



# Anthony Gell School

## Health and Safety Policy

Revision	Date	Description of Changes	Governors Meeting date and minute
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## Part One – Statement of Intent

This policy statement recognises that Anthony Gell School complies with the Health and Safety Work Act 1974 and the Management of Health and Safety at Work Regulations 1999.

- 1.1 Anthony Gell School's Governing Body and Senior Leadership Team recognise and accept their responsibilities both under civil and criminal law and also under Derbyshire County Council delegation for local management of schools. As responsible employers and/or persons in control of premises, the requirement to provide a safe and healthy working environment for all employees and others affected by its activities is acknowledged.
- 1.2 The school is committed to the following: risk assessments are undertaken, control measures implemented and systems are continuously monitored and reviewed.
- 1.3 In compliance with the Health and Safety at Work etc. Act 1974 and Safety at Work Regulations 1999, this school's Governing Body will, so far as is reasonably practicable, will aim to ensure:
  - Premises are maintained and in a safe condition
  - Safe access to and egress from the premises is maintained
  - Appropriate safe systems of work exist and are maintained
  - Sufficient information, instruction, training and supervision is available and provided to staff, so they are competent to fulfil their role in a safe manner.
  - Arrangements exist for the safe use, handling and storage of articles and substances at work and that all plant and equipment is safe to use.
  - Maintain a healthy working environment including adequate welfare facilities
- 1.4 In addition to the above commitment, the Governing Body also recognises its obligation to non-employees. Where it is reasonably foreseeable that pupils, members of the public, contractors etc are or may be affected by the school activities, the Governing Body will make the necessary information, instruction, training and supervision available. As an education provider which must set standards by example for its students, this commitment is seen as especially important.
- 1.5 The Governing Body will work with the Senior Leadership Team so that adequate resources are set aside from the total budget allocation for the expressed aims of the policy statement to be properly implemented.
- 1.6 The Governing Body is committed to this policy and all staff are required to comply as a condition of employment. They are encouraged to support the Governing Body's commitment to continuous improvement in our health and safety performance. For the policy to be effectively implemented the school must have the full co-operation of employees and others who use the premises. Employees are reminded of their own duties
  - to take care of their own safety and that of others
  - to co-operate with the Governing Body and Senior Leadership Team so that they may carry out their own responsibilities successfully.
  - To comply with all relevant codes of practice and standards as necessary and point out any shortcomings in these to management.
- 1.7 Consultation with employee representatives will be held as and when appropriate on all matters affecting the health and/or safety of employees concerned.

## Anthony Gell School - Health and Safety Policy

- 1.8 A copy of this statement is available to every member of staff and highlighted as a requirement to read in the staff handbook and for new staff via staff induction. A copy is on the school network under staff read/school policies. This policy statement and the accompanying organisation and arrangements will be reviewed at least annually and revised as and when necessary.
- 1.9 This policy statement, together with the organisational structure and the following arrangements and procedures, has been approved by the school's Governing Body.

By the Governing Body approving this policy, the Chair and the Headteacher supports and endorses this policy.

## **Part Two – Organisation**

### **2.1 Responsibilities of Governing Bodies**

Governing Bodies are responsible for ensuring that health and safety is maintained within their school through their knowledge that certain key elements are in place within the school. The responsibilities of Governing Bodies outlined below fall principally into the areas of monitoring of performance, health and safety matters are adequately resourced and staff who have specific health and safety responsibilities are aware of and undertake those responsibilities.

In particular the Governing Body will check the following:-

- The school has a Health and Safety policy which is implemented within the school and that the effectiveness of this policy is monitored. The Governors have formally approved this policy.
- Health and safety is effectively managed in the school through appropriate management systems including risk assessments, inspections, communication systems, guidance, review and monitoring.
- The school considers health and safety as an ongoing priority and aims to ensure that health and safety obligations are included in the School Improvement Plans where appropriate.
- Health and safety responsibilities are allocated to appropriate staff within the school's organisational structure.
- When decisions on staffing levels are being considered, the health and safety implications of such decisions are fully considered.
- Adequate resources for health and safety are identified.
- Health and safety advice from the LEA is sought as necessary and that this advice is acted upon as far as is reasonably practicable.
- An appropriate forum exists for discussing health and safety issues, taking decisions and ensuring action is carried out. This will be the FSCP sub-committee of governors where health and safety is a standing agenda item. Relevant issues are taken to full governor (FGB) meetings for approval, information or comment.
- They receive an annual report on the school's health and safety performance from the Headteacher to include, for example, the findings of risk assessments, any problems the Headteacher feels need referring to the Governors, accident statistics, any changes in working practice and any budgetary implications (this is not an exhaustive list).
- Governors receive on a regular basis any guidance issued by the Local Authority and take appropriate action as necessary.
- Governors review annually the health and safety performance of the school and set targets for achievement for the next year.
- All the County guidance on school journeys and adventure activities and licensing where appropriate is complied with.

