



# Health & Safety Policy And Procedures

*Agreed by the Local Governing Body: July 2020  
Next Review Date: July 2021*

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## **Section A Statement of Intent**

### **1. General Policy Statement**

- 1.1 It is, and will remain Fort Pitt Grammar School's commitment under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1992, to conduct its activities in such a manner as to prevent adverse effects on the Environment and the Health, Safety and Welfare of Staff, Students, visitors and contractors as far as reasonably practicable, in particular:
- 1.2 To maintain the school in a condition that is safe and without risk to health, with safe means of access and egress.
- 1.3 To provide and maintain a safe working environment for staff, students, visitors and contractors without risk to health with adequate facilities and arrangements for their welfare at school.
- 1.4 To provide plant and equipment that is safe, without risk and is adequately maintained.
- 1.5 To provide staff, students, visitors and contractors with information, training and supervision as is necessary to promote health and safety.
- 1.6 To ensure the use, handling, storage and transportation of articles and substances are safe and without risk.
- 1.7 To carry out risk assessments and continuous monitoring to ascertain potential risk to the environment, health and safety.
- 1.8 To ensure effective systems are in place for recording and reporting accidents and health & safety concerns and that these systems are properly managed and reviewed regularly.

## **Section B Organisation**

### **1. Local Governing Body (LGB) Roles and Responsibilities:**

The Fort Pitt Grammar School LGB is accountable to the Trustees and responsible for ensuring:

- 1.1 Arrangements exist for the school to comply with its Health and Safety responsibilities.
- 1.2 The Senior Leadership Team adopts, reviews periodically and amends, as appropriate, the School Health and Safety Policy.
- 1.3 Adequate funds and materials required meeting all statutory and the school's health and safety requirements are budgeted for.

- 1.4 Periodic monitoring inspections are carried out to maintain and enhance the school safety performance.
- 1.5 The effectiveness of the policy is periodically appraised and any necessary changes made.
- 1.6 They take a direct interest in the policy and publicly support all those carrying it out.

## **2. Headteacher - Role and Responsibilities:**

The Headteacher is accountable to the LGB and the CEO for implementing and monitoring the Schools Health and Safety Policy by:

- 2.1 Ensuring responsibility is assigned and accepted at all subordinate levels.
- 2.2 Taking day to day responsibility for all health and safety matters in the school.
- 2.3 Liaising with School Advisory Body and the CEO on policy issues.
- 2.4 Ensuring staff have sufficient information, instruction, training and supervision to enable them to comply with departmental safe systems of work, established rules and working practices.
- 2.5 Ensuring Health and Safety is a prominent feature in the running of the school and for ensuring policy is implemented.
- 2.6 Designating Heads of Departments to co-ordinate health and safety matters affecting their departments.
- 2.7 Delegating the overall day to day Health & Safety Coordination Role to the Trust Business Manager.

## **3. Senior Staff Responsibilities:**

Senior Staff are accountable to the Headteacher for implementing the school's health and safety policy, rules, procedures and working practices by:

- 3.1 Ensuring where unsafe working practices or unsafe conditions are identified, then introducing remedial measures to eliminate or reduce the hazards are introduced.
- 3.2 Ensuring safe systems of work are being adhered to within their operational area.
- 3.3 Ensuring temporary or new staff are fully instructed on all aspects of safe working within their area of control.

- 3.4 Ensuring all accidents, incidents and near misses are fully investigated, recorded, reported and remedial action implemented.

#### **4. Staff Responsibilities:**

Members of staff are responsible and accountable to maintain a safe area of work by:

- 4.1 Ensuring classrooms / work areas are safe.
- 4.2 Ensuring all equipment and materials are safe before use.
- 4.3 Ensuring safe procedures are followed.
- 4.4 Ensuring protective equipment is used when required.
- 4.5 Complying with the school's safety policy at all times
- 4.6 Reporting all health and safety hazards to senior members of staff.

