



**South Manchester
Learning Trust**

**Altrincham College
Health and Safety Policy**

Date of Local Governing Body Approval: 12 December 2018

HEALTH AND SAFETY POLICY- CONTENTS

REF	SECTION
PART 1	POLICY STATEMENT
1.1	Statement of the Governing Body
1.2	Objectives
PART 2	HEALTH AND SAFETY ORGANISATION
2.1	The Governing Body
2.2	The Headteacher
2.3	Deputy Headteacher
2.4	Middle Leaders
2.5	Staff
2.6	Site Manager
2.7	School Health and Safety Coordination
2.8	Visitors, Members of the Public and Volunteers
PART 3	ARRANGEMENTS FOR HEALTH AND SAFETY
3.1	Accident Reporting, Recording and Investigation
3.2	Asbestos
3.3	Construction work and Contractors
3.4	Curriculum Safety
3.5	Electrical Equipment
3.6	Fire Safety
3.7	First Aid
3.8	Glass and Glazing
3.9	Hazardous Substances
3.10	Health and Safety Advice
3.11	Lifting & Handling
3.12	Lone Working
3.13	Maintenance / Inspection of Equipment
3.14	Medications
3.15	Personal Protective Equipment (PPE)
3.16	Reporting
3.17	Risk Assessments
3.18	School Trips/ Off-Site Activities
3.19	School Transport
3.20	Staff Consultation
3.21	Staff Health and Safety Training and Development
3.22	Staff Well-being / Stress
3.23	Use of VDU's / Display Screens
3.24	Vehicles on Site
3.25	Violence to Staff / School Security
3.26	Working at Height
3.27	Monitoring and Workplace Inspections

PART 1:

1.1 STATEMENT OF INTENT AND GENERAL POLICY

The Governing Body of Altrincham College recognise their responsibilities under the Health and Safety at Work etc Act 1974 and will take all reasonably practicable steps to provide safe and healthy working conditions, equipment and systems of work for all employees, pupils and others affected by their activities, actions or omissions.

The Governors are committed to providing and maintaining a working and learning environment that is safe and to the sensible management of risks involved in its activities and this is established by the allocation of specific duties and by the arrangements detailed in parts 2 and 3 of this policy.

The Headteacher will provide leadership in matters of Health and Safety within the School and promote a safe and healthy working environment. The Headteacher will make the necessary arrangements to secure compliance with all health and safety requirements, to write them down and circulate this information to all appropriate persons, to monitor the implementation of the arrangements, and keep them under review.

All those involved in providing and maintaining a safe and healthy working environment will be responsible for assisting in achieving the aims and objectives identified and will play a positive role in promoting a healthy and safe working environment.

1.2 POLICY OBJECTIVES

The Headteacher and Governors will ensure, so far as it is reasonably practicable, the effective implementation of the Health and Safety Policy with a view to achieving the following objectives:

- Ensuring, so far as is reasonably practicable, the provision of adequate measures to comply with health and safety requirements;
- Commitment to a planned approach to managing health and safety ensuring the framework set by the Policy is implemented, monitored and reviewed;
- Ongoing consultation involving all employees in the pursuit of the aims and objectives of the Policy, achievement of health and safety standards and to ensure co-operation and competence of all those involved;
- Responsibility is properly delegated and accepted at all levels of management;
- Provision of a safe working environment for all employees, and working conditions, which do not involve any risk to health;
- Provision of a safe environment for pupils and any other persons visiting the premises (e.g. parents and contractors).
- Staff receive adequate information, instruction, training and supervision to enable them to work safely.

