



CASTLE MANOR ACADEMY

HEALTH AND SAFETY POLICY AND PROCEDURE




We work hard



We are kind



We are PROUD

Date Approved	January 2018
Signed	(Chair of Local Governing Body)
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APPENDICES

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2. Fire and other emergency evacuation procedures
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SUPPORTING DOCUMENTS

1. Health and Safety Law - what you should know (HSE guidance)
2. Incident reporting in schools (HSE guidance)
3. Managing Critical Incidents (SCC guidance)
4. Manual Handling at Work (HSE guidance)
5. SWAT Incident reporting form (Trust form)
6. Risk assessment template (Trust form)
7. Health & safety checklist for classrooms (HSE guidance)
8. Risk assessment guidance (HSE guidance)



1. INTRODUCTION

The Samuel Ward Academy Trust (“the Trust”) is a growing partnership of schools located on the Suffolk, Essex, Cambridgeshire borders. Our model is about creating inter-dependence between our schools, while each retains its own individual identity and character. All our schools however, subscribe to a set of shared values, principles and operational processes that ensure quality education for all our young people.

Our central belief is that every young life is special; open to possibility, gifted with the potential to change the world for the better but also bound by the limits of their own circumstances. Our ambition is to unlock the potential of all children, remove the barriers to aspiration and ensure that all our children succeed

As new schools join the Trust, a strong central Leadership team has been appointed in recent years to ensure that all curriculum requirements can be met and to support and develop staff colleagues across the Trust.

The Governors and Headteacher acknowledge that The Trust has the prime responsibility for health and safety and that the governing body and Headteacher have specific responsibilities to manage health, safety and welfare at the school level. They also have responsibilities:

- to support the published policies and aims of The Trust, and
- to promote continuous improvement in the health and safety performance of the education service.

The Headteacher, as Local Health and Safety Co-ordinator has the principal duty in the school for ensuring the local implementation of guidance, codes of practice and other advice from The Trust. This duty extends to ensuring that:

- working conditions and environment
- substances used
- equipment provided, and
- working methods adopted

do not impair the well-being of any employee, or any other person including clients, contractors, visitors, volunteers and any member of the public who may be affected by the conduct of its work.

1. ORGANISATION

The Headteacher has responsibility for day-to-day management of health and safety issues and is known as the local Health and Safety Co-ordinator. The Headteacher will delegate responsibility for day to day Health and Safety and Welfare as detailed at Appendix 1.

All staff should have due regard to their own health and safety and that of others including pupils, clients, visitors and colleagues.



2. HEALTH AND SAFETY POLICY REVIEW

The Trust's health and safety policy is reviewed annually by the Trust's Leadership teams. Procedures are reviewed locally as incidents crop up and any new procedures adopted. Prior to any changes in the policy staff are to be fully consulted through the Trust's JCNC.

Physical Education/Games have their own Health and safety Policy/risk assessments which are kept within the department. (Appendix C)

Science have their own Health and Safety Policy/risk assessments which are kept within the department (Appendix C)

Design and Technology have their own Health and safety Policy/risk assessments which are kept within the department (Appendix C)

Health & Safety issues/incidents are reported regularly to the Local Governing Body .

3. REPAIRS AND MAINTENANCE

The most common forms of accidents are slips, trips and spills.

It is the teacher's / Supervisor's responsibility to:

- be aware of and assess any risks
- visually check any equipment that they or their pupils are using
- take out of service and or label any defective equipment
- report any problems as soon as possible

All repairs (eg leaking pipes, unsafe electrical equipment, dangerous fittings) should be reported to the Estates Manager immediately via the online building request facility. If he is not available then the problem should be reported to the Headteacher.

Routine repairs should be notified to [insert].

4. COMMUNICATION AND INFORMATION MANAGEMENT

The Estates Manager carries out routine checks of all relevant Health & Safety guidance documents for updates which may need to be communicated to staff.

Heads of Department / Senior Teachers are responsible for managing curriculum subject-specific information and for keeping the Headteacher informed about new information and guidance received.

The school's Health and Safety policy is available to all staff via the staff room and the Trust and school's websites.

A copy of the 'Health and Safety Law - What you should know' leaflet is issued to all new staff. Poster displays have been distributed around the school, together with the names of the trade union representatives.



The Headteacher is responsible for physically keeping the 'Health and Safety - Premises Log book' up to date.

