



Conisborough *College*

HEALTH AND SAFETY POLICY AND PROCEDURE

Date Agreed by Governors: _____

Chair of Governors Signature: _____

Date version adopted: Summer Term 2019

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Date to be reviewed: Summer Term 2020

Responsible Officer: Mrs Melanie Kidd-Smith

CONISBOROUGH COLLEGE

HEALTH & SAFETY POLICY 2018/19

C O N T E N T

Page No's.

3 - 5	Part 1	-	Statement of Intent
6 - 16	Part 2	-	H&S – Organisational Arrangements H&S Organisational Monitoring & Responsibility
17 - 27	Part 3	-	Arrangements for implementing the Health and Safety Policy

Risk Assessments

3.1	-	Curriculum Activity
3.2	-	Fire
3.3	-	DSE
3.4	-	Manual Handling
3.5	-	Work Experience
3.6	-	Safeguarding
3.7	-	Maternity
3.8	-	PEEP
3.9	-	Chemicals
3.10	-	Gas Cylinders

Premises & Personnel Management

3.11	-	Accident/Incident/Dangerous Occurrence/Near Miss Reporting and Accident/Incident Investigation
3.12	-	Gas Leaks
3.13	-	Chemical Spills
3.14	-	Water Management
3.15	-	Violence to staff/Lone Working Procedures
3.16	-	Arrangements for the provision of First Aid
3.17	-	Management of Medicines
3.18	-	Medical Waste
3.19	-	Occupational Health – Stress and Wellbeing
3.20	-	School Trips
3.21	-	Minibus
3.22	-	Emergency Evacuation
3.23	-	Smoking at Work
3.24	-	Working at Height
3.25	-	Site Management and Security
3.26	-	Lettings
3.27	-	BCP – Critical Incidents/Emergency Plan

Appendices [all to be read in conjunction with joint health and safety policy]

A – Risk Assessment	E – List of First Aiders	H – Day Trip Form	L – Fire Evac Procedures	P - Mini Bus Policy
B – Accident/Incident Form	F – Medicine Policy	I – Residential Trip Form	M – Evacuation Points	Q – PEEP Policy & Procedure
C – Accident Book	G - BCP	J – Finance Form	N – Plan of School	
D – First Aid Policy	H 1 – Trip Procedure	K – Trip Evaluation Form	O – OH Stress/Wellbeing	

Part 1:

CONISBOROUGH COLLEGE
Statement of Intent

This policy statement complements (and should be read in conjunction with CC and Kier Joint H&S Policy Part A&B)

The requirement to provide a safe and healthy working environment for all employees is acknowledged and 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 Act 1974.

It is the school's policy to ensure, so far as it is reasonably practicable, the health, safety and welfare at work of all its staff, pupils and visitors to the School in accordance with the relevant statutory requirements.

In particular the school will provide for staff members and pupils, so far as is reasonably practicable:

- All places and premises where staff and pupils 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 e.g. work experience and off-site visits);
- Safe and healthy working conditions and systems of work, which when carried out, will not affect the health and safety of others not employed by or frequently visiting the School.
- Facilities for consultation on health and safety matters and discussions with individual staff members before giving them particular health and safety responsibilities.
- A commitment to the provision of relevant training, instruction, and complementary information in respect of their health and safety which may arise out of their activity in the school and its estate.
- All plant and equipment is safe to use and that arrangements exist for the safe use, handling, storage and transport of articles and substances.
- Protective clothing and safety equipment to conform to statutory requirements.

In addition to the above the school will ensure that so far as is reasonably practicable that the health and safety of non employees is not adversely affected by its' activities.

A copy of this statement will be made available to all employees and this statement and arrangements will be reviewed periodically to ensure its adequacy and effectiveness. Revision or modifications of the policy may also be necessary due to changes in legislation or a change in the school's work practice. Supplementary documentation relating to the work of particular departments or groups of staff will be issued as required.

Signed:

Name: Victoria Whittle
Position: Chair of Governors

Jane Hadlow
Headteacher

Date: _____

Part 2:

CONISBOROUGH COLLEGE

Responsibilities for Health and Safety Organisational Arrangements

THE GOVERNING BODY

The ultimate responsibility for ensuring that the school premises, the activities undertaken there, access and egress on site, and any plant or substance provided for use within the premises is safe and does not present an intolerable risk to human health, rests with the governing body.

Responsibilities of the Governing Body

The Governing Body is responsible for:

- Complying with the Council's Health and Safety policy and Arrangements;
- Formulating and ratifying the establishment's Health and Safety Statement
- A clear written policy statement is created which promotes the correct attitude towards safety in staff and pupils and demonstrates a commitment by the Governing Body to 'lead from the top' in all health and safety matters
- Ensuring that effective Health and Safety procedures are in place, by appointing the Headteacher with overall responsibility for the formulation, implementation and review of the School's Health and Safety Policy.
- Regularly reviewing health and safety arrangements regularly (at least once annually) and ensuring the implementation of new arrangements where necessary through the appointment of a lead Governor on Health and Safety.

Responsibilities of the Head Teacher

The Headteacher will have overall responsibility for the formulation, implementation and review of the School's Health and Safety Policy.

The Headteacher is responsible for ensuring:-

- The school co-operates fully with any health & safety audits carried out by the Local Authority in order to facilitate their effective completion and a meaningful outcome.
- The health, safety and welfare are allocated to specific people and those persons are informed of these responsibilities.
- Persons have sufficient experience, knowledge and training to perform the tasks required of them.
- Clear procedures are created which assess the risk from hazards and produce safe systems of work.
- Sufficient funds are set aside with which to operate safe systems of work and ensure continual improvement in health & safety performance.
- Health and safety performance is measured both actively and reactively.
- The school's health and safety policy and performance is reviewed annually.
- To ensure that effective Health & Safety procedures are in place, the Headteacher has appointed the School Business Manager to be responsible for the day-to-day monitoring and follow-up action relating to Health and Safety matters.