#### **5. Finance and General Purposes Committee:**

The Finance and General Purposes Committee meets on a regular basis to review areas of health and safety, to monitor performance and to ensure the school's risk management procedures are adhered to.

#### **6. Trade Union Representatives Responsibilities:**

Trade Union Representatives are appointed by their Trade Unions or elected by their colleagues to develop (together with the Senior Leadership Team) safe working practices and to promote and monitor these measures to ensure their effectiveness. Their role encompasses the investigation of health and safety-related complaints and identification and reporting on all matters relating to health and safety in the school.

#### **7. Student Responsibilities:**

Students have a duty to take reasonable care of themselves and others and to co-operate in the implementation of the School Health and Safety Policy by:

- 7.1 Complying with the school's safety rules and requirements at all times.
- 7.2 Complying with safety instructions given by members of staff.
- 7.3 Wearing the protective equipment provided and making proper use of safety devices at all times.
- 7.4 Reporting all safety hazards to members of staff.
- 7.5.1 Reporting all accidents, incidents and near misses to members of staff.

## **Section C Arrangements**

### **General Practices Applying to all Staff, Students and Visitors:**

#### **C.1.1 Fire Evacuation Procedures:**

Fire instructions are located in every room by the door. Escape routes are clearly marked. The assembly point is the Netball Courts. The Fire Alarm is a high-pitched continuous sound, activated by breaking the fire call point glass or automatically by the smoke detection system. On sounding, caretaking staff check the fire panels to locate the area of the sounder. The school is evacuated whilst the site staff check whether there has been a false alarm or a real emergency. Reception or site staff will have telephoned the emergency services to inform them a problem is being investigated. Site staff will call the emergency services back once a 'live' emergency has been confirmed or to confirm a false alarm. Planned fire drills take place once every two terms and are timed, recorded and the event evaluated. Students and staff are not notified in advance. The fire drill procedures are detailed in the staff handbook and can be accessed on the shared area.

#### **C.1.2 Bomb Alert Procedures:**

All bomb threats are taken seriously, particularly at times of heightened tension. Specific action is required to be taken when the caller contacts the school. Firstly, the receptionist / switchboard operator receiving the threat obtains as much information as possible using the attached form FS005, which details the sequence of questions to ask and the information to be recorded. The receptionist / switchboard operator will then alert the Headteacher / SLT members and contact the police. Further action e.g. to evacuate the school will depend upon the advice given by the police. All suspicious packages are to be reported to senior management and police called. Again, the action to be taken is dependent upon the advice given by the police.

#### **C.1.3 First Aid Arrangements:**

A number of school staff hold the First Aid at Work Certificate and as such are regarded as 'competent persons' with regard to first aid. Each appointed first aider has a portable first aid kit. Other first aid kits are located in the Art & Technology block and the sports equipment container adjacent to the sports field. Members of the PE staff have use of a walkie-talkie when using the sports field to immediately contact reception in the event of incidents or emergencies. A first aid record detailing the nature of the illness or injury and the first aid administered is kept at reception. Further details are cross-referenced in the procedures attached.

#### **C.1.4 Accident Reporting and Recording Procedures:**

All accidents must be reported immediately to main reception, where reception staff manually complete the accident form and then process the information using the school's accident reporting system. The reception manager / assistant collates and complete the manual and computerised form recording; a copy of each accident form is passed to the trust business manager (School Health & Safety Officer). All accidents are investigated and management action taken wherever appropriate. Details of accidents and the action taken are reported to the LGB for scrutiny.

Please refer to the detailed reporting and investigation procedures. Copies are held at reception and by the trust business manager.

#### **C.1.5 Risk Management Procedures:**

Fort Pitt Grammar School is committed to ensuring that all hazards and risks associated with the curriculum, school activities and premises are clearly identified and such controls put in place to either eliminate or reduce the risk in order to maintain a safe and healthy environment for students, staff, contractors and visitors. Risk assessments are carried out to evaluate the chance of a hazard resulting in harm. The staff member responsible will then ensure that sufficient controls are put in place in accordance with the evaluation and appropriate to the risk. The School contracts with an H & S company and adopts their 'Risk Assessment Procedures'. They provide a web site with advice and RA templates. The schools risk management procedures are reviewed periodically. Further details are available.

