

Hurworth School Maths and Computing College

Health & Safety Policy

Accepted by: Governing Body – January 2009

Senior Leadership Team Lead Reviewer: Ann Kennedy

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1.0 Introduction

The following statement of the School's general policy with respect to the health and safety of its employees and students while at work, and the organisation and arrangements presently in force for carrying out that policy, has been prepared in accordance with the Health and Safety at Work *etc.* Act 1974. The Council Safety Unit will review this policy every year.

2.0 Foreword by Head Teacher

Hurworth School Maths and Computing College recognises and accepts its legal responsibilities for the health, safety and welfare of its employees and the health and safety of any other person who may be affected by its activities. To this end it aims to apply and enforce all current legal requirements, together with appropriate safety measures. In addition, where practicable the School will attempt to continuously improve the health and safety at work of all its members, by operating a proactive policy of reducing hazards over and above the requirements of legislation. This will be done within a clearly defined safety management structure by the dissemination of appropriate guidance, instructions and information and auditing procedures.

While recognising its own responsibilities in the matter of health and safety at work, the School requires the co-operation of all members, staff, students and visitors, in meeting these obligations. The School believes that health and safety at work is the responsibility of all those at work. It will encourage employees to take an active role in ensuring that a safe working environment is maintained. This will be done by providing a clear reporting route for accidents and incidents and encouraging suggestions to improve the working environment.

Communication is considered a vital part of any efficient health and safety management system. Therefore any member of staff or employee of the School may approach his or her Head of Department or designated Safety Committee Representative on any matter relating to health and safety. Students may approach their tutor as appropriate or their designated Safety Committee Representative on health and safety matters.

Signed.....

Dean Judson, Head Teacher

October 2008

This statement will be reviewed in October 2010

3.0 Health and Safety Policy Statement

The management of Health and Safety is regarded as being of the utmost importance for all pupils, staff and visitors to Hurworth School Maths and Computing College. Therefore the school recognises and accepts its responsibility to set standards at least as high as that required by the Health and Safety at Work Act 1974 and supporting regulations, and so far as is reasonably practicable, to achieve zero work related fatalities, as well as an incident and injury free environment. The School will accomplish this target, in so far as is reasonably practicable, through adopting an approach to continuous improvement through:

- Providing and maintaining plant and equipment and systems of work that are safe and without risks to health;
- Making arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
- Providing such information, instruction, training and supervision as is necessary to ensure the health and safety at work of employees and students and visitors;
- Maintaining any place of work under the School's control in a condition that is safe and without risks to health and to provide and maintain means of access to and egress from it that are safe and without such risks;
- The provision and maintenance of a working environment for employees and students that is safe and without risks to health and is adequate as regards facilities and arrangements for their welfare at work;
- Providing such protective equipment as is necessary for the health and safety at work of employees and students;
- The encouragement of staff to set high standards of health and safety by personal example, in order that students leaving the School should take with them an attitude of mind which accepts good health and safety practice as normal;
- Striving to monitor the effectiveness of health and safety provisions within the School;
- Keeping the School Health and Safety Policy under at least annual review in order to support the School's policy of continuous improvement and to duly publish any amendments.

This statement, which will be issued to each new member of staff, is a supplement to and not a substitution of the Darlington Borough Council's statement of Health and Safety Policy.

<i>Signatures</i>	<i>Date</i>	<i>Position</i>
.....	.../.../...	Head teacher
.....	.../.../...	Chair of Governing Body

4.0 Organisation

Although health and safety within the school is a collective responsibility this policy recognises the responsibility that effective and efficient management has towards achieving the schools safety objectives. The Head of School is responsible in conjunction with the Governing body for the management of Health and Safety matters within the school. Oversight and co-ordination for health and safety across the school is the responsibility of an Assistant Head. This section outlines the responsibility that each element within the school has towards the health, safety and welfare of those connected with Hurworth School.

4.1 The Governing Body

The Governors of Hurworth School Maths and Computing College shall ensure that when undertaking the management of the school budget all health and safety implications are taken into account.

Health & Safety appears as a standing item on Full Governing Body Agenda. A report is received and matters arising minuted. Furthermore, their main functions are:

- (a) Monitoring the school safety performance (including consideration of inspection reports);
- (b) Prioritising actions where resources are required;
- (c) Ensuring actions are carried out;
- (d) Including health and safety on governors' meetings agenda;
- (f) Ratifying the local safety policy.