- Provision of formal teaching on health and safety matters in the curriculum so that the pupils are made aware of these issues and of their own rights and responsibilities;
- Equipment provided is safe, maintained and suitable for use and that adequate arrangements are in place to maintain the equipment;
- Appropriate measures are taken to remove hazards and where the hazards cannot be removed reduce risk arising from them as low as is reasonably practicable;
- Bringing to the attention of appropriate employees all known health and safety hazards;
- Ensuring that appropriate steps are taken to ensure that rules and procedures governing the School's activities, including emergencies, are formulated, observed and enforced;
- Ensuring that there are formal procedures in place for the prompt reporting of accidents, work related ill health, dangerous occurrences or incidents involving violence and aggression, as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, and that any preventative measures are put in place to prevent a recurrence;

PART 2:

2.0 ORGANISATION

This part describes the organisation in place for ensuring health and safety in Altrincham College and outlines the allocation of duties and how the management structure operates.

2.1 Governing Body

The Governing Body is responsible for:

- a) Recognising and accepting its responsibilities for the health, safety and welfare of its employees, pupils and visitors to premises and establishing appropriate committees in which to consult on health and safety matters.
- b) Establishing appropriate organisation and effective arrangements for meeting the requirements of the Health and Safety Policy.
- c) Managing the allocation of funding in order to ensure, so far as reasonably practicable, the working environment is safe and without risk to health.
- d) Ensuring effective monitoring is carried out to evaluate the health and safety performance of the School by evaluation of relevant inspection reports.

2.2 Headteacher

The Headteacher is responsible for:

- a) Ensuring the effective planning and implementation of the Health and Safety Policy, incorporating appropriate organisational detail and local arrangements and that all employees are familiar with the Policy and their delegated duties;
- b) Ensuring the effective planning and implementation of the health and safety management system;
- c) Establishing and maintaining safe working procedures and a working environment where suitable and sufficient risks to all employees, pupils and visitors to the premises are assessed, prevented or controlled;
- d) Identifying the training needs of employees and arrange for suitable and sufficient training programmes to be provided;
- e) Providing health and safety induction training for new employees and information and instruction on the organisation and arrangements as detailed in the Policy;
- f) Ensuring all contractors' undertakings are fully compliant with health and safety regulations and take full account of health and safety issues affecting employees, pupils and any other users of the establishment;
- g) Arranging and being involved in inspections of the School premises at least once per term and ensuring findings are reported to the relevant Governing Body Committee;

- h) Being prepared and having arrangements in place to act safely and effectively in the event of any emergency affecting the health, safety and welfare of employees, pupils and the School environment;
- i) Having arrangements for accident / incident investigation and reporting procedures that are in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)
- j) Noting and acting upon, as appropriate, health and safety instruction and advice provided by the Health and Safety Unit and the Health and Safety Executive, Department for Education and Skills and Local Authority.
- k) Ensuring, where necessary, specialist advice is obtained from a competent person e.g. from Health and Safety, Manual Handling, Fire Safety, or Occupational Health Advisors on matters relating to health, safety and welfare

2.3 Deputy Headteacher

The Deputy Headteacher will assist the Headteacher in the day-to-day management of the School, and deputise for the Headteacher during any period of absence. This would include ensuring that the duties delegated to the Headteacher are carried out in their absence.

2.4 Responsibilities of Middle Leaders

Members of SLT, HoD's and HoLPD are accountable to the Headteacher for the safety of persons under their control.

In addition to the general duties which all members of staff have, supervisory staff will be directly responsible to the Headteacher, and have overall day-to-day responsibility for the implementation and operation of the School's health and safety policy within their relevant departments and areas of responsibility. It is also the responsibility of the middle leaders to assist with the writing of health and safety risk assessments, safe systems of work and procedures for all processes and work activities in which their department is engaged.

As part of their day-to-day responsibilities they will ensure that:

- a) The employees (teaching and non-teaching) are: -
 - familiar with the requirements of the School's Health and Safety Policies;
 - made aware of the hazards in their areas of activity;
 - familiar with safe methods of work;
 - aware of action to be taken in an emergency;
 - aware of the First Aid facilities available.
- b) Safety rules and safe methods of work are observed and that protective equipment is utilised where appropriate;

- c) They inform the Headteacher of all accidents and incidents and to assist in the investigation;
- d) They initiate or recommend necessary repairs or maintenance work in order to ensure that equipment under their control is maintained in a sound and safe condition and make provision for any inspections;
- e) They set and maintain high standards of safe working/environment at all times and that staff, pupils and others under their jurisdiction are instructed in safe working practices;
- f) They monitor the standard of health and safety throughout the department in which they work and encourage staff, pupils and others to achieve the highest practicable standards of health and safety.