## **2.2 Responsibilities of The Headteacher**

The Headteacher is ultimately responsible for the day to day implementation of health and safety in their school. This includes use of the school after hours for lettings and other events.

In order to effectively discharge this responsibility, the Headteacher will check that:-

- A school Health and Safety policy is developed with the Governing Body in line with the LA Health and Safety policy and guidance and that this policy is fully implemented and monitored within school.
- The policy is brought to the attention of all employees and is periodically reviewed.
- Their knowledge of health and safety issues is kept up to date.
- Individuals within the school staff are allocated appropriate duties in terms of health and safety management and that these are recorded in the school Health and Safety policy document.
- Staff are made aware of the health and safety guidance and any guidance issued by the LA which is relevant to their work.
- Governors receive a report which includes health and safety at each Financial, Staffing and Premises Committee meeting.
- Inspections of the school are carried out as per LA guidance and that appropriate action is taken to deal with the findings of these inspections.
- The school has a relevant number of people trained to carry out risk assessment.
- Risk assessments of all significant risks are carried out and that the findings of these risk assessments are communicated to all those who may be affected by the risk.
- Following risk assessment, an action plan is drawn up with identified risk reduction measures which are followed up.
- Adequate resources are made available so that the school meets its statutory obligations as far as is reasonably practicable.
- Staff training needs in terms of health and safety are identified and that staff receive adequate health and safety training where required. This should include ensuring that all staff (including supply, part-time and temporary staff, staff undergoing teaching training and students on work experience) receive as a basic minimum induction training.
- An appropriate hazard reporting system is set up and that there is a follow-up procedure to check that actions have been taken.
- All equipment (both personal protective equipment and general equipment eg tools, ladders) is provided and is suitable for the task for which it is intended and that it can be adequately and safely stored.
- Systems exist so that equipment is checked and where it is found to be faulty that it is taken out of use until repaired/disposed of.
- Safe systems of work are adopted and are documented.
- All goods purchased comply with the relevant safety standards and where there are health and safety implications for their use that these are considered prior to purchase and appropriate systems of work and risk assessments are put in place.
- Appropriate emergency procedures, eg fire drills, fire alarm testing, etc, are carried out in accordance with the guidance in the Health, Safety and Risk Management Handbook and that the results are recorded and where appropriate acted upon.
- Where contractors are appointed to work on the site that all appropriate Health and Safety documents (eg Safety policy/risk assessments) have been seen by the most appropriate staff in school. That all risks presented by the contractor's work have been assessed and appropriate controls put into place and that the contractor has been made aware of any risks that there may be to their health and safety from working on the site.
- That there are systems in place for all necessary permits to work are completed by contractors

- All parts of the premises and plant that the Governors are responsible for the repair and/or purchase of are regularly inspected and maintained in safe order. That any unsafe items which are the responsibility of the Local Authority are reported to them in the appropriate form.
- Where a situation presents an imminent risk of serious personal injury that action is taken to minimise that risk as far as is reasonably practicable irrespective of who is ultimately responsible for dealing with it under the LMS scheme.
- Appropriate first aid provision is managed and maintained.
- Where the premises are used or let after hours that all appropriate health and safety considerations eg access, lighting, emergency escapes, access to a phone, access to first aid facilities, have been considered and the necessary actions have been put in place.
- Any Health and Safety guidance received from the LA is made available to the Governing Body so that appropriate action may be taken as necessary.
- Appropriate liaison and consultation with Trade Union representatives takes place.

### **2.3 Responsibilities of Employees**

All employees have health and safety responsibilities as outlined by the Health and Safety at Work etc Act 1974 and the Management of Health and Safety at Work Regulations 1999.