4.2 The Head Teacher

The Head Teacher has an overall responsibility for the application of this policy.

The Head Teacher's main functions are:

- (a) Overall management of all health and safety matters in the school in accordance with the health and safety policy;
- (b) Ensuring risk assessments are carried out;
- (c) Submitting inspection reports to governors and/or the education authority (EA);
- (d) Ensuring action is taken when suitably recommended;
- (e) Communication of information received on health and safety matters to appropriate people;
- (f) Management of investigations;
- (g) Identifying staff health and safety training needs;
- (h) Liaising with governors and/or the LA on policy issues and any problems in implementing the health and safety policy;
- (i) Co-operating with and providing necessary facilities for trades union safety representatives.

4.3 The School Health and Safety Co-ordinator

The Hurworth School Health and Safety Co-ordinator can be expected to:

- (a) Undertake duties as directed by the Head Teacher in pursuance of the school's safety policy.
- (b) Review annually all Health and Safety practices and procedures within the school and to advise, make recommendations and implement as necessary.
- (c) Act as the focal point for day-to-day references on health and safety, and advise or indicate sources of advice.
- (d) Co-ordinate the implementation of safety procedures.
- (e) Maintain contact with outside agencies that are able to offer expert advice.
- (f) Ensure that appropriate and regular inspections of the school are conducted and to check the suitability of working practices.
- (g) Ensure that accidents and hazards are recorded and reported as appropriate to Darlington Borough Council Safety Unit, and conduct appropriate remedial action including accident and near miss investigation.

(h) Review annually

- i) Provisions of First Aid arrangements
- ii) Emergency procedures
- iii) Safety procedures
- iv) Safety Induction procedures
- v) Risk Assessments completed for pregnant employees
- vi)

4.4 Heads of Department

Heads of Departments include those with teaching as well as non-teaching responsibilities, (e.g. Head of Year, Caretaker, etc). Staff holding such positions:

(a) Have responsibility for the application of the School Safety Policy to their own department and should comply with instructions given by the governing body and Head Teacher.

(b) Must establish, maintain and develop safe working procedures (e.g. use and storage of chemicals, machinery, etc.)

(c) Should attempt to resolve any health and safety problems any member of staff may raise, and refer to the School Safety Co-ordinator any problem for which there is not a satisfactory solution within the resources available.

(d) Will conduct regular safety inspections within their department, of activities for which they hold responsibilities and to submit reports to the School Safety Co-ordinator.

(e) Should arrange for staff training and information so as to avoid hazards and to contribute positively to their own safety and health at work. Also to communicate health and safety information received to appropriate people. This role should also ensure that all staff within their departments receive health and safety induction training.

(f) Notify the Safety Co-ordinator of changes or additions to plant, equipment and machinery.

(g) Implement control measures and improvements as identified through risk assessments, accident investigations or any type of monitoring conclusion.

4.5 Class Teachers

The safety of pupils and visitors in the classrooms, laboratories, workshops and physical education areas is the responsibility of the class teacher. Their main functions are:

(a) Day-to-day management of health and safety in accordance with the health and safety policy;

- (b) Checking classrooms/work areas are safe (e.g. No trip hazards etc);
- (c) Checking equipment is safe before use, as well as ensuring equipment is left in a safe condition after use;
- (d) Ensuring safe procedures are followed and that emergency procedures are understood;
- (e) Ensuring protective equipment is available and used, when needed;
- (f) Participating in inspections and supporting the health and safety committee, if appropriate;
- (g) Bringing problems to the relevant manager's attention and to propose appropriate recommendations to improve safety;
- (h) Integrate all relevant aspects of safety into the teaching process and if necessary give specific lessons on safety.

4.6 Pupils

Pupils are expected to:

- (a) Understand and exercise personal responsibility for safety of themselves and others;
- (b) Observe standards of dress consistent with safety and hygiene, (e.g. suitable footwear, and the preclusion of unsuitable jewellery etc).
- (c) Understand and observe the safety rules of the school and in particular the instructions of staff given in an emergency.
- (d) Use, and not deliberately misuse, neglect or interfere with items provided for safety.