#### **C.1.6 Manual Handling Arrangements:**

Fort Pitt Grammar School aims to avoid injuries to staff caused by manual handling by reducing the risks in carrying out manual handling activities such as lifting, pushing, lowering, pulling or carrying. Various levels of equipment are available to assist the tasks, training is offered and higher risk staff, i.e. caretakers and cleaners are provided with copies of the manual handling guide and they use a range of equipment to help. The guideline is available for further details.

#### **C.1.7 Medication:**

The school aims to:

- assist parents in providing medical care for their children
- educate staff and pupils in respect of special medical needs
- adopt and implement any national or LEA policies in relation to medication in schools
- arrange training for staff who volunteer to support individual pupils with special medical needs
- liaise as necessary with medical services in support of the pupil

- ensure that pupils with special medical needs are enabled to access the full life of the school where possible
- maintain appropriate records.

A copy of the full Medication Policy is available.

**C.1.8 Blood Spillage Procedure:**

The school follows the advice which is available on request.

**C.1.9 Playground Safety:**

Not Applicable.

**C.1.10 The Working Environment:**

The school provides an environment that is safe and enhances students' education, a safe workplace for staff and to engender a culture that students and staff fulfil their responsibility for protecting and supporting safe working and day to day practices. Further details are available on request.

**C.1.11 Control and Monitoring of Contractors:**

All contractors (except those on long term capital projects) must first report daily to reception prior to carrying out any work, where they will be signed in and issued with an ID badge. The ID badge explains the school's H & S procedures. Contractors are responsible for carrying out their work with the safety of students, staff and visitors as a priority. Contractors who are "hot working" must provide a copy of their certificate before commencing. Contractors working on capital projects will be providing details of their H & S policies and procedures as part of the vetting / tendering process. The contractor's site manager will be responsible for his staff and account for staff and sub-contractors visiting the site. See procedure file for further details.

**C.1.12 New and Expectant Mothers:**

Procedures are put in place to ensure that staff are not exposed to any significant risk. A risk assessment of the work environment is carried out and new and expectant mothers will need to inform their manager of the medical advice received, which may impact on the normal risk assessment process such as standing / sitting too long, workstations and posture. A specific risk assessment will be carried out for new and expectant mothers to ensure that any identified risk can be minimised or removed or regularly monitored.

#### **C1.13 Display Screen Equipment:**

The school abides by the H & S (Display Screen Equipment) Regulations 1992 and supports the health & safety of staff using VDUs as a significant part of their normal work as well as those who use VDUs occasionally. Staff workstations, chairs and equipment are reviewed periodically to ensure that risks are reduced. Further guidance is available on request.

#### **C.1.14 Plant and Equipment Safety:**

Managers will ensure their staff are trained and are competent in using equipment and machinery and a record is kept. Plant & equipment is regularly maintained either through Medway's maintenance schedule or directly with specialised contractors. All faults and failures must be reported immediately for repairs to be carried out or the faulty equipment is taken out of service and labelled or marked as awaiting repair (with date, time and details of the person reporting it). Protective overalls and equipment should be used, wherever necessary. Staff operating equipment must ensure that their actions do not place students or colleagues at risk.

#### **C.1.15 Dangerous Substances (COSHH Regs):**

The school's normal activities will mean staff and students using or coming into contact with dangerous substances – chemicals used by teachers & students in laboratories, caretaking and cleaning staff using chemical cleaning agents and chemical used in Art & Design.