The health and safety responsibilities of employees are as follows. Whilst at work all employees will:-

- Make themselves familiar with and conform to the School's Health and Safety policy.
- Be aware of and comply with all LA Health and Safety guidance and instructions, safe systems of work and risk assessments, including control measures relevant to their area of work.
- Point out any shortcomings in the School's and/or the LA's arrangements for health and safety (guidance, instruction, safe systems of work and risk assessments) to the Headteacher as appropriate.
- Report all hazards and incidents occurring during the course of their work to their line manager. In addition to this, where the hazard is such that it represents an imminent risk of serious injury, the employee must take all steps within their control to make the situation safe (without putting themselves at risk).
- Use appropriate safety equipment and personal protective equipment/clothing which is provided by the employer, used by persons under their charge where appropriate.
- Co-operate with management in any situation related to health and safety, for example, the introduction of new procedures, initiatives or requirements.
- Co-operate with any investigations related to health and safety, eg accident investigations.
- All staff who have responsibility obey safety rules and safe systems of work.
- Not use equipment for which they have not been trained to use.
- Take reasonable care for their own health and safety and that of other persons who may be affected by their acts or omissions.
- Report all accidents however minor or near misses.
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare.

### **2.4 School Health and Safety Coordinator (School Business Manager)**

The School Health and Safety Co-ordinator has the following responsibilities:

- to co-ordinate and manage the annual risk assessment process for the school.

- to co-ordinate the annual general workplace monitoring inspections and performance monitoring process.
- to make provision for the inspection and maintenance of work equipment throughout the school.
- to co-ordinate the keeping of records of all health and safety activities including management of the building fabric and building services in liaison with County Property division and other contractors.
- to advise the Headteacher of situations or activities which are potentially hazardous to the health and safety of staff, students, hiring groups and visitors.
- To assist staff in being adequately instructed in safety and welfare matters in connection with their specific work place and the school generally; and
- To carry out any other functions, relating to Health and Safety as devolved by the Headteacher or Governing Body.

## **2.5 Teaching/non-teaching staff holding positions of special responsibility**

This includes Deputy Headteachers, Assistant Headteachers, Directors of Teaching and Learning, Assistant Directors of Teaching, Premises Manager, SENCo, Head of Sixth Form and ICT Services Manager they have the following responsibilities:

- Apply the school's Health and Safety policy or relevant CAYA department health and safety guidance to their own department or area of work and to be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements.
- Carry out regular health and safety risk assessments of the activities for which they are responsible.
- Assist all staff under their control to become familiar with the Health and Safety code of practice, if issued, for their area of work.
- Resolve health, safety and welfare problems members of staff refer to them or refer to the Headteacher/Health and Safety Coordinator any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- Carry out regular inspections of their areas of responsibility to check that equipment, furniture, and activities are safe and record these inspections where required.
- Provide, as far as practically possible, sufficient information, instruction, training, and supervision to enable other employees and students to avoid hazards and contribute positively to their own health and safety.
- Fully assist with the investigation of accidents that occur within their areas of responsibility.
- Prepare an annual summary for the Headteacher on the health and safety performance of their department or area of responsibility.

## **2.6 Class teachers**

Class teachers are expected to:

- Exercise effective supervision of their students, to know the procedures for fire, first aid and other emergencies and to carry them out.
- Follow health and safety measures to be adopted in their own teaching areas as laid down in the relevant guidance and apply them as required.
- Point out any shortcomings in Health and Safety arrangements relevant to their area of work.
- Give clear oral and written instructions and warnings to students when necessary.
- Follow safe working procedures, be aware of all risk assessments and appropriate control measures relevant to their area of work and teaching.
- Require the use of protective clothing and guards where necessary.



- Make recommendations to their Headteacher/ Health and Safety Coordinator or Director of Teaching and Learning on health and safety equipment and on additions or necessary improvements to plant, tools, equipment, or machinery.
- Integrate 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.
- Avoid introducing personal items of equipment (electrical or mechanical) into the school without prior permission.
- Report all accidents, defects and dangerous occurrences following the school procedures.
- Set a good personal example.

## **2.7 School Health and Safety Representatives**

The Governing Body and Headteacher recognise the role of Safety Representatives appointed by a recognised trade union. Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee complaints, and carry out school inspections within directed time but, wherever practicable, outside teaching time. They will also be consulted on health and safety matters affecting all staff.

They are also entitled to certain information, e.g., about accidents and to paid time off to train for and carry out their health and safety functions. However, they are not part of the management structure and do not carry out duties on behalf of the Head teacher or Governing Body.