Part 2:

CONISBOROUGH COLLEGE

Responsibilities for Health and Safety Organisational Arrangements

Organisational Arrangements

- 2.1 A Health and Safety structure is in place and is monitored by Governors. Please see below the monitoring process:-
- The SPV group meet monthly and covers the reporting of near misses and incidents. The School Business Manager/Head Teacher and a member of the LA is present at those meetings.
 - The Finance, Pay and Resource Committee cover health and safety and is represented by the Governor responsible for health and safety who also carries out an annual inspections. The School Business Manager reports all known incidents and near misses.
 - The minutes of finance, pay and resource committee is circulated to the full Governing Body
 - All Committees groups meet termly.
 - School Health and Safety Committee meet termly.
- 2.1. The Headteacher, School Business Manager and Governors will encourage the staff and pupils to recognise their individual duty to co-operate in the implementation of the Health and Safety Policy by promoting:-
- Operating safely by following procedures and implementing safe systems.
 - Meeting their statutory duties.
 - Reporting accidents and incidents which have or may lead to injury or damage.
 - Termly meeting with designated department members,

2.3 Safety Committee and Trade Unions

The school complies with the H&S (Consultation with Employees) Regulations 1996 by:

- a) having H&S as a standard item on the agenda of all staff meetings;
- b) circulating the School Safety News to all staff; and
- c) where appointed, consulting with the Trade representative(s) of employee safety in good time on all H&S issues. To this end the safety representative will meet once per term with the School Business Manager.

The School Business Manager will chair the committee and all appointed safety representatives will be members.

Members involvement on health and safety is simply a two-way process where the college and its employees:

- talk to one another
- listen to one another's concerns
- raise concerns and solve problems together
- seek and share views and information
- discuss issues in good time
- consider what everyone has to say
- make decisions together

Talking to, listening to and involving employees helps to:

- make your workplace healthier and safer
- improve performance

2.4 Health and Safety Information Dissemination Procedure

Information and instructions on health and safety matters are available / given to teaching and non-teaching staff, pupils and visitors as follows:

Employees

- Employees have been informed about all of the existing information held on the school site and have signed a form to indicate that they have received and read those documents which relate to themselves and their work.
- New documentation arriving at the school will be copied. The original will be held on file and the copy circulated to appropriate employees. Employees are required to sign a form to indicate that they have read the document concerned. After circulation the document will be put in the school's health and safety files
- The SBM will determine the circulation of each document and ensure that all named employees have signed the circulation form before the document is put into the health and safety file.

Pupils

- It will be the responsibility of teaching staff to ensure that pupils are made aware of existing and new health and safety information. This responsibility will be split between the class teachers (for general health and safety arrangements), and staff with a specialisation (curriculum-determined arrangements).

Visitors

- The admin team shall ensure that visitors are informed of any health and safety arrangements which may affect them during their visit.
- Any visitors arriving on the site who are unknown or unexpected will be questioned before being allowed access to the building.
- All visitors are required to sign in at the main office and wear the school lanyards to show that they are officially recognised on site. Lanyards contain the fire evacuation procedures on the reverse.
- Any visitor who has a disability is required to make themselves known to the office staff so that in the event of an evacuation assistance can be given.
- All visitors to school are required to observe the health and safety regulations whilst on the premises

2.4 OTHER PROCEDURES

The Governing Body and Head teacher have agreed various procedures that may change from time to time that support this main Health and Safety Policy and these are listed below and can be found in the school's shared drive under policies.

Employees are reminded that they must make themselves aware of these documents and in return the School Governors and Head Teacher will ensure that all Employees are made aware of any changes.

Supporting Policies / Procedures:-

- School Accidents
- First Aid
- Display Screen Equipment (DSE)
- School Minibus
- Fire Safety/Evacuation & PEEPs
- Managing Stress at Work
- Violence and Aggression at Work
- Educational Visits
- Medicine
- Lone Working
- Health & Safety Risk Assessments

Specific Health & Safety Risk Assessments and logs (e.g Contractors Method Statements) are maintained by the Site Manager / appropriate person.



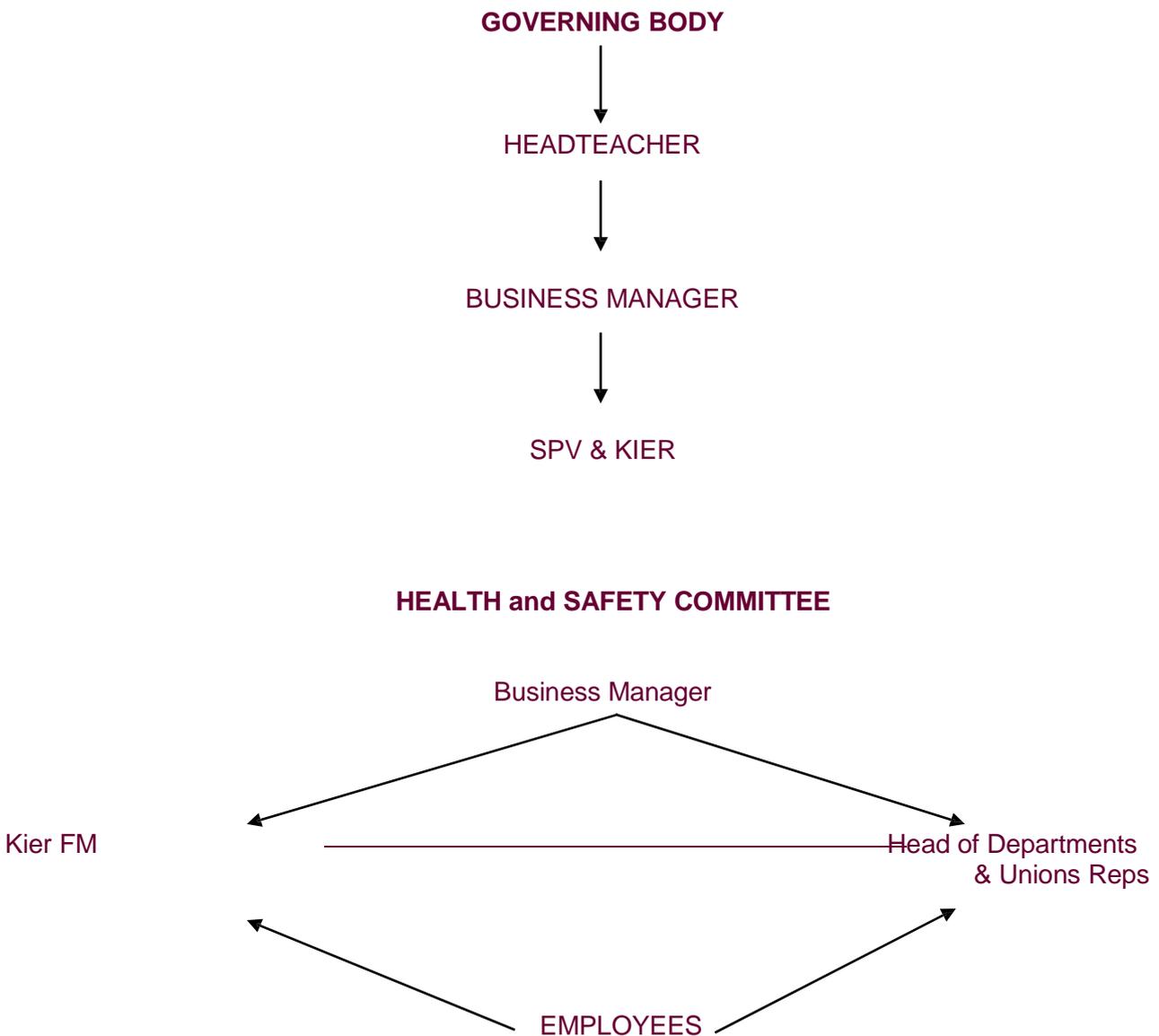
Part 2:

**CONISBOROUGH COLLEGE
Organisation**

This section of the policy defines the names, positions and duties of those that have responsibility for health and safety.

The Headteacher has overall responsibility to the Governors for the management of the school

**CONISBOROUGH COLLEGE HEALTH and SAFETY
ORGANISATIONAL STRUCTURE**



Part 2:

The nominated Governor is responsible, as far as is reasonably practical, for:

- Ensuring that health and safety matters are regularly and appropriately reported and considered by Governors.
- Carrying out annual inspections in conjunction with SBM
- Ensuring that the Headteacher, SBM and senior staff are effectively developing and implementing the school's health and safety policy as governors require.
- Advising Governors of their responsibilities and obtaining or authorising professional assistance as may be required.

The School Business Manager is responsible for:

- Strategic oversight of school safety policies and regularly updating
- Providing specialist information to those in the organisation with specific H&S responsibilities.
- Liaison with H&S Executive
- Liaison with designated Governor responsible for H&S and all other Governors.
- Keeping abreast of changes in H&S requirements and disseminating this information.
- Provision and advice to those directly in charge of other areas such as laboratories, technology, art and design.
- Regular premises monitoring at least fortnightly.
- Fire safety, as the designated "nominated person" as stipulated in Regulatory Reform [Fire Safety] Order 2005.
- Designation of staff to be first aiders
- Provision and display of fire evacuation procedures
- Provision and display of statutory notices
- Liaison with Kier, SPV, LA and emergency services
- Insurance matters
- Personnel matters for staff including monitoring of illness, working arrangements and deployment.
- Site security and workplace safety for staff, pupils and visitors
- All reporting of RIDDOR accidents
- Legal advice and meeting statutory responsibilities.
- Conditions applying to those using or hiring school premises
- Use of vehicle and minibus safety including maintaining and eligibility of staff to drive.
- Oversight and organisation of all H&S training for staff and maintaining detailed records on training delivered.
- Collation and analysis of accident records
- Compilation and circulation of school safety policies

Part 2:

Health and Safety Committee

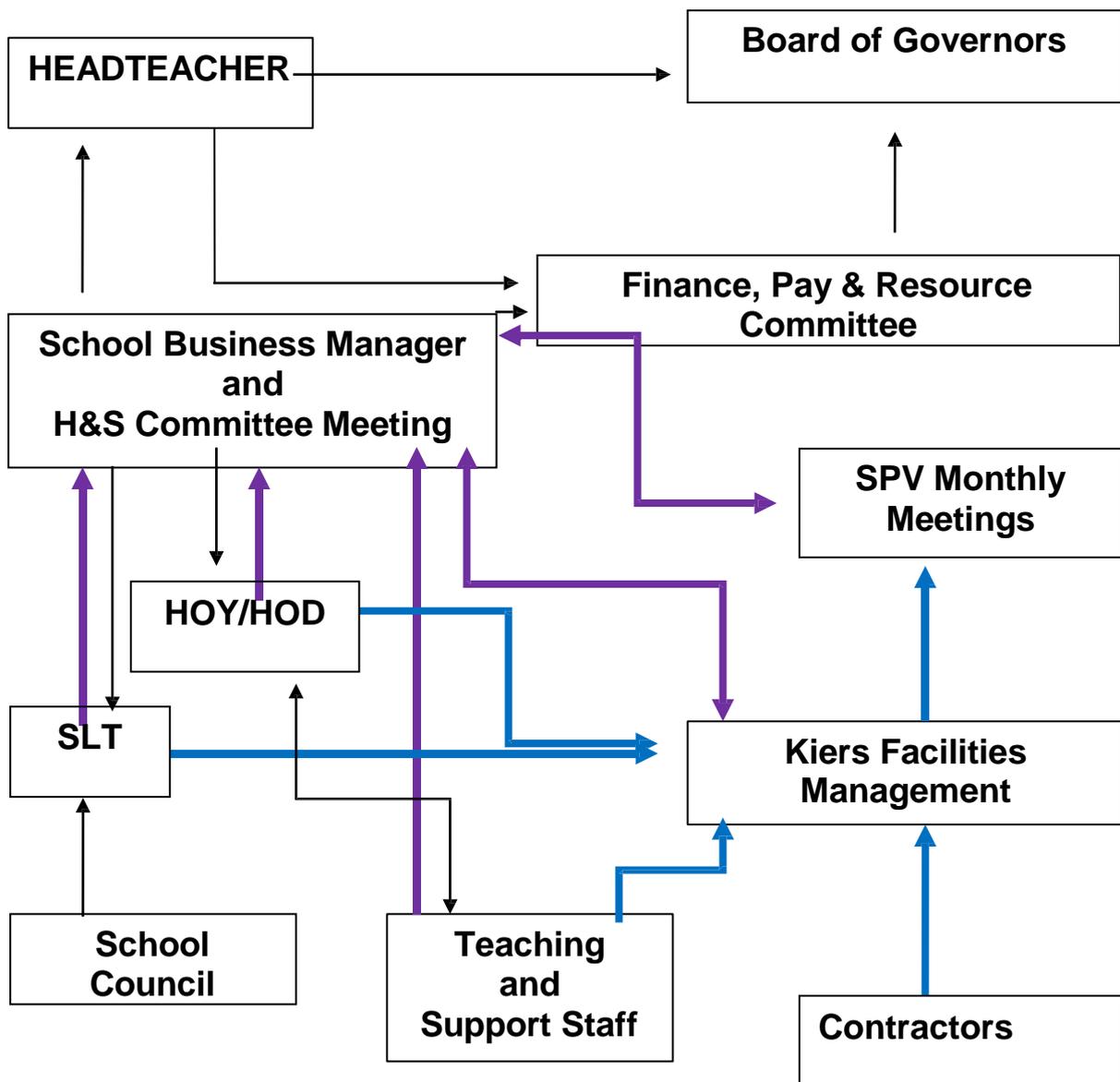
A membership consist of:

School Business Manager
Assistant Head – Behaviour and Safety
Assistant Head - Operations
Premises Manager – Kier
Representative from Each Department [support and/or teaching]
Union representative [support and teaching]
SENCO
Head of Progress
Inclusions Manager

- Forms an integral part of the H&S management of Conisborough College.
- Meets and operates under the direction of the SBM
- Aims to comprise representatives of key academic and support departments from across the departments plus trade union representation
- Meets at least once per term to discuss and review the effectiveness of the schools arrangements
- Aims to assist and encourage the taking forward of good practice in H&S across the School.
- Assist in the implementation and monitoring of action points arising from matters raised by Governors/Kier/SPV, actions points agreed by the committee, external health and safety audits and internal monitoring
- Members act as a channel of communication for members of staff wishing to raise issues of strategic concern beyond those which routine reporting procedures are appropriate.
- Raises and discusses H&S issues of strategic concern that have not been dealt with through the routine reporting procedures
- Has an important role in informing and consulting with all staff on H&S matters and ensures that its minutes are published to all staff.
- Members ensure that up to date copies of minutes of the committee are on display and accessible to staff to read, and to remind staff to do so.

CONISBOROUGH COLLEGE

Organisational Monitoring and Reporting Arrangements



HEALTH AND SAFETY MONITORING

Inspection of Premises

- Classroom and departmental inspections will be carried out fortnightly by the SBM
- Any action will be monitored closely by the SBM.
- Lead H&S governor will carry out full inspection annually.
- LA Officers will carry out statutory requirement monitoring annually
- Fire risk assessments will be carried out by the LA or External party annually
- Full H&S Site inspection will be carried out by LA or External party annually

CONISBOROUGH COLLEGE

Organisation and Responsibility

Delegated Responsibility for:	Name	Date
Health & Safety	School Business Manager	
Risk Assessments	School Business Manager/Kier	Sept 13 - ongoing
Fire procedures and systems	School Business Manager/Kier	Sept 13 - ongoing
First-Aid	Trained First Aiders, Admin & Support Manager	Sept 13 - ongoing
Medication	Trained First Aiders, Admin & Support Manager	Sept 13 - ongoing
COSHH	Senior Science Technician /Kier D& T Technician Art Technician	Sept 13 - ongoing
Catering	Chartwells/Compass Group	Sept 13 - ongoing
Visits/activity holidays	Trip Coordinator, Assistant Headteacher/HoD responsible for trips and visits – EVC	Sept 13 - ongoing
Site maintenance	Kier	Sept 13 - ongoing
Electricity	Kier	Sept 13 - ongoing
<u>Curriculum areas:</u>		Sept 13 - ongoing
P.E.	Head of PE/Kier	Sept 13 - ongoing
Design & Technology	Head of Technology/Kier	Sept 13 - ongoing
Science	Head of Science/Kier	Sept 13 - ongoing
Food Technology	Head of Technology/Kier	Sept 13 - ongoing

Heads of Departments [HoD], Heads of Year [HoYs], Subject Coordinators and Managers are responsible for:

- Identifying and controlling hazards within their areas of responsibility.
- Preparing and reviewing at least annually, risk assessments and any other assessments and procedures necessary for the department.
- Ensuring risk assessments are read and acknowledged as having been read by all departmental members at the beginning of every academic year or at any point of change and are readily available for reference.
- Being aware of any specific legislation and official guidance relevant to the department and ensuring it is complied with.
- Monitoring of safe practice by all who use the department.
- Provision of personal protective equipment [PPE]
- Manual handling safety
- Distribution of and ensuring departmental staff members' understanding of COSHH assessment.
- Examination of departmental premises and reporting equipment failure.
- Assessing and endeavouring to have met own, training needs and those of their staff with regards to health and safety.
- Ensuring that H&S is a standing item on departmental meeting agendas.
- Delegating the above responsibilities to a senior colleague in their absence.

Assistant Head/HoD responsible for Educational Visits

- Management of staff in planning, preparation of risk assessments and approval to ensure, as far as is reasonably practical, the safe running of educational visits off school sites.
- Developing expertise in the field of being aware of current legislation and regulation.
- Advising staff and ensuring consistency of best practice in the running of school visits either in the UK or overseas.
- Ensuring the appropriate level of staff [knowledge, experience and first aid] are allocated to manage and support trips

All employees are responsible for

- Identifying hazards and reporting them promptly to the SBM and Kier in accordance with the H&S reporting procedures.
- Avoiding all possible risk in working practice, considering the safety of themselves and others
- Ensuring safe H&S practice at any school event – seeking advice and support
- Reporting promptly any accidents using the procedures outlined in reporting accidents and incidents.
- Being familiar with this policy, with fire precautions and evacuation procedures and with other safety rules or emergency arrangements applicable to them.
- Wearing any PPE provided and ensuring the regular maintenance thereof.

All pupils/students

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

All pupils will:

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

Volunteers

Have the same duties as those indicated for employees.