2.5 Staff (as employees)

Section 7 of the Health and Safety at Work Act places duties on all staff to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work and to cooperate with the employer and his representatives so far as is necessary in order for the employer to fulfil any of the relevant statutory provisions.

Section 8 of the Health and Safety at Work Act makes reckless interference with or misuse of anything provided in the interest of health, safety or welfare an offence.

All employees have responsibility for

- a) Carrying out their duties in accordance with the Health and Safety Policy;
- b) Taking reasonable care of themselves and other persons whilst at work;
- c) Co-operating with the Headteacher and others in School to comply with legislation;
- d) Engaging in consultation and development of health and safety procedures to promote positive employee involvement;
- e) Following instruction and information on safe working procedures and using plant, substances and equipment safely;
- f) Attending health and safety training courses provided;
- g) Reporting defects or damage to equipment and safety hazards to the relevant person(s);
- h) Reporting all accidents and incidents to the relevant person(s);
- i) Exercising effective supervision of their pupils and to know and carry out the procedures in respect of fire, first aid and other emergencies;

- j) Following the particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant codes of practice e.g. CLEAPSS, if issued, and to ensure that they are applied;
- k) Integrating all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with national curriculum requirements for safety education;

2.6 Site Manager

In addition to their responsibilities as an employee, the Site Manager is responsible to the Headteacher for any duties which are delegated to them by the Headteacher, in support of meeting the needs of the Health and Safety Policy.

So far as is reasonably practicable, the main health and safety functions for the Site Manager will be with regard to:

- (a) Ensuring that work equipment including fire fighting, portable electrical, lifting and other equipment is adequately maintained and accompanied by all necessary records;
- (b) Ensuring that routine cleaning work is carried out to an appropriate standard;
- (c) Ensuring that all premises users and visitors are made aware of any activities or conditions that could create risk to their health and safety and of the emergency evacuation procedures;
- (d) Ensuring that maintenance work and repairs required (for example to internal doors and windows) are reported to the appropriate person and carried out adequately and safely;
- (e) Ensuring that general building and maintenance work is carried out by appropriately qualified and experienced trades people in compliance with the building regulations;
- (f) Ensuring that testing, inspection and maintenance, work in relation to electrical, gas, lifts, water, fire safety and other installations and equipment is carried out by appropriately qualified and experienced trades people to current legislation and standards;
- (g) Ensuring the safe condition, operation, maintenance and storage of equipment on the premises;
- (h) Ensuring the safe use, handling, storage and transport of substances on the premises;
- (i) Seeking advice where unsure of the competence of trade persons or the current legislation and standards.
- (j) To make provision for the inspection and maintenance of general work equipment throughout the School.

2.7 School Health and Safety Coordination

The Headteacher has responsibility through the delegation of duties for the following:

- a) to co-ordinate and manage the annual risk assessment process for the School;
- b) to co-ordinate the annual general workplace monitoring inspections and performance monitoring process with the Site Manager
- c) to manage the keeping of records of all health and safety activities;
- d) to monitor and identify training needs in respect of health and safety

2.8 Visitors, Members of the Public and Volunteers

Visitors and members of the public should be asked to co-operate with the health and safety arrangements put in place by the School to protect them when using the School premises or land.

Where volunteers are employed to undertake work on behalf of the School they will for all intents and purposes be regarded as employees. Line managers will therefore have responsibilities for undertaking, in particular, thorough risk assessment and implementation of control measures, together with ensuring that volunteers have received adequate information, instruction, training and supervision for the tasks they will be undertaking.