## **2.8 Students**

Students, in accordance with their age and aptitude, are expected to:

- exercise personal responsibility for the health and safety of themselves and others.
- observe standards of dress consistent with safety and/or hygiene.
- observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency; and
- use and not willfully misuse, neglect or interfere with facilities or equipment provided for their health and safety.
- Utilise PSE lessons and School Council representatives
- Report any health and safety concerns.

## **2.9 Visitors, Members of the Public and Volunteers**

Visitors and members of the public are requested 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 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.

All supply teachers and TAs will be given a booklet on arrival so that they are aware of child protection and other procedures. They will also be given a temporary staff badge.

They are also encouraged to report any health and safety concerns.

## Part Three - The procedures and arrangements for implementing the policy

The following procedures and arrangements have been established within our school to minimise health and safety risks to an acceptable level. They are listed in alphabetical order. **Fire arrangements are covered in the fire related policy and procedures.**

### 3.1 Accident and dangerous occurrence Reporting, Recording and Investigation

The School follows guidance from the Local Authority for reporting and investigating incidents. Key points are outlined below. The Health and Safety Coordinator can provide further advice and guidance.

- All students, staff and visitors should take immediate action to:
  - Manage their own safety
  - Control any given situation, and as far as possible stabilise the situation
  - Summon appropriate assistance
- Reporting of accidents is centralised through the staff in the Pastoral Base:
  - Accidents and Injuries must be reported through the Pastoral Team and these are recorded on the SafeSmart system.
  - If a student or member of staff falls ill or is injured, help should be sought from Pastoral, Reception or a qualified First Aider. Where the illness or injury takes place off-site, support should be sought from the nearest available point and school reception contacted, or in the case of out of hours activities the named contact person on the trip Risk Assessment.
  - Students or staff should only be brought to Pastoral if there is no further risk to the casualty, or themselves. First Aid kits are available in every department for minor injuries such as graze, cut etc but these still must be reported and recorded through SafeSmart.
  - All accidents or incidents classed as 'reportable' are reported online through the Local Authority Health and Safety Team. This is completed by the School Business Manager. Reportable accidents of staff, resulting in more than 7 days absence should be reported as soon as possible.
  - Lettings – the lead person letting areas in school must report accidents to member of site team.
- The school will investigate all serious accidents, incidents and near misses then identify and implement means to prevent a reoccurrence.
- The school reviews its accident records at six monthly intervals to look for patterns and trends and reduce further risks.

### 3.2 Activity Risk Assessment

All school activities must be assessed for hazard and evaluated for risk by staff with responsibilities referred to [in section 2.5](#) . An assessment that identifies a significant hazard should be recorded in writing and the measures needed to control the risk to health and safety should be listed. Copies should be kept by the DTL/ADTL/Manager within their departments. [Please also refer to the section on Curriculum Safety.](#)

### 3.3 Anti-Bullying Policy

The school has an Anti-Bullying Policy. All members of staff are responsible for helping to make the school a safe place for everyone. If a member of staff witnesses or has a bullying incident reported to them by a student, they should take immediate action as outlined in the policy:

- The Pastoral team can be consulted for advice.
- The account of what has been witnessed should be recorded on PARS/My Concern (if there is a safeguarding element to the bullying)
- A separate Bullying Log is maintained by the Pastoral Team and this is submitted to DCC for monitoring.

- Likewise, if a member of staff witnesses or feels they have been bullied by another member of staff, they should speak to the most appropriate person such as their line manager, union representative, Headteacher or Deputy/Assistant Headteacher.

### **3.4 Asbestos**

To minimise risk from asbestos containing materials on the school's premises, the school maintains a safe and healthy environment by:

- complying with all regulations and Local Authority policy concerning the control of asbestos
- making sure The Duty Holder (Headteacher) has relevant training from DCC
- ensuring the asbestos survey is readily available, and that staff are aware of it and act accordingly
- all contractors obtaining a Permit to Work before commencing work on site.
- the Duty Holder reviewing the asbestos register annually and carrying out a visual survey of all recorded asbestos to check the information in the register and condition of the asbestos has not changed in line with LA Policy
- All staff will be made aware of the presence of any known asbestos in their area and must abide by any rules in place (eg do not disturb it for example by pinning displays into areas of known asbestos). They must also immediately report any damage to such areas.

Please see the Asbestos Policy.

### **3.5 Assault Reporting**

All assaults should be reported. Where the assault takes place between students, the pastoral team should be involved and sanctions followed as appropriate.