Contractors – Health, Safety and Security

In the interests of security, Health and Safety and agreed policies, the Governors and management of Conisborough College request that you adhere to the following procedures:

Contractors are required to:

- Co-operate with the College and follow any instructions relating to fire safety given by their lead contact (e.g. Kier, the project managers overseeing their works)
- Ensure that they and all staff falling under their control have received appropriate information, instruction and training (including induction training provided by Kier) to enable them to comply with this policy and the College's emergency arrangements.
- Make contact with Reception/Kier Team member upon arrival, ensuring that the reason for your presence is understood
- Inform Reception/Kier Team each day that you are on site of your intended work area, adhering to any permits to work that may need to be issued.
- Undertake work with the utmost regard to Health and Safety precautions for pupils, staff, visitors and yourselves
- Unless an emergency situation requires it, make the minimum amount of disruption to the operation of the site. This includes playing of radios and use of offensive language. Prior consultation with the Kier Team will assist in making a decision on the most appropriate timing of work to be undertaken
- Do not smoke on the premises
- Notify Reception/Kier Team when you are leaving the site

3.15 Visitors – Health, Safety and Security

- An electronic visitors and staff system is in place to manage all personnel on site
- All visitors must report to reception and are asked to where an identification badge
- All visitors are instructed to read the notice on evacuation and disability and sign.
- During term time access to the school building is operated by reception/school office supervision and key pad.
- During the holiday period all staff accessing the school building or the school site with visitors are asked to inform Kier via helpdesk of their intent to be in and all must sign in upon arrival.
- On weekend use, staff are also required to pick up a 'Salto' card from the designated admin officer on a Friday to gain access into the school and provide a list of expected student attendees and visitors.

Employees that invite visitors onto the site must take responsibility for their safe evacuation at all times. In the event of an evacuation situation, the member of staff responsible for the visitor should assume responsibility for escorting them to the assembly point or safe area when the fire alarm sounds.

Visitors must be made aware that Fire Marshals have authority to instruct all persons to leave the building, in the event of a fire or other emergency. Any person who refuses to comply with such instructions, and remains in the building without proper authority, will do so at his/her own risk and may be subject to action taken by other appropriate authorities, for example, the Health and Safety Executive or Fire Service.

If a visitor's whereabouts cannot be confirmed and it is possible that they could be stranded within the building, staff must report this immediately to the Chief Marshal or other senior manager.

3.24 Training

3.24.1 Health and safety induction will be provided for all new employees by the SBM. The purpose of such induction is to ensure that all new members of staff have a good understanding of H&S ethos at CC and will understand the basic HS procedures in place.

3.24.2 H&S training is available to all staff where the need is identified by the SLT/HoD or SBM.

3.24.3 Specific H&S training requirements are outlined in individual policies but staff may receive generic H&S training in the following areas:

- Risk Assessments
- First Aid
- Fire Marshal
- Manual Handling
- Working at Height
- Fire Evacuation Chairs

Part 3:

CONISBOROUGH COLLEGE Arrangements for implementing the Health and Safety Policy

RISK ASSESSMENTS

Conisborough College has adopted the use of the LA corporate health and safety risk assessment form across the school to ensure consistency and clarity by all staff in its completion. Attached as Appendix A

The assessment must be reviewed on a regular basis, or when circumstances change (e.g. following a change of work activity) or events which suggest that the assessment is no longer valid (e.g. following an accident or near miss) or on the introduction of new machinery or equipment.

Copies of all risk assessments completed must be passed to the SBM at the start of the academic year.

3.1 Curriculum Activities

3.1.1 Risk assessments for curriculum activities will be carried out by the HoDs in liaison with departmental members.

3.1.2 Specific reference, where applicable will be made to statutory guidelines e.g. CLEAPPS for science.

3.1.3 The risk assessment must form a part of everyday practice within each department and H&S should be an agenda item at departmental meetings.

3.2 Fire

3.2.1 A fire risk assessment is carried out by an external consultant annually.

3.3 Display Screen Equipment

3.3.1 The following section outlines the arrangements that are put into place for insuring that the school complies with the requirements of the Display Screen Equipment (DSE) Regulations. It should be noted that in our school the School Business Manager, will have delegated duties to perform as the responsible appointed manager, to ensure compliance with these regulations.

The DSE regulations lay down minimum requirements for computer monitors, known as visual display unit (VDU) workstations, covering equipment: e.g. monitor screen, keyboard, chair layout, workspace and workstation environmental factors, such as lighting, temperature and humidity. There is also a requirement for employees to take regular work breaks from screen based work. There is also a provision for eyesight testing for staff designated as "DSE users".

The regulations define a "user" as an employee who habitually uses display screen equipment as a significant part of his/her work. Anyone who uses DSE for an hour or more on a continuous daily basis is classified as a "user".

DSE risk assessments are carried out in accordance with the health and safety [display screen equipment] regulations 1992.

3.4 Manual Handling

3.4.1 The Manual Handling (Operations) Regulations places a duty on employers to evaluate the risks arising out of manual handling operations and initiate and implement effective control measures. The regulations specify that a formal assessment must be made and, so far as reasonably practicable, steps taken to prevent employees carrying out those work operations which involve a risk of injury.

Manual handling is carried out by Kier.

The handling of children with special needs is covered by these regulations.

3.4.2 Staff who have this responsibility should undergo “Manual Handling Training”.

3.5 Work Experience

3.5.1 The Service Level Agreement with Lewisham Education Business Partnership for work experience during school time stipulates that they will carry out a risk assessment for each placement that is offered to us and this will include the activities and environments suitability for the pupil’s age and competence, the Health and Safety procedures for the work placement, fire procedure etc. The pupils have a designated supervisor. The pupils also have a work experience diary which asks them to investigate Health and Safety systems in their placement.

A risk assessment is carried out for any student attending our college for work experience. This includes a list 99 check.

3.6 Safeguarding

The school has a separate policy dealing with the safeguarding of children and young people and a designated officer has been appointed. All staff need to be aware of the policy, a copy of which is kept in Staff Resources/ Policies/ Safeguarding, and also the leaflet ‘Safeguarding Guidance for Staff Working with Children and Young People’.

3.7 Maternity

3.7.1 New and expectant mothers must inform the SBM/Head Teacher as soon as possible when they are aware of the pregnancy so that they can be advised of any special precautions or changes to working practices. Without being aware of your condition, the school cannot properly support you.

A risk assessment must be carried out by each HoD or Manager with support from the SBM. This encourages reference to the specific needs of the individual member of staff taking into account consideration departmental factors that may increase the risk of harm to mother and baby.