4.7 School Health and Safety Committee Representatives

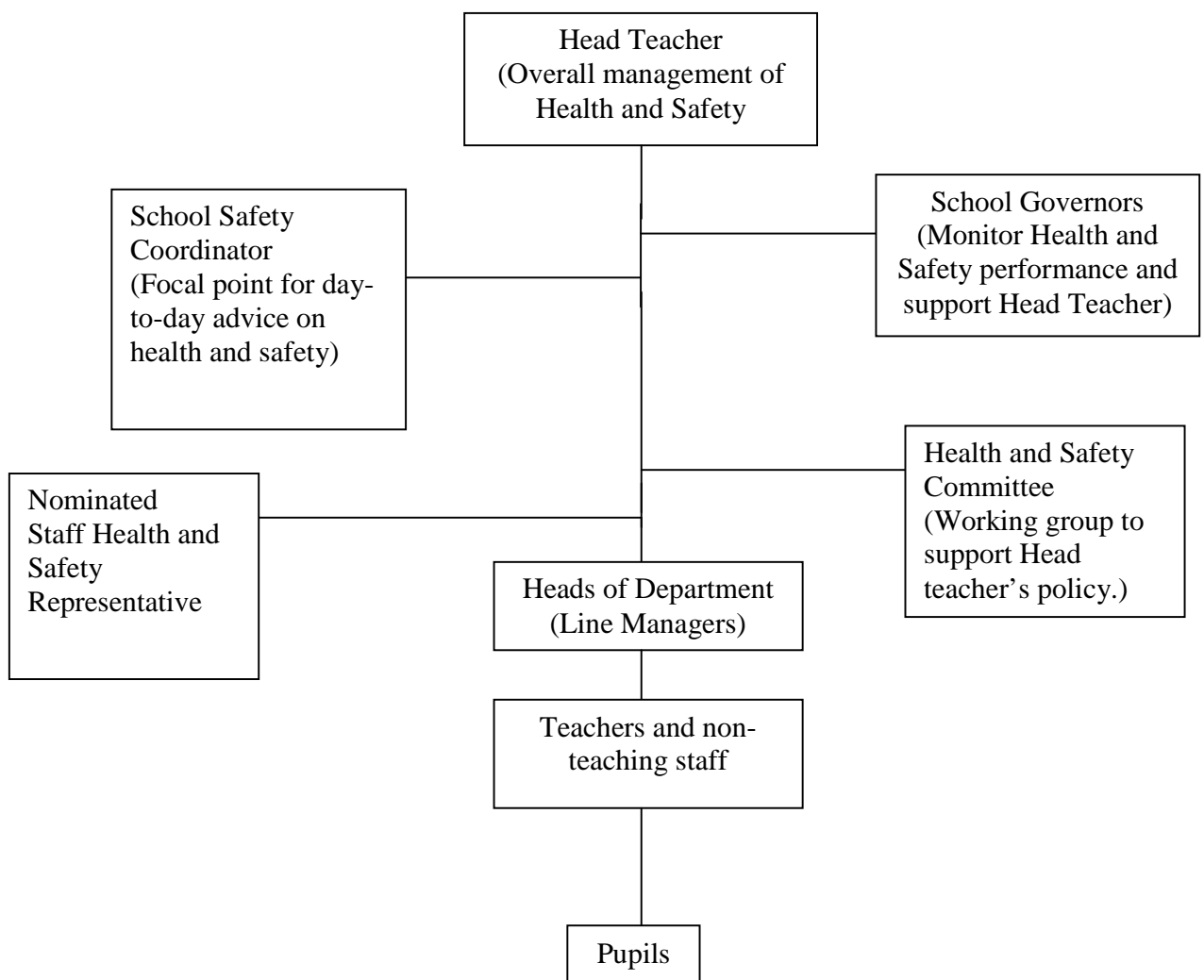
The Health and Safety Representative functions are:

- (a) To investigate potential hazards and dangerous occurrences at the workplace and to examine the cause of accidents at the workplace.
- (b) To investigate complaints by any employee relating to their health, safety or welfare at work and to represent or advise employees when in consultation with enforcing authorities.
- (c) To make representations to the Head Teacher on concerns regarding health, safety or welfare at work.

(d) To receive and utilise information from Inspectors.

(e) To attend meetings of safety committees in the capacity of safety representatives and in connection with the above functions.

Hurworth School Health and Safety Organisation Flowchart



5.0 Arrangements

5.1 Introduction

This section will offer guidance on how the functions allocated to individuals will be carried out in order to achieve the policy objectives.

5.2 Health and Safety Committee

The committee is an important element in achieving the Head Teacher's health and safety objectives and as a workgroup will have a valuable contribution to make. This committee will comprise the School Safety Co-ordinator who will chair the meeting, the Chief Executive, a member of the governing body, a member of the teaching staff who is the union representative, the School Bursar and the school caretaker.