Trade union representatives are fully consulted on health and safety matters and invited to a 'walk around' of the school.

5. CRITICAL INCIDENT MANAGEMENT

The Suffolk County Council guidelines with regard to critical incidents are followed and staff are informed - the information is retained by The Headteacher. The school has the required number of trained first aiders. The school has reliable arrangements to cover the occasional (but foreseeable) absence of key staff so that first aid provision, medical needs and security are maintained. This may be due to planned absence, industrial action or 'emergencies' of any kind.

6. HEALTH AND SAFETY INDUCTION TRAINING

All staff receive an appropriate induction training including training that is matched to their specific work and responsibilities. Members of staff who are new to the school, particularly those with management responsibilities, have a comprehensive induction.

The following checklist is used:

- Overview of the school's health and safety policy and organisational structure
- Tour of the premises
- Current health and safety priorities for the school - safety policy targets
- Communication and relationships with other departments, schools and The Trust
- General health and safety advice, including the school's own guidance and that from the LA
- The use of the Incident Reporting form for incidents, hazards, work-related injuries and illness and fires (see HSE guidance)
- Where appropriate, curriculum specific guidance and arrangements for working with Suffolk County Council and other subject advisers
- For certain staff (Headteacher, Estates Manager) the arrangements for ensuring the duties relating to asbestos management are fulfilled and that the asbestos survey report is available
- Initial advice to women about the need for 'expectant and new mothers' risk assessment
- Smoking restrictions
- Fire evacuation and emergency procedures
- Introduction to recognised unions and the local representatives
- Employee problems and concerns - specific duties and responsibilities for the management of staff welfare
- Grievance procedures (as they relate to health and safety)
- Information on hazards that are specific to the school, and established controls or precautions



- Use of equipment and/or tools including defect reporting and the correct use of guards (where relevant)
- Materials and substances in use - handling and labelling systems/warning signs. COSHH requirements, risk assessments and health and safety data sheets
- Use and care of PPE (personal protective equipment)
- Housekeeping procedures for policy documents and local rules
- Legal responsibilities and rights
- Trips and visits protocol
- Physical examinations relating to statutory maintenance requirements where applicable (eg electrical equipment, fume cupboards and other exhaust ventilation equipment, lifts, hoists and lifting equipment, pressurised systems such as autoclaves and air compressors).
- Trained first aid personnel and first-aid facilities
- Fire extinguishers and blankets - location and use
- Security
- Restricted areas and equipment
- Manual lifting and handling - general advice and risk assessment (see HSE guidance)
- Safe stacking of materials
- Safety procedures for machines where applicable, including design technology equipment
- General housekeeping and maintenance of access and egress
- Safeguarding Procedures

7. ROUTINE UPDATING TRAINING

- Training plans for each individual member of staff are updated annually
- Refresher training for all staff colleagues on Health & Safety matters will be arranged on a regular basis, if possible at least every three years.
- Records are maintained for all health and safety training attended by staff. These records will be passed to the Headteacher for safekeeping. (NB records should be properly validated by being countersigned and dated by the staff themselves)

8. PERSONAL SAFETY PROCEDURES, SCHOOLS SAFE AND CONTROL OF VIOLENCE

All staff, who may deal with anyone presenting challenging or threatening behaviour, have access to the policy 'Risk Assessment for dealing with restraint'.

The Trust has a policy 'Violent Threatening Behaviour and Abuse' detailing how staff should deal with an incident where an adult has displayed aggressive behaviour or any kind of assault (including verbal abuse). There is a clear policy on reporting and investigating such incidents.

Visitors and people entering the school are monitored. All visitors/people sign in at reception and are issued with a badge or label. CCTV covers the front of the school, reception and areas around the site. Visitors are directed to use the main entrance to the



school. All the signs are clear and visible from the outside of the building and from the car park.

The keyholders for the school include: Headteacher, Estates Manager and Caretakers. Changes to this list are advised annually, to the area office and the local police contact.

In order to ensure the safety of lone workers, all staff colleagues who come into the school at times when the school is not in session are required to sign in and out on every occasion. Any member of staff who is working alone must have a working mobile phone with them at all times and the number must be registered with the school office.