3.8 Personal Emergency Evacuation Plan [PEEP]

3.8.1 A PEEP is to provide individuals who cannot evacuate safely from a building unaided, with the necessary information, to be able to manage their evacuation to a place of safety. This plan will also ensure that departments have the necessary information to ensure that correct levels of assistance are available. See Appendix Q: PEEP Policy and Procedure

3.9 Chemicals

HAZARDOUS SUBSTANCES The requirement to assess hazardous substances either in use or created by school operations is a requirement of the Control of Substances Hazardous to Health (COSHH) Regulations. Hazardous substances are those identified as corrosive, irritant, toxic, harmful and any with a Workplace Exposure Limit (WEL), which will include dusts, e.g. pottery, wood etc. and biological hazards.

The records of the risk assessments carried out are kept in specific COSHH assessment files in relevant Areas/Departments or in the standards followed, e.g. CLEAPSS documentation for both Science and DT.

If staff have any questions on hazardous substances these should be raised with line managers or the Head of the Area/Department.

3.10 Gas Cylinders

Gas cylinders are stored externally and warning signs are conspicuously displayed. Staff request access via Kier and cylinders are returned to external cage at the end of the school day.

PREMISES MANAGEMENT

Any health and safety issues must be reported to Kier and SBM.

3.11 Accident/incident/dangerous occurrence/near miss reporting and accident/incident investigation.

3.11.1 The member of staff who has been notified of an accident or incident must ensure that any injured person or victim receives first aid. Further details on First Aid are in 3.15 and full details can be found in the First Aid Policy attached as Appendix D.

3.11.2 Where appropriate, ensure that an ambulance is summoned via the main school office where there is immediate access to the files - student/staff information and can provide the ambulance with the necessary details whilst maintaining contact with the first aider via radio.

3.11.3 For accidents/incidents that involve the following:

The death of any person

A major injury to an employee

A third party i.e., someone not in the Council's employment being taken to hospital

A dangerous occurrence

a) In addition to contacting the emergency services, the member of staff must notify Kier and School Business Manager. SBM to notify the London Borough of Lewisham's Safety Advisor. In the absence of SBM, please notify the Headteacher. The scene of the accident/incident must be left undisturbed other than rendering the site safe to allow the casualty to be treated or to prevent further casualties. e.g., isolating power in the event of an electrocution.

b) The member of staff or his/her line manager to carry out the initial investigation of the accident and complete the relevant sections of the accident/incident report form. Please see Appendix B. Upon being notified of the accident/incident, the London Borough of Lewisham's Safety Advisor will decide on the level of his/her involvement in the investigation. The completed accident form to be passed to the PA/Office Manager with investigation carried out by SBM and signed off. In SBM's absence, the completed form to be investigated by an HoD/AHT and signed off by the Headteacher.

c) The member of staff or his/her line manager also to make an entry in the Accident Book where first aid was administered. Accident book can be located within each department and the Main School Office for pupils and staff. Please see Appendix C

d) Following the investigation, it is the line manager's responsibility to ensure that necessary measures are put in place to prevent a recurrence and notify the SBM. If the matter is outside the jurisdiction of the line manager then the latter should ensure that details of the incident/accident are passed on to the appropriate person responsible for taking action e.g., if a member of staff trips on defective flooring, then the line manager should notify School Business Manager.

3.11.4 For any other accidents or incidents, the member of staff must report to his/her line manager and follow b, c and d as explained above. The Accident Book is to record injuries only.

3.11.5 Please see below the type of incident which needs to be recorded on the accident/incident report form:-

- **Any** incident whereby an employee sustains an injury,
- **Any** incident where an employee is physically assaulted or subjected to verbal abuse, where they feel threatened or intimidated. *This includes incidents where the member of staff intervenes to break up a fight to prevent injury to persons or damage to property.*
- **Any** incidence of work-related ill health or alleged work related ill health, whether or not the member of staff is absent from work, i.e., Musculo-skeletal problems, Dermatitis etc. *Further advice can be sort from the Occupational Health Section.*
- **Any** incident which results in an injury to a third party, i.e. someone not in the council's employment, **arising out of or in connection with a Council work activity**, and/or relate to either:

*The design or condition of premises, equipment, plant or machinery, e.g. a fall on slippery flooring, a fall from a climbing frame

OR

*substances used or fumes emitted from the premises or activity

Or that occurs:

*During the course of a supervised activity or event, including off site activities organised or managed by the school, external agency or other council department.

*As a result of work or activities being undertaken by contractors working on behalf of the council, e.g. building works, road works, refuse collection

Any dangerous occurrence, including:

- Fire
- Collapse of any lifting machinery or any failure of any load-bearing part of any lifting equipment
- Any incident where a person receives an electric shock or comes into unintentional contact with a live conductor
- Any unintentional contact with overhead electrical power lines or buried services
- Any electrical short-circuit or overload which results in a fire or explosion
- Any fire or explosion involving a pressure vessel including any boiler or gas cylinder
- Any collapse of scaffolding or access equipment
- Any unintentional collapse of a building or structure or part of a building or structure. This includes both temporary and permanent structures.
- Any spillage or release of hazardous or harmful substances, fumes or gas
- Any spillage or release of flammable substances
- Any exposure to infectious agent or contaminated material likely to pose a biological hazard.

*Any '**Near Miss**' – that is any incident where although no one is injured the circumstances are such that, if no action is taken, the incident is likely to be repeated and an injury is foreseeable.

3.12 Gas Leaks

3.12.1 Any member of staff discovering a suspected gas leak should report this immediately to Kier. If there is a slight smell of gas, the first action should be to check that all gas appliances are switched off. Windows should be opened. Kier should still be contacted to investigate.

3.13 Chemical Spill

3.13.1 All science teachers and technicians should follow guidance in their departmental handbooks.

3.13.2 Where relevant, managers should have written procedures in place and the appropriate equipment to deal with spillage. Assistance should be sought from Kier where necessary.

3.13.3 Any chemical spill must be reported as a near miss using the accident and incident report form.

3.14 Water Management

Assessments are carried out on schedule by Kier. Systems and measures are in place to manage the risk of legionnaire's disease.

3.15 Violence to staff/lone working procedures:-

3.15.1 Managers/supervisors shall ensure that a risk assessment is carried out where staff may be exposed to the threat of violence from a member of the public or pupils.