The Health and Safety Committee will meet during each Half term to review safety performance. Furthermore, health and safety must be a standing item on the agenda of management meetings, at school level, where minutes of health and safety issues can be documented and actions checked.

5.3 Accident Reporting

Accidents or injuries to any person, including contractors, should be reported to the Line Manager by those persons involved in the accident. The accident should be recorded in the accident report book, which is held in the school office, and an accident report form should be completed. The accident report form is forwarded to the Health and Safety Unit at the Arts Centre.

All major injuries to employees and hospital attendance by members of the public as a result of an accident also require immediate telephone notification to the Health and Safety unit. Such injuries to pupils require parent notification.

Major injuries requiring telephone notification to the Health and Safety Unit are:

Any fracture; amputation; dislocation of the shoulder, hip, knee or spine; serious eye injury; serious burn; loss of consciousness; acute illness from chemicals; or any other injury requiring immediate hospital attendance.

Extensions to be contacted: 2105/2111/ 2112/ 2113/ 2114/ 2115

Direct Line: 01325 388 followed by the last 3 digits of the extension.

5.4 Accident Investigation

The Line Manager, with the cooperation of the class teacher if necessary, should carry out an investigation following an accident or near miss situation in order that causes may be identified and measures taken to prevent a recurrence. For major accidents the Head Teacher will also take part in the investigation. Investigations such as these are essential in order that accidents, damage to equipment and property, and losses are kept to a minimum. Further advice relating to investigations may be obtained from the Council Health and Safety Unit. Findings from all investigations should be recorded on the accident report form and recommendations actioned by those responsible.

5.5 First Aid

First aid posts will be established in the school, in accordance with the Health and Safety (First Aid) Regulations 1981, so as to be reasonably accessible to all employees and pupils. They will be suitably stocked at all times.

The names, workplaces and telephone numbers of those persons responsible for first aid boxes and/or qualified in first aid will be displayed at each post, office or work site together with clear instructions for summoning outside medical facilities, on the school's first aid emergency procedure notice.

The person responsible for the first aid boxes will ensure, where reasonably practicable, that it is fully equipped at all times.

The school injury record book will be maintained and this record book is to be made available to the Council's Safety Unit and any other authorised person whenever requested. It should be secured when not in use in order to comply with the Data Protection Act.

Only qualified persons should carry out first aid treatment. To this end training courses will be held as required to ensure that there are sufficient persons qualified to meet the school's needs and satisfy the legal requirements of the Health and Safety (First Aid) Regulations 1981. There are currently 4 First Aiders. In addition, 19 members of staff have completed the Appointed Person and First Aid for Children course.

Under no circumstances may medical treatment be given (e.g. application of creams/medications, injections, etc).

Serious cases of injury should receive qualified medical attention.

5.6 Fire Safety

Preventative measures against fire are important and form the basis of rules to reduce the likelihood of fires occurring, e.g. restrictions on smoking, special precautions concerning flammable liquids and gases and maintenance of electrical appliances. To this end the school has employed a no-smoking policy within all areas of the site.

As preventative measures can never be foolproof, reactive measures are also important and include:

(a). Physical measures include fire doors, smoke detectors, alarm systems and fire fighting equipment. These will be provided, tested and maintained where necessary. The extinguishers will be checked and maintained by Peterlee Fire Services every 6 months, the remaining fire precaution measures will be checked and maintained by the school caretaker staff.

(b). Detailed information about fire evacuation procedures is provided to regular and temporary members of staff, including supply and trainee teachers in their induction. Details about fire evacuation routes will be displayed in teaching rooms and other rooms where staff and pupils regularly work. Members of the school should familiarise themselves with such details for the rooms that they use.

A guide on actions to take on hearing the Fire Alarm is provided in the school Fire or Emergency Evacuation booklet. **Appendix A**

Records will be kept of any tests and examinations of alarm systems and held by the School Caretaker. The school's Health and Safety coordinator records details of all evacuations for whatever reason, including practices and false alarms, so that the effectiveness of each evacuation can be assessed and action can be taken regarding any problems that have occurred.

5.7 Risk Assessments

Risk assessments provide the backbone of any safe system of work and therefore all school activities must be assessed for hazard and evaluated for risk. An assessment that identifies a significant hazard should be recorded in writing and the measures needed to control the risk to health and safety should be listed and communicated by the Head of Department involved.