- All assaults on members of staff should be reported immediately to a member of SLT where appropriate action must be taken. These assaults must be reported on the DCC Assault form.
- Serious assaults on students must be reported on the DCC assault form held in Pastoral.
- Risks to personal security, premises and property will be assessed through the risk assessment process.

### **3.6 Communication of Health and Safety Information**

Communication of information is available to all staff through the intranet, staff bulletins and briefings.

### **3.7 Contractors**

Anthony Gell School will adopt all safe practices as recommended by Derbyshire County Council (DCC). This includes

- Checking the contractor's own health and safety policy, risk assessment and method statement for the work to be carried is appropriate.
- Checking the competence of contractors and visiting workers
- Ensuring that the contractor has relevant insurances in place.
- Holding a pre-contract meeting with the contractor to discuss safety issues relating to the work and to hold on-going meetings throughout the contract.
- Passing on any relevant safety information to the contractor which could affect their safety.
- All contractors and visiting workers comply with the Permit to Work regulations, held in the caretaker's office.

### **3.8 COSHH**

Anthony Gell School recognises its use of substances which may be hazardous to health eg cleaning chemicals, science chemicals etc. COSHH risk assessments should be in place for curriculum based chemicals and hazards will be the responsibility of the relevant DTL/ADTL. Premises COSHH risk

assessments will be the responsibility of the Premises Manager. These should be assessed on the basis of risk assessment, COSHH assessments and any PPE requirement.

Where the school uses a contracted service, the COSHH assessments will be the responsibility of the contractor.

An inventory of all hazardous substances should be held and Material Safety data sheets kept up to date. These should be held centrally for the premises, and in each Faculty for subject specific hazardous substances. Processes which use or create hazardous substances must be identified and a COSHH assessment for their specific use undertaken.

A purchasing policy for hazardous substances should be in place and safer alternatives to using a hazardous substances should be considered for each substance. Where it is assessed that PPE is required it shall be appropriately selected and provided. Staff are responsible for ensuring that they use PPE where it is provided and ensuring students also use PPE as appropriate. Training in the use of PPE will be provided where necessary.

Hazardous substances should be stored in locked containers with access to authorised staff. Incompatible substances should be stored separately.

### **3.9 Curriculum Safety (including extended schools activity/study support)**

The school recognise that there are risks associated with curriculum delivery. A balance needs to be achieved between independent learning and the necessary supervision to maintain safety. Schemes of Work and lesson planning should show how students are taught how to identify and reduce risks in the way that they work.

- Teachers will be familiar with risks which might arise from the tools, equipment, materials, all guards, safety systems and processes they plan for children to use via risk assessments.
- All teaching assistants and support staff must be aware of the safety procedures and practices relating to any of the activities that they support.
- DTLs and ADTLs are responsible for ensuring that the safe practices are adopted for extra-curricular / enrichment activities.
- DTLs and ADTLs are responsible for maintaining and monitoring a departmental Health and Safety policy and suitable risk assessments relevant to their departments. This is particularly relevant to high-risk subject areas (Science, Technology, PE and the Arts).

### **3.10 Child Protection Policy**

The school has a Child Protection Policy which is available on the school website, the school's intranet under 'policies' and a hard copy in the pastoral base. Any member of staff who has concerns or suspects that a child might be 'at risk' should discuss this first with either the designated safeguarding leads or the Headteacher.

### **3.11 Display Screen Equipment ( DSE)**

Users of DSE are identified using the criteria in the DCC Policy. It is a user's responsibility to self-assess their workstation and report any concerns to the Health and Safety Co-ordinator.

A self assessment e-learning tool is available for staff. Any staff member can take this e-learning course as it may help them to be comfortable when they do use DSE but it is mandatory for identified users. Identified users under as defined under the DCC policy will be entitled to free eye testing as per this policy. Appropriate equipment is provided if identified as necessary by ergonomic assessment. DSE users are encouraged to take regular breaks from using DSE.

### **3.12 Duties**

Break time and after school duties form part of Teachers' contracts. A rota is published and teachers are asked to familiarise themselves with the risks associated with their designated area. Particular attention is drawn to making sure that students wait for and board the buses in an orderly fashion.

Lunchtime supervision is provided by identified members of staff. The Headteacher has a duty to monitor lunchtime safety and behaviour and to arrange changes in supervision or areas available to students as necessary. In the event of an emergency or incidents which might be considered to be a risk, all staff who are on site are expected to support all Health and Safety procedures, particularly in the case of evacuation and serious risks.

