

Weatherhead High School

**Health & Safety
Handbook**

2016-2017

HEALTH AND SAFETY AT WORK ETC ACT 1974

HEALTH AND SAFETY FRAMEWORK

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WEATHERHEAD HIGH SCHOOL

HEALTH AND SAFETY AT WORK ETC ACT 1974

HEALTH AND SAFETY FRAMEWORK

1. INTRODUCTION

1.1. Health and Safety at Work etc Act 1974

This Act places a duty on all employers to safeguard so far as is reasonably practicable the health, safety and welfare of all their employees. In addition to this, duties extend to cover the health and safety of persons not employed but who may be affected by the work activities undertaken such as pupils, visitors, contractors, etc.

The Governing Body retains the above responsibilities but, it is important to realise that all employees have legal duties under the Health and Safety at Work Act, to co-operate with their employer so far as is reasonably practicable to ensure a safe and healthy place of work.

1.2. General Statement

The Governing Body of Weatherhead High School in conjunction with Spie FM will strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities under the Health and Safety at Work etc Act 1974 and other statutory and common law duties to provide a safe and healthy work place and working environment for all its employees, pupils, visitors and other persons who may be affected by its activities.

The Executive Headteacher and Governing Body will take all reasonable steps to ensure that the Safety Policy is implemented and, that Policy and Guidance Documents are followed and monitored throughout the school.

This policy will be brought to the attention of, and/or issued to all members of staff on induction and annual refresher at the start of each school year.

It is essential for the success of this Safety Policy that all employees recognise their responsibilities under Sections 7 and 8 of the Act in co-operating with management on health and safety issues and taking care of themselves and other persons whilst at work.

The Health and Safety Policy is reviewed on an annual basis.

Signed: ... (Chair of Governors) Date: November 2014

Signed:  ... (Executive Headteacher) Date: November 2014

2. ORGANISATION

As the employer, the Governing Body has overall responsibility for health and safety.

To achieve successful implementation of the safety policy there should be clear lines of communication throughout the organisation.

Whilst the ultimate responsibility for health and safety remains with the employer a wide range of functions may successfully be delegated to the Executive Headteacher and Business Manager, but the duty to comply with statutory requirements cannot be delegated away from the employer.

2.1. Responsibilities of the Governing Body

- a) Formulating a Health and Safety statement detailing the responsibilities for ensuring health and safety within the establishment;
- b) Reviewing the establishment's health and safety policy and performance annually;
- c) Regularly reviewing health and safety arrangements and implementing new arrangements where necessary;
- d) Providing appropriate resources within the establishment's budget for the implementation of revised or new arrangements;
- e) Receiving from the Executive Headteacher or other nominated member of staff reports on health and safety matters;
- f) Promoting a positive health and safety culture and high standards of health and safety within the establishment.

2.2. Responsibilities of the Executive Headteacher

Overall responsibility for the day to day management of health and safety in the school rests with the Executive Headteacher.

As manager of the establishment and of all the activities carried on within it, the Executive Headteacher will advise Governors of the areas of health and safety concern which may need to be addressed by the allocation of appropriate resources, eg time, effort, finance.

The Executive Headteacher has responsibilities for:

- a) Communicating the policy to all relevant parties, including support, temporary and supply staff, contractors and third party users;
- b) Ensuring that the school has a defined system in place for undertaking suitable and sufficient risk assessments;
- c) The implementation and monitoring of the establishments health and safety arrangements which form part of this policy;
- d) Ensuring all staff are provided with suitable and sufficient information, instruction and training on health and safety issues;
- e) Ensuring that the establishment has emergency procedures in place and have a Business Continuity Plan for emergency and crisis situations.
- f) Ensuring that the premises, plant and equipment are maintained in a serviceable condition by Spie FM;
- g) The provision of appropriate health and safety information to Governors;
- h) Ensuring consultation arrangements are in place for staff and their trade unions/professional association representatives.

The Executive Headteacher may choose to delegate certain tasks to other members of staff. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Executive Headteacher from the overall day to day responsibilities for health and safety within the establishment.

Responsibilities of other staff:

Health & Safety Co-ordinator – Business Manager
Premises Manager-liaison with Spie
Year Groups and associated blocks of the school – Deputy and Assistant Heads
Practical subject areas with specific Health & Safety issues:
Science - Head of Science
Art/Design Technology - Head of Art/DT
PE Facilities - Head of PE
ICT - Head of ICT/Business
Food - Head of HSC/Food
Sites Manager (Spie FM)

These responsibilities include:

- To maintain or have access to an up-to-date library of relevant published health and safety guidance from sources including the Local Authority, CLEAPSS, DATA, DfE, Association for Physical Education, etc, and ensure that all members of the team are aware of and make use of such guidance;
- To ensure suitable and sufficient risk assessments are undertaken for the higher risk activities undertaken by staff and pupils for which they are responsible and that appropriate control measures are implemented;
- To ensure that appropriate safe working procedures are brought to the attention of all staff under their control;
- To provide suitable forums to allow staff to raise and discuss health, safety and welfare issues. Issues which cannot be resolved to a satisfactory conclusion in accordance with statutory requirements, Local Authority Guidance, National Standards and best practices should be referred to the Executive Headteacher;
- To carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required;
- To ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to carry out their activities in a safe manner;
- To ensure that all accidents (including near misses) occurring within their department are promptly reported and investigated using the Local Authority's Incident Report Form (M13);
- To arrange for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe, via the Business/Premises Manager.