3. Health, Safety and Welfare

The following procedures and arrangements have been established within the School to minimise health and safety risks to an acceptable level:

3.1 Accident Reporting, Recording and Investigation

- All staff should report all accidents, incidents and near misses to employees, pupils, visitors and contractors working on the premises to reception and line managers will investigate such incidents and identify and implement means to prevent a recurrence.
- All accidents involving staff/visitors and contractors shall be reported in the accident book. All incidents involving pupils shall be reported in the pupil first aid book. Where the incident results in a pupil being taken directly to hospital or is due to defective equipment then this should be recorded in the accident book.
- The School complies with the RIDDOR regulations for reporting incidents to the HSE
- The Headteacher will periodically scrutinise the pattern and causes of accidents as recorded and will bear these in mind when introducing preventative measures against risks.

3.2 Asbestos

To minimise risk from asbestos containing materials on the School's premises, the School will maintain a safe and healthy environment by producing an asbestos management plan and complying with all regulations concerning the control of asbestos.

The person responsible for ensuring the Asbestos Management Plan is reviewed and completing the annual risk assessments is the Site Manager.

3.3 Construction work and Contractors

The School recognises that they have a crucial influence on how projects are run within the School and will ensure that they comply with their duties under the Construction (Design and Management) Regulations 2015.

Local Contracts

When the School contracts directly, the contractor is responsible for ensuring, **so far as is reasonably practicable**, the health and safety of himself, his employees and persons who might be affected by his activities.

The School will ensure the health and safety of its employees, pupils, visitors (which includes the contractor). In particular, the School will:

- Check the competence of contractors and visiting workers (competence can be judged from past experience, recommendation, pre-selection evaluation, or a combination taking into consideration nature and scale of the works required);
- Examine risk assessments as appropriate to check that contractors and others have correctly interpreted any site specific conditions etc;
- Ensure all significant risks on site have been clearly identified;
- Ensure there are arrangements for monitoring and controlling works in progress.
- Relevant information likely to be needed by designers, contractors or others to plan and manage their work is passed to the appropriate person.
- Contractors have made arrangements for suitable welfare facilities to be provided from the start and throughout the construction phase;

The Headteacher is responsible for the above.

Monitoring of the contractors on a day to day basis is the responsibility of the Site Manager.

3.4 Curriculum Safety

- The School recognises that the curriculum requires that children should be taught how to identify and reduce risks in the way that they work. A balance must be achieved between independent learning and the necessary supervision to ensure safety.
- Teachers will ensure that they are familiar with all risks which might arise from the tools, equipment, materials and processes they plan for children to use. All available guidance material will be reviewed where applicable -CLEAPSS, AfPE, (formally BAALPE) and the LA's procedures and guidance can be used.
- All non-teaching assistants must be informed of the safety procedures and practices relating to any of the activities that they support.

3.5 Electrical Equipment [fixed and portable]

Electrical equipment will be tested regularly by a competent person/electrical engineer who will take unsafe equipment out of use. All equipment will be made available to the contractors for testing.

The person responsible for ensuring all equipment is tested regularly is the Site Manager.

3.6 Fire Safety

Advice will be taken by the School regarding safe practices during the School day and also when the School is being used for lettings/public performances.

Fire risk assessments are undertaken by a qualified professional and an action plan is completed for the recommendations.

Fire Procedures

- The School will ensure or co-operate with the relevant contractor in ensuring that the fire equipment servicing is carried out regularly. The Site Manager or other nominated member of staff will be responsible for checking the equipment in between the annual visits. Other members of staff should report any defects that they see in the fire fighting equipment to the Site Manager. Fire doors must not be propped open. All fire exit doors must be readily opened and free from obstruction.

The person nominated to carry out checks is the Site Manager.