3.15.2 Managers/supervisors are therefore to ensure that the following areas are considered during these assessments:

- Who is at risk, what training have they received in dealing with violent/threatening situations?
- The controls in place to remove or reduce risk
- That lone working is to be avoided so far as practical.

3.15.3 Members of staff considered to be a potential risk must be issued with a mobile phone or other form of communication, in order that they can summon assistance. However, the issuing of a mobile phone must not be done in isolation of undertaking a risk assessment of the activity.

3.15.4 Managers/supervisors must in addition establish a system for regularly and routinely contacting and monitoring the welfare of staff who are working away from the school's premise. This is of particular importance in respect to lone workers.

3.15.5 Staff will receive, where appropriate, training to enable them to identify potential conflict situations and how they can be avoided.

3.15.6 Incidents that involve violence to staff, whether actual or verbal, shall be recorded on an accident/incident report form and must be submitted to PA/Office Manager followed up with an investigation and action by SBM and signed off. A copy of the report shall then be submitted to the London Borough of Lewisham's Personnel Section and the London Borough of Lewisham's Health and Safety Advisor.

3.16 Arrangements for the provision of First Aid

[Please read in conjunction with First Aid Policy and Procedures at Appendix D

The objective is to ensure that first aid is available for pupils and staff during all school activities and to comply with the requirements of the Health and Safety (First Aid) Regulations. Please see First Aid Policy Appendix D.

3.16.1 First Aid Personnel

For a school of our size, a minimum of five first aiders with full first aid at work certificates (4 day course) shall be based within the school to ensure sufficient cover for absences and special events. Please see attached list for their extensions and locations [Appendix E]. There are fully qualified first aiders in each department that must deal with responses in the first instance and will be included on the school office rota. Any first aid intervention shall be given in accordance with the training and instruction the first aiders' have received. The school is in possession of two defibrillators that can be used by any employee following the instructions.

- All of the School Meal Supervisors are to be first aid trained
- All of the Site Premises Staff are fully trained (4 day course)
- Each department to have a sufficient number of staff trained in Emergency First Aid (1 day course) to cover out of school activities (visits and trips etc.) and higher risk activities such as PE, practical work in Technology and Science – full first aid.
- Where pupils have special medical needs and non-standard first aid requirements e.g. in the SEN Section, the relevant Teaching Assistants must be aware of or instructed in the relevant procedures/techniques and instructed in the use of any necessary equipment or medication and administer such until qualified medical assistance is available.

3.16.2 First Aid Facilities & Materials.

- The medical room is located in the main general office and is equipped with first aid materials, sink and seating.
- First aid boxes stocked with the recommended contents are kept in strategic locations around the school within every department and is clearly highlighted
- First aid bags are held in the school office available for use on school trips.
- Head of Department to nominate a person to check the contents of these boxes on a monthly basis and arrange for an order to replace any items necessary.
- Mini bus has a first aid box on board.
- Where hazardous substances are used (Science & Technology) emergency eye wash facilities must be available.

3.16.3 First Aid Procedures – Normal School Times

- Fully trained first aider within department or emergency first aiders in the immediate vicinity to be contacted initially where first aid is needed. School Supervisors patrol all areas of the school continuously during the school day and can be contacted in an emergency via radio.
- Where necessary backup and assistance can be obtained from the office administrators or other first aiders on the rota. [Please see First Aid Policy and Procedure Appendix D]

3.16.4 First Aid Procedures – Out of Normal School Hours

- Site Premises staff can provide first aid outside of the normal school day within the premises.
- After school clubs to have at least one member of staff trained in emergency first aid (1 day course) and must refer to First Aid Policy at Appendix D
- Events to have a least one member of staff trained in emergency first aid (1 day course) and must refer to First Aid Policy at Appendix D
- Weekend use – At least one member of staff trained in first aid (1 day course) and must refer to First Aid Policy at Appendix D

3.16.5 First Aid Procedures – Trips

- All trips to include if possible one member of staff trained in Emergency First Aid (1 day course).
- A first aid box to be taken on all visits and trips by coach or minibus obtainable from Support manager.
- Any child with additional medical needs that requires a trained member of staff to be present must accompany the child.
- School mobile phone must be taken

3.16.6 Records of First Aid Training and First Aid Treatments

- A central record of the staff trained in first aid and the dates of training to be kept by the Support Manager (Training)
- All first aid training to be refreshed every 3 years
- A record of all first aid treatments to be kept by the person giving treatment on the first aid record sheet
- Where injuries are significant the person giving treatment shall ensure the PA/Office Manager is informed so that the necessary accident reporting form can be completed and the injury notified to the Health and Safety Executive and London Borough of Lewisham and where appropriate RIDDOR reported.

3.17 Management of Medicine

Prescription medicines will be administered to pupils following guidance given in the school Medicine Policy. See Appendix F

3.18 Medical Waste

Staff should take precautions to avoid infection and must follow basic hygiene procedures.

Always use disposable gloves and hand-washing facilities, and take care when dealing with blood or other body fluids when disposing of dressings.

Always dispose of medical waste in the allocated bins located next to every first aid box.

When dealing with external bodily fluids, seek the help of the premises team.

3.19 Occupational Health – Stress and Wellbeing

The Health and Safety Executive (HSE) definition of stress. Currently, the HSE states..

"We define work-related stress as 'the adverse reaction people have to excessive pressures or other types of demand placed on them'.

This makes an important distinction between the beneficial effects of reasonable pressure and challenge (which can be stimulating, motivating, and can give a 'buzz') and work-related stress, which is the natural but distressing reaction to demands or 'pressures' that the person perceives they cannot cope with at a given time.

Who experiences work-related stress? Everyone can, in principle. No-one is immune. Work-related stress exists where people perceive they cannot cope with what is being asked of them at work. It is

important to remember that work-related stress is not an illness, but if it is prolonged or particularly intense, it can lead to increased problems with ill health." [HSE, *Tackling Work-related Stress: A manager's guide to improving and maintaining employee health and well-being*, 2001]

Conisborough College aims to help understand the phenomenon of work-related stress and put in place both preventative and reactive measures including:

- promoting a culture of encouragement, participation and open communication.
- increasing awareness of the phenomenon of work-related stress and the methods available to combat this.
- assisting staff in managing stress in themselves and others
- providing appropriate and confidential support for those who are experiencing stress.