### **3.13 Drugs & Medications**

If a student or member of staff is taken ill on the premises, help should be sought from the Pastoral Base or a qualified First Aider. Students or staff should only be brought to Pastoral Reception if there is no further risk to the casualty.

Where the illness or injury takes place off-site, support should be sought from the nearest available help and school should be contacted and a member of SLT informed. Students or members of staff who require specific medication should keep an emergency kit in the medical room, with equipment and procedures clearly labelled.

The school nurse will be approached to provide additional background information for staff. It is the responsibility of the parent, student or member of staff to make sure the medication is kept up to date. For ease of finding information, instructions should be copied onto pink paper.

If it is necessary to administer the medication, then the Medication Log, held in the medical room should be completed. This information is on the student's record in SIMs and PARS. Staff will be reminded to check the list at the start of the academic year and they will be alerted during the year if there are specific medical information or concerns which need to be shared. Where the medical condition is considered to be life threatening relevant staff will be made aware how to administer the appropriate medication. For ease of finding information, instructions should be copied onto pink paper. This is particularly important if a student is likely to need medical assistance outside normal school hours (sport trips, after school activities, residential, trips abroad). Appropriate training will be given.

In terms of administering medicines, the school has adopted safe procedures as recommended by Derbyshire County Council. In case of serious substance abuse, emergency services and parents should be called immediately through Reception. A written note should be prepared and left at Reception giving any evidence of what might have been consumed. For all other cases of substance abuse, parents should be contacted.

In the case of needing to administer an Epi-pen, trained staff should follow the instructions they have received and immediately dial 999. Staff should ask for paramedic assistance, stating anaphylaxis and listen to the advice given. Another member of staff or student should be sent to reception where the Receptionist will make arrangements to meet the paramedic and contact Emergency contact (parents/next of kin). In case of needing a Defibrillator, trained school staff will use the school's defibrillator and use our protocol for its use.

### **3.14 Electrical Equipment and maintenance/storage of other equipment and materials.**

All equipment must be regularly inspected and maintained, defects reported and if dangerous, the equipment should be taken out of use immediately. All staff are responsible for monitoring the use of any form of equipment. Only electrical equipment that is properly installed and maintained should be used. The indication that equipment has been properly maintained is that a label is attached to each item bearing a date on which it was last tested. Staff should carry out regular visually inspections of their electrical

equipment. Items causing concern should be immediately taken out of use and reported to the School's Health and Safety Co-ordinator (the School Business Manager at AGS). All portable appliances will be formally inspected and tested annually; failed appliances removed immediately.

All mains electrical testing should be carried out every 5 years.

- Neither staff nor students are permitted to bring in personal items into school which have not been tested for example: video cameras, hairdryers, DVD players etc.
- Guards should be in a good condition and fitted. Other protective devices should be operational and must always be used.
- Toxic, flammable or other dangerous materials should be stored in accordance with the Local Authority instructions. COSHH documentation (inventories and assessment forms) relating to such substance should be kept up to date and reviewed annually by the relevant DTLs and ADTLs (Science, Technology, Arts).
- Fixed equipment for Physical Education will be checked and repaired as necessary on an annual bases as part of the Joint use Agreement with Freedom Leisure.
- It is recognised that staff may wish to use toasters/kettles and microwaves. These should be placed on a level surface away from flammable items. Items brought from home will only be allowed after they have been PAT tested.
- Staff should visually inspect all equipment before use
- Staff should store equipment appropriately and only use these for tasks it is designed for.
- Equipment which should only be used by trained, competent or authorised staff should be stored or labelled to prevent unauthorised use

### **3.15 ICT**

All staff must follow the Acceptable Use of ICT procedures which are to be found in the E-Safety Policy. Students must follow the AGS student Use of IT Policy, and this is shared with all students at the start of each academic year. Students should sign to say they have read and understood this policy each year.

### **3.16 Fire Safety and other evacuations**

The school has a specific Fire Evacuation Policy. Staff are required to read this policy available on the staff Intranet. Some staff hold specific responsibilities during an evacuation.

Fire Action notices are displayed and the exit routes are displayed throughout the school. All staff are responsible for notifying the Health and Safety Co-ordinator (our SBM) in the event of discovering that a copy is missing from any room.