9. PLANNED SAFETY CHECKS

Equipment

The following equipment is subjected to a formal, appropriate, programmed and recorded maintenance check:

- All indoor and outdoor sports and play equipment
- The school's water system(s) - hygiene, temperature and legionnaires disease checks
- Where applicable, mechanical equipment used in design technology
- Where applicable, fume cupboards and other exhaust ventilation equipment (eg design and technology machines, toilets and reprographic areas.
- Ladders, stepladders and mobile scaffold/access equipment
- Door closers, running gear and catches
- Where applicable, lifting gear, winches and hoists, lifts and stays
- Printing and reprographic machines
- Where applicable, autoclaves, compressors

On a rotation basis, a PAT qualified person checks all the electrical equipment. Staff are advised to undertake a simple and informal visual inspection of any electrical equipment they (or their class) are about to use. Technicians or other support staff may perform this task in advance of lessons for the relevant subjects, provided they have been advised of the need.

Premises

The whole school site is inspected once a term by a person or team that reports to the school's management team, health and safety committee and the governing body. Inspections involving Property Advisers (condition survey reviews and other 'walk-round' visits) also form part of the school's arrangements for checking the school.

There are visual checks on certain items carried out daily. For instance, fire exits and routes, fire and/or security alarm systems. Such checks are essential to ensure that safety critical facilities operate as planned every day.

10. INCIDENT REPORTING/INVESTIGATING



Accidents/injuries to pupils are dealt with by an adult on duty who will take the child to the medical room for treatment. The adult assesses severity. All first aid treatments are recorded in the accident book. The Headteacher should inspect more severe injuries. If in doubt the child's parents are contacted and the child is taken home or to the doctor. Procedures for contacting parents and updating home/ contact information are in place. The Trust's Incident Form is filled in if the person requires second aid. All adults dealing with body fluid discharges, vomit and other spills wear gloves. Soiled dressings are placed in the sanitary bins. Parents are notified of all head injuries. The Trust's Incident Report form and associated guidance booklet is used in the school. A procedure is in place to ensure that the necessary details are recorded on every Incident Report Form. These details include the school's ID (4 figure DfES code) number, the nature of the incident and other descriptive codes.

- All staff have been briefed on when and how to use the form.
- The Headteacher signs every Incident Report form.
- Every incident is subject to investigation, as appropriate, with a view to preventing recurrence.
- The school reviews relevant risk assessments after any incident or near miss.

The school's Local Governing body periodically reviews the incident history for the school and plans actions to reduce the likelihood of future incidents.

Infection control arrangements: The school has advice available for staff on infection control, intimate care arrangements and managing medicines and pupils with medical needs.

11. CO-ORDINATION OF RISK ASSESSMENT WORK

A Risk Assessment will take place for students, or those returning after a previous exclusion, or students transferring from other schools where appropriate. This will consist of a re-integration meeting with a member of staff.

A specific risk assessment may be required to assist with identifying measures the school should take to assist staff returning after a period of absence.

All classrooms will be regularly risk assessed, particularly if there are changes to layout / access / exits etc.

12. FIRE PROCEDURES

A fire risk assessment has been completed for the school and the fire risk assessment is reviewed annually and whenever there are significant changes to the premises or use of the premises.

Notices detailing the evacuation procedure and assembly points are placed around the school, with one in every classroom. The school's local emergency evacuation procedures are detailed at Appendix 2.

Wheelchair users are advised to use the suitable exit, with the designated person, in order to evacuate the building. Staff are made aware of these requirements.



Evacuation practice is carried out once per term.

There is a check to ensure that all fire extinguishers have been examined during annual maintenance checks.

All relevant staff are to be trained in the use of fire fighting equipment and other techniques to enable them to deal with a situation where a person's clothing is on fire.

All relevant staff are to be trained in fire extinguisher use to enable them to escape in an emergency.

Estates Manager ensures the weekly alarm test. Vertas provide a contractor to conduct the other tests.

The details of the alarm and other safety equipment tests, evacuation drills and fire precautions training are recorded in the log book.

Weekly routine checks are undertaken on all fire exits and doors. Records are kept in the fire precautions log book.

All wheelie bins are locked for security.

Arrangements are in place to ensure no 'hot work' is undertaken in the school without permission.

13. LOCALLY ORGANISED PREMISES MAINTENANCE, REPAIR AND IMPROVEMENT

The Headteacher, Governors and all other relevant staff colleagues have been advised about the asbestos survey report.