For on-going activities the risk assessment should be reviewed if the circumstances that surround that activity change. An “internal events risk assessment form” must be completed for any special event.

The risk assessment must be submitted to the School Safety Co-ordinator for its consideration. No activity should be undertaken without a risk assessment being undertaken and Head teacher or School Safety Co-ordinator agreeing to the activity.

A risk assessment is completed by the school’s health and safety coordinator for each pregnant member of staff. This is reviewed as the pregnancy continues. **Appendix B**

It is part of the school policy objectives that all members of staff are required to undertake training in risk assessment, which will be organised from time to time through the School Safety Committee.

5.8 Electrical Safety

The following arrangements for electrical safety apply to all electrical equipment in use in the School, including personal items.

(a) Only electrical equipment that is properly installed and maintained should be used in the School. The indication that equipment has been properly maintained is that a label is attached to each item bearing a date after which it should no longer be used. Items not bearing such a label, or where the date on the label has been passed, should be withdrawn from use and given to the appropriate Head of Department.

(b) All portable appliances will be regularly inspected and, where necessary, subject to electrical test by a reputable electrical firm. All members of the School should routinely check that their electrical appliances are not damaged and that there are no obvious signs of misuses such as damaged or discoloured plug tops and worn cables.

(c) Any item that becomes faulty should be taken out of service and either discarded or sent to a member of the technical staff or caretaker, depending on the nature of the appliance. Items over £50 can only be discarded once clearance has been given by the Governing Body. Such items will be stored by either the caretaker or by the IT technicians until approval has been given.

(d) Equipment and furniture should be sited so as to avoid the need for leads and to trail across floors. Where these cannot be avoided, proprietary rubber strips should be used to reduce the risk of tripping.

(e) Socket adapters should not be used. Only those with their own fused plug and cable (4-way trailing sockets) are permitted.

5.9 Safety Training

Training and instruction in routine matters will be given, as required, by the appropriate supervisor or manager. In particular, the School Safety Co-ordinator will arrange for Supply Teachers - on their first day of joining - to receive induction information as required in the School's Code of Practice for Induction Training.

Those visitors who require an induction, i.e. those not under escort for the duration of their stay on school premises will receive an induction from the school reception office staff as designated by the School Safety Co-ordinator. Induction records will be held centrally in the school office and be available for audit when requested.

The Head of Department will also give a copy of this Policy to new members of staff on their first day and ask them to read it and sign to confirm it has been read.

The appropriate Head of Department will inform new students about the same matters at the beginning of each academic year. This will include a verbal briefing and guidance notes regarding Health and Safety. Students will be asked to indicate by signature that they have both heard and read the instructions on Health and Safety given to them. Heads of Departments are required to make arrangements for late registering students, or visitors, to have an equivalent briefing and to sign to indicate that this has occurred.

Students on placement will be provided with Health and Safety advice regarding their placement in the Workplace Booklet provided by the Workplace Co-ordinator.

The need for other specialist training should be identified by individual members of staff, and should be directed to the School Safety Co-ordinator or the Union Representative. The School Safety Co-ordinator or the Union representative may liaise with the Council Safety Unit who will advise on how to satisfy the School's training needs.

Members of the School will not be expected to undertake any procedure for which they have not been adequately trained.

5.10 Control of Substances Hazardous to Health (COSHH)

The Control of Substances Hazardous to Health Regulations 1999, often known as the "COSHH" Regulations, require the school to ensure that substances (including purchased proprietary chemicals and non-proprietary substances such as effluents and by-products of processes) which can harm staff and others are stored, moved and used or handled in a manner which is safe and without risk to anyone's health. The school will do this by:

- (a). Identifying hazardous substances, assessing the nature of their hazards and the associated likelihood and severity of harm.
- (b). Providing suitable precautions to protect persons against the hazards.

(c). Giving adequate written and verbal information about the hazardous substances to all persons who may be harmed by them. Guidance should be sought from the Safety Data Sheet provided with the substance.

(d) Storing hazardous substances in correctly labelled containers that have been deemed as adequate for the held substance. Such substances should be stored in appropriate secure facilities.

In some cases exposure to hazardous substances is controlled by means of appliances such as fume cupboards and dust extraction equipment. As required by law the school will arrange for such appliances to be tested and examined at least every 14 months.