- Arrangements for evacuation will be placed in each room in the School. Class teachers and those responsible for other rooms must check regularly that these notices are in good order.
- Fire drills should be carried out at least once a term, or when there are changes in circumstances. The effectiveness of these procedures should be discussed with the staff immediately and at SLT meetings.
- In the event of a fire, the person finding the outbreak should immediately activate the nearest alarm. The appointed person must then ring the emergency services. Staff should not put themselves at risk in attempting to put out a fire, but staff trained in the use of fire extinguishers may attempt to put out a small fire if there is no personal risk.

3.7 First Aid

- The School will follow the statutory requirements for first aid and provide suitably trained first aid staff.
- The guidance issued by the DFEE on First Aid for Schools has been adopted by the School. This is available on: <http://www.teachernet.gov.uk>

First aid boxes are located in the Admin Office, 6th form foyer, PE changing rooms and D&T Workshop.

3.8 Glass and Glazing

All glass in vulnerable windows, doors and side panels should be safety glass and all replacement glass in these areas should be replaced with safety glass meeting the requirements of BS 6206. The School is in the process of checking this and will implement routine monitoring of areas where glass not conforming to the above standard has been covered in plastic film. The Site Manager is responsible for ensuring glazing meets the required standards.

3.9 Hazardous Substances

Control of Substances Hazardous to Health (COSHH) risk assessments have been completed in DT and Science. COSHH risk assessments have been completed for the Site Office

Where hazardous substances are used, line managers or a designated employee will undertake a Control of Substances Hazardous to Health (COSHH) risk assessment and adopt a hierarchy of control measures seeking to eliminate or substitute risk.

The science department follows the cleapss guidance, haz-cards and risk assessments for chemicals within their department.

3.10 Health and Safety Advice

The School purchases a Health, Safety and Fire SLA for advice from competent persons. The School also has access to Cleapss for advice on D&T/Science & Art.

3.11 Lifting & Handling

The regulations apply to any manual handling operation that may cause injury at work. These include not only lifting of loads, but also lowering, pushing, pulling, carrying or moving them.

- Any activities that involve significant manual handling tasks shall be risk assessed and where appropriate training provided for staff.
- Managers are responsible for assessing the appropriate approach to handling task and may seek professional advice from the Council.

The National Curriculum for P.E. requires pupils to be taught "how to lift, carry, place and use equipment safely" (See also the Health and Safety Guidelines for Primary and Secondary Teachers of Physical Education and Related Activities issued by the LA and other guidelines issued by DFE.)

3.12 Lone Working

The School has completed a lone working risk assessment and appropriate control measures are put in place to minimise those risks. Solutions may include the provision of mobile phones, radios, in-out boards and other means of monitoring staff whereabouts

Staff themselves have a responsibility to ensure their own health and safety and assist in the operation of any systems designed to provide for their safety.

3.13 Maintenance / Inspection of Equipment

Employers need to provide safe plant and equipment (i.e. heating systems, office equipment). This also includes staff using their own equipment. Whatever the source of the equipment it must be suitable for the task for which it is being used, properly maintained and used in a safe manner by staff trained in its use.

- There is a statutory requirement to service, test and inspect certain equipment such as gas appliances, local exhaust ventilation and lifting equipment and records must be kept.
- Where inspections/servicing have identified the need for remedial action, the Headteacher will ensure that any necessary work required to maintain the safe operation of equipment is carried out in a timely manner.

The Site Manager is responsible for ensuring all equipment is maintained and inspected.

3.14 Medications

Parents have the prime responsibility for their child's health and should provide Schools with information about their child's medical condition.

There is no legal duty requiring School staff to administer medicines, however the School recognises that Children with medical needs have the same rights of admission to a School or setting as other children. Procedures will be put into place should the need to administer medications to pupils become necessary. This will be determined on the basis of individual risk assessment following advice from the pupil's medical practitioner.

3.15 Personal Protective Equipment (PPE)

Line managers will assess the need for PPE in risk assessments and COSHH assessments. Where it is determined that PPE is required, suitable PPE shall be selected and provided at the School's expense.

Staff are responsible for ensuring that they use PPE where it is provided.