- Fire procedures form part of new staff induction and reminders made at the beginning of each academic year for all members of staff and as appropriate during the year should the need arise.
- All staff must make themselves familiar with the fire procedures and what to do in the event of fire.
- Regular practice evacuations will be held. In all circumstances when the siren sounds, all staff must follow procedure and evacuate the building.
- The building should be cleared within 3 minutes of the siren sounding.
- No one is permitted to return to the building until authorised to do so by a member of the Senior Leadership Team, after permission has been gained from the Headteacher. This will be from the senior Fire Officer in attendance if the Fire Service have been called.
- A log will be kept in the 'Red Box' in reception giving details of all evacuation practice or otherwise.
- Routine checks of the fire safety equipment will be carried out by the premises staff. The outcomes will be recorded in the fire log in the red box. All fire extinguishers will be checked at least annually and refilled accordingly by the contractors.

- Staff should regularly check fire escape routes and not store items in front of fire exits or fire alarm points or fire fighting equipment.
- Staff should not store flammable items near to ignition sources

### **3.17 First Aid**

The school will encourage sufficient staff to obtain and maintain First Aid Qualifications.

- A qualified First-Aider must accompany all mountain walking and expeditions. For all other high risk activities, such as residentials, cycling and water-based activities, staff should check the requirements in the specific Risk Assessments provided by the Local Authority.
- The school will also encourage students to have at least a basic understanding of First Aid. This will be addressed through the curriculum and where relevant through the use of visitors.
- The 'appointed person' for the school is a Pastoral Manager. However, a list of all other qualified First Aiders will be on display in the school on the reception notice board which includes both teaching and support staff. The nearest qualified First-Aider should be called upon for all urgent emergencies who will then liaise with the Pastoral Manager. All non-urgent cases should be dealt with by any qualified First-Aider.
- First-Aid stocks are held in the following areas: Medical room, Science, Technology, Minibus and Reception.
- Medical kits are also available from the Pastoral Base for taking on trips and visits. Any treatment administered should be logged on the school online reporting system 'SafeSmart'. Shortfalls within First-Aid stocks should be notified to Pastoral so that supplies can be topped up.
- All First-Aid stocks should be sent to Pastoral at the end of the school year so that supplies can be topped up.
- Contractors working in school and hiring groups will have their own first aid arrangements.

### **3.18 Glass and Glazing**

Any glass replaced or installed in school is to be of required safety standard.

### **3.19 Health and Safety Advice and Management**

To enable the school to keep up to date with current legislation and procedures, the school will, purchase the Health and Safety Traded Service from Derbyshire County Council. This gives access to current, specific guidance on a range of issues, accessible through Derbyshire Services for Schools. All staff can access Health and Safety guidance from staff in school and/or by requesting a log-in from the home page of the Services for School website.

A critical incident plan will be held by the Headteacher and the Chair of Governors. School based copies will be held in the Headteacher's PA's office and the office next to G16. In addition to the paper copies of this document, the Critical Incident Plan will also be available to the Headteacher, the Network Manager, members of the SLT and the Headteacher's PA.

### **3.20 Lettings/shared use of premises**

All organisations or individuals hiring school facilities will complete a Lettings form. All bookings are to go to the Clerk to Governors. Sports facilities are booked via the Leisure Centre. The Governing Body provides public liability insurance for all official lettings.

### **3.21 Lone Working**

A copy of the lone working risk assessment is available. Staff have a responsibility to manage their own health and safety and assist in the operation of any systems designed provided for their safety. During holiday periods when staffing is at a minimum/unpredicted level, staff sign in and out by the premises office.

Premises staff may be required to attend for alarm call-outs. The police will be requested to attend where there may be intruders on site. Premises staff will put their own safety ahead of protecting the building and will never tackle an intruder. A copy of the lone working risk assessment is available.

### **3.22 Mini-bus**

The Premises Manager is responsible for ensuring the regular routine maintenance of the school's minibuses. All staff who drive the minibus must have the correct authorisation from DCC. This is renewed annually and coordinated by the Premises Manager. Drivers of the minibus are required to carry out vehicle checks and sign the log before each use.

### **3.23 Moving and Handling**

Any activities that involve significant manual handling tasks shall be risk assessed and where appropriate training will be provided for staff. Site staff have equipment to use for manual handling and should be called upon to move large, awkward or repeating items.