Service specifications are adequate and contractors are required work to appropriate standards.

14. FIRST AID - TRAINING AND EQUIPMENT.

All first aid equipment is appropriately located. There are crash boxes located around the school. There are also portable crash boxes available for use on trips and (where applicable) a crash box on the school's mini-bus.

Qualified first aiders monitor stock levels in first aid kits and ensures maintenance and replenishment is managed. Where applicable, the Head of PE will monitor stock levels in first aid kits and ensure maintenance and replenishment in the PE Dept.

There is a satisfactory procedure for disposal of clinical waste, including incontinence and sanitary waste.

The Estates Manager retains records of who is trained in First Aid and when their certificates expire. All the school's staff have been briefed about the school's first aid



provisions. A list of staff qualified to give first aid is retained in the school office, reception, staff room, Plc and R & R.

The Trust's Incident form is used for reporting injuries and how they are monitored.

A risk assessment is carried out in respect of first aid arrangements for visits and trips.

15. VEHICLE CONTROL AND PEDESTRIAN SAFETY

Routine deliveries are properly programmed and controlled. All deliveries are made at the designated location on the school site.

There is designated parking for staff and visitors. Visitors bays are at the front of the school and staff will need to go through the automatic gates to gain access to rear carpark.

Supervision for busy high risk times such as beginning and end of the school day is adequate.

Refuse collection is normally done at times when the school is not in session.

16. EDUCATION VISITS CO-ORDINATOR (EVC)

The current Suffolk County Council advice is followed and can be accessed at:

http://www.suffolklearning.co.uk/cms/view_folder.asp?depth=3&nextlevel=1022&rootid=6&level2=128&level2id=128&level3=128&folderid=1022

Becky Baldwin is the EVC co-ordinator and ensures that the appropriate training has been completed.

17. STRESS AND WELL-BEING

The school has taken positive action to manage stress and well-being issues. Stress and workload management issues are discussed and recorded during routine performance review/appraisal discussions and during return to work interviews.

18. SAFEGUARDING PROCEDURES

The current Suffolk County Council guidance is followed and supported by the school's Safeguarding Policy.

19. SUPPORTING PUPILS WITH MEDICAL NEEDS

The latest Suffolk County Council guidelines are followed and supported by the school's Drugs policy and Medical Care Plan.

Jen Beaton has the task of monitoring and reviewing the school's policy and practice relating to support given to pupils with medical needs.



20. PREMISES SECURITY AND SAFETY

The current Suffolk County Council guidance is followed. Suitable arrangements are in place to ensure adequate supervision exists when visitors (including parents and children who are not pupils of the school) are on site.

21. CONTRACTORS ON SITE

Any contractors on site must report to reception where there is a separate signing-in book.

New contractors are provided with separate instructions eg no-smoking, details of evacuation procedures and information with regard to suitable clothing and safeguarding procedures.

All contractors who make deliveries must first report to the school office.

Areas to avoid for the duration of any work are fenced off and all staff are advised to avoid the area,

The Site staff are responsible for monitoring the contractor's safety performance in order to prevent danger to people other than the contractor's staff. This includes checking the contractor's site is adequately fenced and that materials are stored reasonably safely. The Headteacher and Estates Manager must ensure that the contractor is behaving reasonably safely in respect of his/her own staff, ie following common sense safety precautions and avoiding reckless behaviour.

22. LETTINGS

A list of bookings is kept by the Estates Manager Prior to each letting, the area is checked to ensure that it is in a suitable condition.

Different fire procedures are available for lettings at times when the school is not in session.

A member of staff is always available by phone when a letting is in progress.

The hirer is requested to sign to acknowledge receipt of the information pertaining to health and safety or security information relating to the theatre.

The school enters into an agreement with the lessee with regard to first aid and equipment, fire procedure, telephone access and emergency procedures.

23. SCHOOL MINIBUS

The Suffolk County Council guidelines are followed. Estates Manager ensures the legal requirements relating to the minibus, this includes: road tax, MOT and records of routine checks done by the school/driver. All bookings are made by the Estates Manager.



The school uses DFE Insurers and all potential minibus drivers have to bring in their driving licence prior to driving the buses. Drivers without part D1 on their licence (post Jan 1997) must take their PSVL licence].

