaders across the school to ensure that their area is a safe place for staff and students.

Regular review of procedure shall be undertaken in the light of operational practice, new laws and new policy/directives.

Accident/Incident report forms will be analysed on a termly basis by the team conducting the school safety inspection. This may help identify any increases or trends in particular types of accident.

### **Equipment Checking**

To including PAT Testing, PE and Fitness Equipment, Design & Technology Machinery, Science Instruments. All specialist equipment, instruments or machinery used in the school are maintained in accordance with specific manufacturers recommendations and/or on an annual basis. The School Business Manager maintains a record of such checks/inspections and liaises with the relevant departments to ensure that currency of inspection is maintained.

PAT testing is conducted every year in in January, in accordance with regulations.

### **Hazardous Substances including asbestos and Legionella**

Hazardous substances, materials, chemicals and cleaning liquids are not permitted to be used or brought into use on site unless a documented COSHH assessment has been undertaken by the trained COSHH assessor, and the product has been approved for safe use on site. COSHH assessors acting on behalf of the responsible manager/Head Teacher/CEO are members of the Premises, Business and Finance teams, Curriculum Leaders and Senior Technicians.

When using a harmful substance, whether it is a material, cleaning fluid or chemical substance, staff must ensure that adequate precautions are taken to prevent ill-health in accordance with the COSHH assessment completed for that hazardous substance. Staff must never attempt to use a harmful substance unless adequately trained to do so, and then only when using the safe working practices and protective equipment identified in the COSHH assessment.

All hazardous substances are to be stored in secure and signed storage when not in use. These stores must remain locked at all times.

### **The management of Legionella in water Systems**

A member of the premises team is the nominated competent person for Legionella prevention and acts on behalf of the responsible manager to provide the necessary

competence to enable Legionella to be managed safely Monthly temperature checks are completed and recorded and a full quality check and risk assessment is carried out by an approved external contractor including checks for any possible risks for legionella and a full annual report is compiled.

### **Asbestos**

The school holds a type two asbestos register and annual physical inspection of all items included within the register is conducted and findings recorded. These records are also copied to WSCC Asbestos management officer and advice on any possible issue is available. There are a small number of items carrying a low risk. Any contractors carrying out works within the school are made aware of locations to insure any risks are minimized and managed correctly. A declaration within the register is signed by them to this effect.

### **Working at Heights**

When using access equipment, such as ladders or stepladders, the appropriate equipment is always to be used for the job to be undertaken. The selection of equipment must always be underpinned by a risk assessment of the task and it must be used in accordance with the training provided.

### **Visitors**

- It is the duty of all staff within DMAT to ensure the health and safety of all visitors. All visitors must sign in at reception and sign out again when leaving
- Appropriate personnel are to be made aware of visitors to the site
- Visitors are not permitted to enter unauthorized areas of the school
- Health and Safety together with Fire Evacuation information is supplied to all visitors when they sign in.

### **Safe Use of Minibuses:**

- All procedures to ensure the safe and legal operation of the DMAT's minibuses or other hired transport are defined by national road safety legislation, DVLA regulation and Department of Transport regulation, which are reviewed on a regular basis. Any further instructions or notification to staff who are registered to drive a mini bus are made through both email notifications and entries into the staff bulletin. Each minibus has an aide-memoire containing operating instructions in its document folder which is issued each time the keys are signed out.
- All vehicles must only be driven by those with the requisite licences. Drivers licensed after 1997 and drivers who took their driving test outside the UK are unlikely to have the necessary D1 entitlement on their license. They will be required to pass a D1 test or undertake specialist additional training, which DMAT will arrange through West Sussex County Council Driver Training Department. DMAT maintains a register of those staff who are authorized drivers and who hold a permit to drive.
- It is the responsibility of the driver to ensure that the mini bus is in a safe and road-worthy condition before departing on any journey. In a further effort to ensure that the mini buses remain in a safe and road-worthy condition, a nominated member of staff carries out a weekly safety check; any defects are reported and remedial action taken. Each mini bus has an annual full maintenance inspection and an MOT check, which is undertaken by a local garage.

## **Catering Safety:**

Our aim is for all aspects of school life to promote the health and well-being of all members of the school community, including food and nutrition, as part of our commitment to Healthy lifestyles.

It is our aim to ensure that all students are:

- Healthy, safe, enjoying and achieving, making a positive contribution, and achieving economic well-being.
- Every student has access to safe, tasty and nutritious food, and an easily available drinking water supply.
- Receiving a consistent message about healthy food across the curriculum and throughout the school environment.

We will work with food providers, governors, parents, carers and students to ensure meals and all food provided within school are nutritional and healthy and meet with the governments Food Standards Agency requirements as at September 2007.

- To regularly monitor menus and food choices, to inform policy development and provision.
- To make the provision and consumption of food an enjoyable and safe experience.
- To ensure food provision in the school reflects ethical, cultural and medical requirements of staff and students.
- To ensure students have the opportunity to learn about food and nutrition as part of the school curriculum
- Catering staff are trained in food hygiene to the appropriate standard.
- Catering staff are clear about our aims and objectives of our school food policy.

## **Appendix - Organisation of the Health and Safety Systems**

- The Chairman of Governors is Brian Marsh
- The Governor with nominated responsibilities for Health and Safety is Roy Barraclough
- The responsibility for day to day oversight of the Governors responsibility is vested in Sue Marooney (Headteacher)
- The Headteacher will be assisted by Nick Roberts (School Business Manager)
- Union representation is by the nominated incumbent for the NASUWT and NUT.
- Staff interests are represented by Chair of Staff Association, Child interests are recognised by Chair of School Student Leadership Team

Particular responsibilities for the management of safety/welfare matters are listed below:

- |   |                                   |
|---|-----------------------------------|
| - Cleaning/Caretaking duties                | Jason Phillips (Premises Manager) |
| - Contractors on site                       | Jason Phillips                    |
| - Control of Substances Hazardous to Health | Jason Phillips                    |
| - Display Screen Equipment                  | Alex Robbins                      |

- Drama/Theatre Arts
- Electricity at Work Regulations
- Fire Safety
- First Aid
- Health & Safety in the SIP
- Hiring Premises
- Induction of staff
- Manual Handling
- Off-Site Activities
- Physical Education
- Premises Maintenance
- Reporting/Recording Incidents
- Risk Education
- Science Curriculum
- Security
- Staff Welfare
- Art & Design Technology Curriculum
- Training/INSET

Emily Isham  
 Jason Phillips  
 Jason Phillips/Chris Davis  
 Julie Ray  
 Sue Marooney  
 Karen Jefford  
 Sue Marooney  
 Jason Phillips  
 Jane Squires  
 Tom Pickford  
 Jason Phillips  
 Jason Phillips/Julie Ray  
 Jane Squires  
 Shaun Allison  
 Nick Roberts  
 Sue Marooney  
 Gail Christie  
 Shaun Allison

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