3.16 Reporting

The Headteacher will report on Health and Safety matters to the Governors and when necessary to parents, including evidence from external/internal Health and Safety Audit evaluations.

3.17 Risk Assessments

Risk assessment is the responsibility of the School's management at all levels. Those responsible for premises or curriculum areas must ensure that risk assessments are undertaken **and recorded** for significant activities.

Risks should be assessed in priority order and control measures identified and put in place that are proportional to the level of risk. The outcome of the risk assessments should be recorded and communicated to those affected and maintained on records of the establishment or service area. Risk assessments should be reviewed periodically (at least annually), where there is a change in circumstances or following an accident.

The Headteacher is responsible for coordinating and ensuring risk assessments are carried out.

3.18 School Trips/ Off-Site Activities

The School follow Trafford Council's "Guidelines for Safety in Outdoor Education and on Educational Visits" and continue to use the Evolve system for the authorisation and recording of all outdoor visits.

The Educational Visits Coordinator in the School is Mr A Eastwood. A risk assessment must be carried out for all School trips.

3.19 School Transport

The Head teacher is responsible, in conjunction with the driver, for ensuring that vehicles kept or hired by the School are operated in accordance with the law.

All employees who wish to drive the minibus are required to complete the Trafford minibus training course beforehand.

The Site Manager carries out and records monthly checks of the minibus. All minibus journeys are recorded in the log book. The School routine service schedule in line with Trafford LA.

Employees who use their private vehicles for official business are personally responsible for ensuring that the driver has a valid licence and appropriate insurance and that the vehicle is roadworthy and fitted with a suitable seat belt for each passenger.

3.20 Staff Consultation

The Governing Body, through the Headteacher, will make arrangements for full and proper consultation with employees on health and safety matters. The nominated safety representatives of each accredited trade union or staff association or other elected workplace safety representatives will be offered a role in these consultations.

3.21 Staff Health and Safety Training and Development

The Headteacher and other line managers (where appropriate) will undertake a training needs analysis to identify the competency requirements of specific job roles in terms of health and safety, and will ensure that appropriate training is delivered and training records held. This training needs analysis will be reviewed on a regular basis or on the introduction of new legislation.

The person responsible for identifying staff training needs is Miss S Diffley.

3.22 Staff Well-being / Stress

The Headteacher will include workplace stress as part of the risk assessment process identifying areas of concern and implement appropriate control measures, so far as is reasonably practicable.

Where workplace stress arises, the Headteacher will deal with the issue in a sensitive and constructive manner.

3.23 Use of VDU's / Display Screens

The majority of staff within the School are not considered to be DSE users.

The School will implement a system to ensure that:

- Assess the risk to those who are regular users of DSE.
- Ensure that workstations meet the minimum standards in relation to the screen, keyboard, desk, chair, working environment and software.
- Plan work so there are breaks or changes of activity away from the screen.
- Provide users with eye and eyesight tests and glasses if special ones are needed for DSE use and normal ones cannot be used.
- Provide training and information to ensure staff know how to use their DSE and workstation safely to avoid problems, e.g. by adjusting the chair.

3.24 Vehicles on Site

The School will endeavor to:

- Segregate access vehicular and vulnerable (pedestrians & cyclists) traffic;
- Design-out vehicular and vulnerable traffic route conflicts, both at access and on-site;
- Wherever possible avoid same-access points for both vehicles and pedestrians

3.25 Violence to Staff / School Security

The Headteacher is responsible for assessing the risks of violence to staff.

Risks to personal security, premises and property will be assessed through the risk assessment process and where violence is identified as a significant risk, the Headteacher will ensure that appropriate control measures are put in place.

Staff must report incidents of violence and aggression in the same manner as accidents.

3.26 Working at Height

The School will ensure that all working at height is risk assessed and will ensure that appropriate control measures are put in place to minimise potential risks.

3.27 Monitoring and Workplace Inspections

The Site Manager will ensure that hazards associated with premises are monitored and controlled.