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APPENDIX 1

ORGANISATION

Task	Name of person responsible	Job title of person responsible
Health Safety and Welfare System & Policy review	Vanessa Whitcombe	Headteacher
Health and safety governor	David Bray	Governor
Communication and information management	Vanessa Whitcombe	Headteacher
Critical Incident Management	Vanessa Whitcombe	Headteacher
H&S Training	Chris Brown	Estates Manager
Programmed updating training	Team Leaders	
Personal safety procedures (also Schoolsafe)	Steve Watts	DOFCS
Planned checks Procedures/Premises/Equipment	All Staff	
Risk assessments for managed moves, EOTAS and excluded pupils	James Gosden	Dept Head
Infection Control	Chris Brown	Estates Manager
Incident reporting/investigation	Chris Brown	Estates Manager
Coordination of risk assessment work	Team leaders	
Fire procedures including personal emergency evacuation plans	Chris Brown	Estates Manager
Locally organised premises maintenance, repair and improvement	Chris Brown	Estates Manager
First Aid Training	Chris Brown Qualified Staff	Estates Manager First Aiders
Vehicle control and pedestrian safety	Chris Brown	Estates Manager
Educational visits coordinator (EVC)	Becky Baldwin	LOTC
Stress and Wellbeing	Louise Cassels	Teacher
Designated Safeguarding Lead	Vanessa Whitcombe	Headteacher
Supporting pupils with medical needs	Lisa Freds	Attendance Manager
Premises Security	Chris Brown	Estates Manager
Contractors on site	Chris Brown	Estates Manager



Outside lettings	Chris Brown	Estates Manager
Other (specify)		

Overall training responsibility may be allocated to a number of people e.g. the inducting of new Staff on Health and Safety procedures. A training grid is maintained which helps the identification and analysis of Health, Safety and Welfare requirements and this ensures that needs are identified and met within a reasonable period of time.

The Headteacher has responsibility for day-to-day management of health and safety issues and is known as the Health and Safety Coordinator.

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APPENDIX 2

FIRE AND OTHER EMERGENCY EVACUATION PROCEDURES

EMERGENCY FIRE EVACUATION

STAFF RESPONSIBILITIES:

All Core Leadership Team members and the duty team staff must ensure that radios are carried in the event of an evacuation.

Headteacher/Leadership Team Member in Charge: Takes the decision that everyone is accounted for and the buildings are clear. Inform On Call members of staff to turn off alarms when safe to do so.

Assistant Headteachers: Assist L Freds/K Dobell with sign out sheets.

J Miller/M Crissall: Checks Fire Alarm control panel in the R&R centre to establish which building alarm is active in. Call Fire Brigade to direct. Inform on Call of alarm activation location.

On Call: Checks zone location as directed by J Miller/M Crissall at the main building and informs Headteacher if building is safe.

Site Team: Assists at site of alarm, accounted for by J Miller.

L Freds (K Dobell/Alex Ager if absent): Takes registration data, signing out books for main school and 6th Form to assembly areas. Supplies registration data to Heads of House, Jackie Taylor, Gill Mitchell/Morag Ransome

Achievement Leaders: Distribute registration data to tutors and checks their year group of tutors for information about students present and reports to Head of School

Tutors: Collect register from their Achievement Leaders. Ensure that their tutor group line up in silence whilst register is taken. Supervise students throughout the evacuation. Ensures students wait for direction before leaving the assembly point.

P Cleary (C Brown if absent): Ensures the front blue gates and side gates are open and moves on to tennis courts to check canteen staff and playgroup are accounted for. Inform G Mitchell/J Taylor.

G Mitchell (J Taylor): Checks that all Teaching Staff without tutor groups, Operations staff, Supply staff and visitors to the site are present. Informs Headteacher.

M Ransome: Checks all Student Support staff present. Informs Headteacher.

Cover Supervisors: Ensure that absent tutors registers are taken every morning. Bring list of supply personnel to the assembly area. **CMA Receptionist/Main office admin staff:** Stand at the front of school to ensure that all visitors are aware that the building has been evacuated and that no one enters the building. Telephone fire brigade if required. Direct fire brigade to correct location.



APPENDIX 3

Local Department Health & Safety policies and procedures are held centrally by the estates manager and by individual teams. They are reviewed in line with this policy.

The areas are.

1. Science
2. PE
3. DT

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