### **3.24 Monitoring**

Governors will review this policy annually and receive termly reports on Health and Safety at the Finance, Staffing and Premises meetings. The DCC self-audit will be conducted annually and the findings presented to governors. There is an annual landlords' visit to check for premises compliance eg. Legionella, Gas testing etc

### **3.25 Off site visits – Risk Assessment**

The school has subscribed to and uses the 'Evolve with EduFocus Educational Visits Online Virtual Environment' to manage Risk Assessments associated with school visits, as recommended by DCC. School visits are not allowed to proceed until the appropriate signatures and authorisation has been obtained. See the Educational Visits Policy.

### **3.26 Smoking**

Smoking is not permitted inside any part of the building at any time. The Governors have approved an Anti-Smoking policy to which all staff and students are expected to comply with.

### **3.27 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 will be offered a role in these consultations. An annual visit, on behalf of Derbyshire Teachers, from a union representative who inspects and reports on safety, health and welfare is welcomed.

### **3.28 Staff Health and Safety Training and Development**

All new staff or those with changes in post, plus supply staff and volunteers, are to receive appropriate training in the key issues which affect their work. Particular attention is paid to emergency evacuation procedures and Child Protection issues.



DTLs and ADTLs within the school will undertake a training needs analysis to identify the competency requirements of specific job roles in terms of health and safety, and will help to ensure that appropriate training is delivered and training records held centrally. This training needs analysis will be reviewed on an annual basis via performance management or on the introduction of new legislation or as new staff join the department.

Where new jobs or tasks are introduced, or where there are changes in health and safety legislation training and competency issues, DTLs and ADTLs will address these as a matter of priority.

### **3.29 Staff Well-being / Stress**

Managers will include workplace stress as part of the risk assessment process identifying areas of concern e.g. workload, emergency call out, job security etc. and implement appropriate control measures, so far as is reasonably practicable.

Where workplace stress arises, managers will deal with the issue in a sensitive and constructive manner using all available means within DCC to manage stress and assist staff. Governors have adopted the DCC Stress Policy.

### **3.30 Working at Height**

Staff have a responsibility to manage their own health and safety and assist in the operation of any systems designed to provide for their safety. Work at height training is made available for those who require it.

Only staff with approved work at height training are authorised to work on anything other than a step ladder or kick step.

Staff who wish to use a step ladder for example to display work must consult the DCC ladder guidance and read and sign the step ladder risk assessment (available in the premises office). Staff should only use purpose built equipment to work at height and all equipment should be checked and used in the correct way.

Staff should not use chairs, tables etc to access heights. Mobile scaffold towers are only erected and used by trained and authorised staff.

### **3.31 Work Experience**

Work experience co-ordinators will work with DCC Health and Safety department to check that all health and safety procedures are carried out.

### **3.32 Workplace maintenance**

All staff are responsible for reporting any faults or Health and Safety concerns that arise. These are reported via the electronic fault report system or immediately notified to the Health and Safety Co-ordinator or Headteacher if an immediate risk is present.

The Premises manager will monitor and control any hazards associated with premises. Legionella checks and holding a copy of the asbestos register on site are examples of significant property risks that are being controlled.

There is an annual landlord safety inspection carried out by the LA. Staff should regularly check that work areas and walkways are kept clear of obstructions. Staff should place rubbish in suitable bins and alert the site team of rubbish that needs removal.

Heavy items should not be stored on top of cupboards

Staff should not overfill storage cupboards and racks, so they are not in danger of toppling. Staff should consult the premises manager for advice if needed.

Wherever possible extension cables are not used and if in use are used in accordance with the manufacturer's guidance. Staff must not overload extensions or plug extension leads into extension leads.

### 3.33 Health and Safety Chart showing summary roles and responsibilities

The purpose of this chart is so that there is a clear understanding of who does what at Anthony Gell School in relation to Health and Safety:

**LA – Health and Safety Consultant**  
Guidance, advisors, expertise, inspections;  
H&S Officer: Dave Newbury

**Premises Responsible Person:**  
Malcolm Kelly (Headteacher)

**Governing Body: Policy and Monitoring**  
H&S officer – Ian Ambrose (Governor)

**H&S Co-ordinator**  
Holly Walker-Riggott (SBM)

**DTL/ADTL**  
Subject and Area specific responsibilities

**Premises Manager**  
Steve Beech  
Premises, Minibus, Security

**All Staff**  
Read and abide by the policy  
Take care of own Health and Safety and  
that of others that may be affected by your  
actions at work  
Report any Health and Safety issues