5.11 Display Screen Equipment (DSE)

Under the Health and Safety (Display Screen Equipment) Regulations 1992 the school has obligations to all employees who regularly use visual display units (VDU's). This includes assessing each VDU and its associated equipment and furniture to ensure that they meet the standards specified by the Regulations. These include matters such as control over glare and reflection and adjustability of seating in order to avoid postural and other health problems that can be caused by VDU work. Although the Regulations do not strictly apply to students, the school will aim as far as reasonably practicable to provide students who use VDU's with facilities of a standard that match those specified by the Regulations in the interests of education and good practice.

5.12 Traffic Management

Authorised staff and visitors may park with care in the designated car parks. It should be noted that neither Hurworth School Maths and Computing College, nor the Local Authority take any responsibility for damage to vehicles whilst on school property.

The speed limit of 5mph must be observed at all times and pedestrians have right of way on school property without exception.

5.13 School Transport

Hurworth School currently owns two minibuses that are used for various activities. The use of minibuses for conveying pupils and others is a potentially high-risk activity. Although the risks can never be totally eliminated, the school will minimise them as far as possible by the use of well-maintained and roadworthy vehicles and ensuring that only competent persons drive them.

The Deputy Head has responsibility for arranging and ensuring that the school minibuses are regularly serviced and maintained in a roadworthy condition. Should a minibus need to be hired the school Safety Co-ordinator advises about arrangements and checks to ensure that minibuses hired by the school are roadworthy. Members of staff may only drive the school minibus and any hired minibuses if authorised by the school Safety Co-

ordinator. The Safety Co-ordinator will also provide other pertinent advice to users about aspects such as supervision of students and precautions for prolonged journeys.

Drivers must complete standard pre-use checks prior to using the vehicle. The school has adopted the Code of Practice protocols issued by the LA.

Appendix C

5.14 Safety of Visitors including Contractors

All visitors of any nature must report to the school reception and book in. The receptionist will notify the visitor's point of contact who will then come to reception and host the visitor(s). It is the responsibility of the host to ensure that the visitor is made aware of the school's emergency procedures and that there is a School Safety Policy available for them to read. Should the visitors be staying for any reasonable length of time then they should receive a safety induction brief.

In the case of Contractors, the Chief Executive should monitor their day to day activities in order to ensure that safe working practices are not being compromised and presenting a hazard. Furthermore, the School health and safety policy should be made available to all contractors working on school premises if requested. **Guidelines are provided at Appendix D .**

5.15 Violence to Staff

"Violence" as defined by the HSE comprises any incident in which a person is verbally abused, threatened or assaulted in circumstances relating to their work. The School is committed to protecting staff from violence from any party, as far as possible.

Should staff be subjected to violence, they should complete a Council Employees Violence Report Form and inform their Head of Department. The circumstances will be treated confidentially and support measures will be provided, if required, to assist in recovering from an incident. Potentially all members of staff are vulnerable to violence, but the overall effects of violence can vary and be influenced according to person, time, place and various other factors. The school has a copy of the useful HSE/HSC booklet "Violence in the Education Sector" (2nd edition 1997) which is kept in the school office and is available for reference.

5.16 Stress

Stress has increasingly become acknowledged as being a significant health issue at work. Whilst most staff might be expected to absorb a certain amount of pressure, it can rise to a level where it constitutes a risk to health. The School advises any member of staff who feels under an unacceptable amount of pressure to raise the issues and concerns with their Head of Department in complete confidence, so that if possible some early action may be taken. Staff development training is available in the recognition and control of stress at work. Counselling services are also available for those in stressful situations from the

Occupational Health Nurse, or by dialling 01325 374994 for the confidential counselling service.

5.17 Manual Handling

Staff and pupils are not to lift, drag, push or carry heavy/awkward loads unless training has been given and a manual handling assessment carried out. If no assessments have been made for tasks that present a risk of injury, then they should be reported to Heads of Department.

5.18 Machinery and Equipment

All members of staff and pupils involved with the use of school machinery have a duty to ensure that it is used correctly, safely and that any defects or unsafe practises are reported to the respective Head of Department.

In addition, all workshop, kitchen, science, art and outdoor educational equipment must be well maintained, supplied with adequate guards where necessary and receive appropriate statutory inspections. Heads of Department are to ensure that any shortfalls are reported to an adult member of the School Safety Committee and the machinery or equipment is removed or put out of bounds, and adequately labelled as so immediately.

5.19 Legionellosis

The school aims to prevent the build up of Legionella Pneumophilla organisms in its water systems and to prevent inhalation of infected water droplets. Therefore the School Safety Co-ordinator must ensure that Hertel carries out the designated water supply checks and maintenance tasks and that such work has been monitored by Dakro, under the terms of contract. All checks must be recorded and records held by the School Caretaker and are recorded by him.