See appendix O: Stress Policy

3.20 School Trips

Prior to a school trip the following planning procedures must be undertaken:

The member of staff responsible for the school trip **MUST** talk to each of the following people:

- He/she needs to talk with his/her line manager(s) to check that they support the trip.
- The Assistant Head – Operations need to be consulted because they will know who else is out of school on the proposed dates (if there are already lots of people out then the trip might have to be on different dates).
- School Business Manager needs to be consulted because she is responsible for ensuring that all correct precautions are taken and finance form completed
- Marketing manager to ensure we are always marketing what is happening in the school on our website and in newsletters.
- Support manager to manage and assist in bookings of coaches, tickets, lunches and securing value for money.
- The trip coordinator to assist in the completion and signing off of RA.
- The EVC to sign off the RA
- The Headteacher must be consulted because no trip can happen without their permission.

The trip will **NOT** be allowed until you have the signature of all the people listed above.

The trip form together with the risk assessment form must be completed before the trip within the specified timescale.

The completed forms **MUST** be lodged with the support manager 2 weeks before the day trip and 1 month before the residential trip.

Risk Assessment System.

On the day before you depart two lists of the pupils and staff who will be out must be prepared and one given to the support manager and one left with the main reception. A contact phone number should also be on the list. Always use the school mobile phone allocated for trips.

Please note the trip leader is responsible for ensuring all students return to the school. Should the return be delayed it is the trip leader's responsibility to ensure parents/carers are notified by making contact with the school.

In order to comply with Audit recommendation, the trip leader's costing details relating to the trip must be completed by the trip leader and a finance form attached.

Pupil contribution towards the trip must be collected by the support manager or Finance Office in the support manager's absence and NOT by the trip leader.

A trip evaluation form must be completed and returned to AHT & SBM if there were any problems with the trip.

Trip Forms See Appendix H1 – Trips Policy and Procedure
 See Appendix H for Day Trips
 See Appendix I for Residential Trips
 See Appendix J for Finance Forms.
 See Appendix K for Trip Evaluation Form

3.21 **Minibus**

- The use of the minibus documented in the 'minibus policy' attached as Appendix P
- Records of staff trained and tested in minibus driving and therefore eligible to drive minibuses with passengers are monitored and maintained by the Support Manager.
- Minibus driver training and examination is provided by an external consultant and is provided for those nominated by their HoD.

NB: Only Staff who hold a Council approved MIDAS Certificate are allowed to drive the minibus.

Transport and driver are hired in from a reputable source. This is the usual practice for school trips.

3.22 **EMERGENCY EVACUATION OF CONISBOROUGH COLLEGE**

This should be read in conjunction with Fire Evacuation Policy Attached at Appendix L]

3.22.1 At the sound of the fire alarm all pupils should wait in an orderly manner and wait for instructions from a member of staff [fire marshal] to evacuate.

3.22.2 Pupils should stay calm and not cause a disturbance.

3.22.3 When instructed pupils should leave by the nearest **FIRE EXIT**.

UNDER NO CIRCUMSTANCES SHOULD THE PASSENGER LIFT BE USED TO EVACUATE THE BUILDING.

Please refer to Fire Evacuation Procedures at Appendix L

Evacuation Assembly Points: - **See Appendix M**

Plan of School - **See Appendix N**

3.23 **Smoking at work**

Under the Health Act 2006 and supporting regulations, smoking at work was banned on 1st July 2007. Under the Regulations all designated workplaces, including offices, schools and other educational establishments, must prohibit smoking in the workplace.

3.24 Working at Height

3.24.1 Any items required that are not within physical reach require assistance and under no circumstance should an employee attempt to mount any object to place or obtain any goods.

The use of ladders by staff is not permitted.

3.24.2 Assistance should be sort from Kier FM who are trained to use correct equipment and work at height.

3.25 Site Management and Security

3.25.1 Salto Cards – Internal Door Access

Salto cards are provided for all staff to access rooms across the school. It is imperative that you keep your card with you at all times and report lost or stolen cards to premises immediately.

Cards must **NEVER** be given to students for health, safety and security reasons.

3.25.2 PAC Cards – External

PAC cards are provided for all staff to access the external perimeter of the building. It is imperative that you keep your card with you at all times and report lost or stolen cards to premises immediately.

Cards operate only between the hours of 07:00 and 19:00 Monday to Friday

Access to the school building on Saturdays is from 08:00 – 18:00. Intention to be on site must be emailed to Kier helpdesk.

3.25.3 Intruders

In the event of an intruder/unauthorised person being found on site, staff personnel must question the individual and ask that they report to reception. If met with confrontation, staff personnel must contact a senior member of staff via radio immediately

All SLT have been provided with radios and mobile phones, plus the Corridor Supervisor and Manager, all HoYs, and each department.

The general office staff must inform the premises manager to assist the senior member.

3.26 Lettings

If the school is let, the Headteacher and or Business Manager must be satisfied that the hiring organisation will use the premises in a safe manner. A signed, written letting agreement will be completed and copies kept.

3.27 Business Continuity Plan

3.27.1 Critical Incident Management

This policy covers serious emergency situations over and above the foreseeable, short term emergencies such as accidental injuries, fire alerts and confrontational incidents

that occur within the school from time to time. Emergency procedures for dealing with these and incidents are built into every day practices.

The critical incident management guidelines must be followed in the event of any serious accident/incident.

Critical incidents will involve:

- Serious health and safety issues
- Serious disruption to school premises or essential services
- Security issues

3.27.2 Emergency Plan

The BCP sets out the guidelines to be followed in the event of a critical incident, emergency or unusual circumstance that affects, the safety and welfare of pupils, staff and visitors.

An Emergency Coordination Group is in place and consists of a Governor, the SLT and a member of Kier.

A list of contact names and telephone numbers likely to be needed in an emergency situation shall be kept up to date and readily available to all of the Emergency Coordination Group.

The Headteacher or in his/her absence the Deputy Head teacher shall be designated to liaise with the LB of Lewisham and Emergency Services to ensure consistency with our BCP.

In the event of a Critical Incident being declared, the Emergency Coordination Group shall meet to assess the situation and decide on the measures to take.

Please see Appendix G for full details of BCP.