The school aims to ensure that the risks posed from such dangerous substances are controlled and a risk assessment is carried out to assist. All dangerous substances are suitably stored and locked away after use. Access to keys and stores is restricted. A record (data sheet) for each substance detailing the chemical, the use of the chemical, the storage arrangements and the action to be taken in the event of emergencies or accidents or spillages is maintained including the specific first aid treatment. Please refer to the Control of Substances Hazardous to Health (COSHH) guidance which is available on request.

#### **C.1.16 Lone Working Procedures:**

The school recognises that lone working can impair the safe performance of individuals whilst at work. It can also affect sickness absence, susceptibility to verbal abuse and violence, and lead to high staff turnover.

Monitoring lone working is a continuing process to which the senior school management is fully committed. Appropriate steps will be in place to reduce any adverse effects of lone working. General guidance for staff and managers is available on request.

## **School Specific Arrangements:**

### **C.2.1 School Transport:**

The "Home to School Transport" Code of Conduct is supported by the school. A copy is available on request.

### **C.2.2 Science Labs:**

Chemicals are used for teaching science lessons years 7 to 13. All aspects of use and disposal rely on the guidance provided on CLEAPSS laboratory handbook and hazards for the individual chemicals. General procedures covering storage, preparation, use, disposal and first aid instructions are available on request and detailed procedures are held by the Science Department.

### **C.2.3 Art, Design and Technology Departments:**

Potentially hazardous equipment and chemicals are used for teaching Art & Design to all years. It is important that they are used and stored safely. H & S procedures are kept within each classroom and a further copy is held by the technician.

### **C.2.4 Transport of Cash:**

Regular weekly banking is carried out to ensure large sums of cash are not accumulated. To reduce the risk to staff in carrying cash to the bank, banking times are varied and may involve two caretaking staff transporting cash thus helping to prevent criminals from establishing a pattern.

### **C.2.5 Physical Education and Games:**

This is an important part of the curriculum but it is acknowledged that sporting and keep fit activities increase the risk of accidents. However, safe practices in physical education help to control and minimise the risks. Teaching staff follow the school's guidance.

### **C.2.6 Alcohol, Drug and Solvent Abuse:**

The school has an active health education programme, believing that the health of the individual student is a vital part of personal and social education within the curriculum. A copy of the Drugs Policy is available on request.

Smoking is not allowed on any part of the school premises at any time.

**C.2.7 School Trips / Outside Activities:**

Please see Educational Visits Policy.

**C.2.8 School Security:**

The school is firmly committed to providing a safe place for student learning and a safe place to work and a safe place for people to visit and use the facilities, such as hiring the hall or attending meetings. Current arrangements for securing this aim include CCTV monitoring, swipe card access in certain areas, burglary alarms, panic button system located in reception and walkie-talkies issued to PE staff using the playing field. The provision of security fencing to the school field is in the School's Building Development Plan together with upgrades to entrances.

**C.2.9 Violence to Staff:**

All incidents are reported and investigated as a matter of urgency. The school records all incidents in the use of reasonable force to control or restrain pupils. A copy of the procedures is available on request.

**C.2.10 Letting of School Property to Outside Bodies:**

Risks assessments are carried out for all lettings to ensure that any identified risk in the use of the school by an outside organisation is controlled or minimised.

**C.2.11 Vehicle Movement on School Property:**

Staff, students, parents, delivery vehicles and contractors have a duty to safeguard and protect human life and drive with due care and diligence and adhering to the speed restrictions of 5 mph.

**C.2.12 Work Experience Arrangements:**

The school encourages students to organise their own bespoke work experience and obtain the relevant health and safety checks before embarking on their time with an employer.

**C2.13 Safety Policy Review Procedure:**

The Headteacher, Senior Leadership Team and Advisory Body regularly review the procedures to ensure that the health & safety of students, staff, visitors and contractors is properly maintained.

**C2.14 Child Protection:**

A copy of the Child Protection Policy and Procedures is available.

**C2.15 Anti-Bullying Policy & Procedures:**

A copy of the Anti-Bullying Policy and procedures is available.