5.20 Asbestos Awareness

The school insists that before any intrusive work into walls and/or ceilings is commenced, the asbestos register is consulted. This is held in the Bursar's office. It is updated every year.

4.21 School Visits

Comprehensive advice on organising school visits can be found in the Departments 1998 good practice guide; *Health and Safety of Pupils on Educational Visits*, (HASPEV). A copy of which is in the assistant head's office.

Any proposed educational visit must first be cleared through the Head teacher. In liaison with the School Safety Co-ordinator a strict analysis of the proposed visit must be satisfied before agreement is given. This will include assessment of:

- (a) Suitability of the School Trip Provider, according to the current good practice advice on selecting suitable providers set out in HASPEV
- (b) Suitability of the location and activities according to the competency of supervision and abilities of pupils attending.
- (c) The submitted risk assessments for all activities to be undertaken
- (d) Any other provision as decided by the Head teacher.

The school has adopted the LA's EVOLVE system in order to ensure that all visits meet the necessary criteria. **Appendix E**

5.21 Personal Protective Clothing (PPE)

The school will provide suitable protective clothing and equipment for staff and pupils whose work is liable to involve hazardous substances or excessive levels of noise. If you are provided with any item of protective clothing or equipment, you must use it when necessary and take reasonable care of it. If any item becomes defective through wear or damage, you should report it and obtain a replacement before continuing with any work, which requires it. Should any member of the school deem that PPE is required for a particular activity, they should raise this concern through their Head of Department or School Safety Co-ordinator.

6.0 Monitoring the Policy

Monitoring the effectiveness of the School Policy on health and safety commences as a School responsibility in which the Governors, School Safety Co-ordinator and Health and Safety Committee play key roles. Monitoring includes ensuring that School inspections are taking place regularly so that the hazards and risks of activities carried out within the School are being adequately recognised and controlled. Monitoring also makes sure that any deficiencies in health and safety performance are identified and that remedial action is recommended and pursued. The provision of information, instruction and training to all staff and students (especially new members of the School) are matters that should also fall within the monitoring exercise.

Monitoring of any accidents, incidents and instances of occupational ill health occurring at School level is particularly important so that remedial action can be taken to prevent any recurrence. The school Safety Co-ordinator will monitor all reported accidents, incidents and occupational ill-health in order to determine those events that are legally reportable to the relevant Enforcing Authority, and those which require further

investigation and possible notification to others within the school, and to set in train appropriate remedial action.

7.0 Reviewing the Policy

The implementation of this policy will be audited by the Darlington Borough Council Safety Unit and will be reviewed at least on an annual basis by the School Safety Co-ordinator and the Safety Unit before being agreed by the School Safety Committee. If there are reasonable changes to the structure and major personalities of the school the review may be conducted at an earlier period than the agreed annual date.

Appendix D

HURWORTH SCHOOL MATHS AND COMPUTING COLLEGE

Notes Of Guidance For Contractor Working On Site

Purpose Of Guidance

Building or small works such as glazing, heating and ventilation, roof repairs, electrical installations etc. may create risks for those engaged in the work and for staff and pupils.

The purpose of this code of practice is to provide guidance in order that Contractors will use safe working practices according to the Health and Safety at Work Act 1974 and to assist the Contractor in taking all reasonable and practical steps to prevent danger or ill health from details of the work being carried out.

The school has legal responsibility to contribute to the safety of the Contractor's staff.

For contracts of a larger nature, lasting a few days or more, where the Contractor has a responsibility to the Property Services Division the Head Teacher will appoint a member of staff for "on site" liaison.

For short term work involving educational/teaching areas there must be liaison and agreement between the Contractor and the Sector Leader before work proceeds.

ALL CONTRACTORS WILL:

- i) Observe the school rules and instructions, e.g. fire prevention, first aid, and traffic restriction etc., given by staff for whom the Contractor is working.
- ii) Not work on the premises until the school rules are accepted.
- iii) Ensure that all operations are conducted in such a manner as to prevent injury.
- iv) Provide their own plant and equipment unless specified in the contract.
- v) Not leave portable electrical equipment unattended. Larger items should be electrically isolated when left unattended.
- vi) Use properly constructed plugs and sockets for any connections to the school electricity supply.
- vii) Obey the legal requirements relating to equipment and operations set out in:

‘Lifting Equipment Regulations 1998 (LOLER)’

‘Provision and Use of Work Equipment Regulations 1998 (PUWER)’

Each contract names a school official who will:

- i) Ensure that the Contractor is informed of our emergency procedures, e.g. injury, fire dangerous occurrences and has access to the school safety and emergency policies when requested.
- ii) Ensure that the Contractor is informed of our working procedures, e.g. head protection, electrical safety, and ladders.
- iii) Ensure that the Contractor is aware of our general safety requirements, e.g. site traffic, warnings.
- iv) Ensure that the Contractor is aware of any special safety precautions, e.g. asbestos.
- v) Ensure that the Contractor is working safely and is not putting school staff, students or property at risk.

INFORMATION FOR ON SITE CONTRACTORS

It is your responsibility that a safe system of working is implemented at all times.

Please note that children will be moving around the school and it is your responsibility to ensure their safety at all times.

Children movement will be most evident at the following times:

07:30 hrs - 09:15 hrs	Movement inside and outside of school perimeter.
08:55 hrs -09.05	Movement between lessons.
11:00-11:15 hrs. (break)	Movement inside and outside of school perimeter.
12:15 hrs. to 13:15 hrs. (lunch)	Movement inside and outside of school perimeter.
13:30 hrs.	Movement between lessons.
14:30 hrs.	Movement between lessons.
15:30 hrs. (school ends)	Movement inside and outside of school perimeter.

Please be aware that some children will be on site after this time.

Please ensure that all electrical leads are kept clear of floors whenever possible. If leads must trail across frequently used areas, e.g. corridors, remove them at the above times, or securely tape them to the floor.

Do not leave any equipment unattended; it may not be there when you return. It may also cause injury.

If you know that your working procedure may be hazardous or may take a long period of time let the office know.

It may be possible to prevent students using the area while you are working. Areas must not be closed off without prior consultation.

If you are driving in the school grounds, observe the speed limit of 5 miles per hour.

All contractors must sign in and out at the office upon entering and leaving the premises and must display the badge issue, prominently.

No smoking on school premises.

If fire alarm is activated (a continuous bell) leave premises immediately and report to office staff at the designated muster area

In case of queries contact the office.

Please read, then sign and return the slip below.

I have read and understood the information for on site contractors and agree to abide by it.

Signed: _____

Date: _____

On behalf of: (Company name)

Appendix F

HURWORTH SCHOOL MATHS AND COMPUTING COLLEGE

Health and Safety Guidelines for Hosts of Evening Classes and Hirers

SECURITY

- ID badges are to be worn by staff at all times when on duty
- Class Tutor to ensure register is taken at the beginning of the lesson.

FIRE PROCEDURE:

If you discover a fire:

- Operate the fire alarm.
- Leave the building (follow the route indicated on the evacuation plan).
- Dial 999 and report the fire.

On hearing the fire bell (continuous ring):

- Leave the building at once (follow the route indicated on the evacuation plan)
- Close all doors and windows as you leave
- Assemble in the tennis courts.
- Hirer to check the attendance register for their group.
- Do not disperse
- Do not re-enter the building until instructed to do so by the Duty Fire Officer or the Duty Officer

FIRST AID:

- First aid kit is located in the Main Reception
- First aid for all but minor injuries should always be followed by qualified medical treatment

EMERGENCY ACTION IN CASE OF ACCIDENT OR ILLNESS:

- Telephone is located in the Main reception
- Make arrangements for an ambulance to be sent immediately so that the patient can be taken to hospital by dialling 999
- Give precise location of the occurrence and directions for the nearest point of access for the ambulance.
- Arrange for the ambulance to be met at the school MAIN GATE
- See that the patient is accompanied whenever possible by a responsible person
- Ensure that arrangements are made for the relatives or friends to be advised fully of the situation

- Ensure that an accident report form is completed giving the full details of the occurrence together with any action taken. This must be handed to the Main Reception.
- Accident report forms are located in the main Reception.

PARKING:

- All cars are to be parked in the area between the sports hall and the science corridor.
- Cars parked at the owners risk.
- There is a strict 5mph speed limit on school premises

SMOKING:

Hurworth School is a no-smoking area. There should be no smoking anywhere on the site

Please read, then sign and return the slip below.

I have read and understood the information for Hiring Agencies and agree to abide by it.

Signed: _____

Date: _____

On behalf of: (Hirer or Company name)