2.3. Responsibilities of Employees

Under the Health & Safety at Work Etc Act 1974 all employees have general health and safety responsibilities. Staff must be aware that they are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions.

All employees of the establishment have the responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work;
- Comply with the school's health and safety policy and procedures at all times;
- Report all accidents and incidents in line with the school's reporting procedures;
- Co-operate with school management on all matters relating to health and safety;
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health, safety and welfare;
- Report all defects in the condition of premises or equipment and any health and safety concerns immediately to the Business Manager;
- Report immediately to the Business Manager any shortcomings in the arrangements for health and safety;
- Ensure that they only use equipment or machinery that they are trained, competent and authorised to use;
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

2.4. Management Chain

To report all Health & Safety matters to either the Business or Premises Manager.

2.5. Consultation Procedures

The following forums are in place at which Health and Safety issues can be raised by any employee associated with the school;

SCHOOL

- (i) School Health and Safety Committee - held termly. Premises Manager (to act as Chairman), two Governors, Business Manager, Head of Science, Head of Art/DT, Head of PE, Head of HSC/Food, Head of ICT/Business, Sites Manager. Report items discussed, items raised and dissemination to appropriate meeting.
- (ii) Staff briefings – twice a week
- (iii) Briefing Sheets – weekly
- (iv) Senior Leadership Team – weekly meetings
- (iii) PTF - termly
- (v) Departmental meetings – weekly/termly
- (vi) Governors Finance/Premises Meeting reporting to Full Governors- termly. Appropriate items reported through the Executive Headteacher.
- (vii) Lettings – issues reported through caretaking staff to Business Manager.

All Health and Safety Information, Policy and Guidance Documents and associated literature are kept on the staff shared area – **admin-general/school handbooks and admin-general/admin/risk assessments.**

Local Authority

- (i) Joint Children and Young People's Department (CYPD) Health and Safety Sub Committee Meeting
Minimum of 6 meetings annually
Agenda items to be sent to Mrs. J Fairbrother, Health & Safety Officer, Universal Infrastructure Services, Cheshire Lines Building, Canning Street, Birkenhead. jeannefairbrother@wirral.gov.uk

- (ii) APT&C JCC
Agenda items to be sent to Mrs A Houghton, HR Officer, Wallasey Town Hall, South Annexe. audreyhoughton@wirral.gov.uk

2.6. Responsible Persons

The following people have been identified to carry out a number of Health and Safety functions:

Health and Safety Function	Name/Position
1. Holding Health and Safety Documents, Authority's Guidance etc	Business Manager/Curriculum Leaders/SLT
2. Accident Reporting, Incident Reporting	Student Services/Business Manager
3. First Aid	Refer to list of staff who are first aid trained
4. Fire Precautions; Drills, Exits, Extinguishers	SLT, Spie FM staff
5. Building Maintenance (Control of Contractors)	Spie FM Manager
6. Safety Inspections	Spie FM Manager
7. Manual Staff (information, instruction)	Spie FM Cleaning Manager
8. Purchasing Equipment and Products	Curriculum Leaders/SLT
9. Security, Out of Hours Lettings	Wirral Community Patrol/Caretaking staff
10. Trips, Visits and Overnight Stays	Premises Manager
11. Risk Assessment Management	Business/Premises Manager
12. Management of water hygiene	Spie FM Manager
Secondary Schools	
i. Departmental Health and Safety Policies	Curriculum Leaders
ii. Technicians; responsibilities, roles etc	Curriculum Leaders
iii. Purchasing; chemicals, art materials etc	Curriculum Leaders/Technicians
iv. Protective Clothing	Curriculum Leaders
v. Disposal of Chemicals	Curriculum Leader/Technical staff - Science

2.7. Emergency Contacts

In case of an emergency outside of school hours.

i) Caretaker: Mr W Myles

Tel No: 07972 603068

ii) Caretaker: Mr T Wilson

Tel No: 07968 029094

iii) Caretaker: Mr C Barber

Tel No: 07773 624223

iv) SPIE FM Mobile:
Caretaker on duty

Tel No: 07736 626270

Other useful numbers:

Community Patrol	606 5441
Community Patrol 24 hour contact	666 5265
CYPD's Health and Safety Section	606 2216/2211
SPIE Facilities Management Help Desk	08707 106122
Arrowe Park Hospital	678 5111
Health and Safety Executive	0161 952 8200

In the case of an emergency the Executive Headteacher, Head of School and/or Deputy Headteacher can be contacted via the Caretakers or Business Manager.

3. ARRANGEMENTS

3.1. Accident Reporting

In accordance with Incident Reporting Procedures employees must report:

- Accidents, dangerous occurrences, and near misses on the standard Local Authority Incident and Dangerous Occurrence Report (M13) form.

Copies of these forms are available from reception.

The Business Manager will countersign the report form and retain at the establishment.

Individual accident report forms located in the student services office are used to record all minor incidents to children and young people. More significant incidents and those involving staff, visitors, contractors and members of the public must be reported to the Business Manager using the forms described above.

Accident statistics will be monitored for trends and a report made to the Governors/Senior Management Team, as necessary.

The Business Manager will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work, plant, equipment, fittings etc, must be reported and attended to as soon as possible.

Recording non-reportable near misses is *not* a statutory requirement but doing so and using the information provided is good safety management practice as reviewing the report (at the time and/or periodically) may help to prevent a re-occurrence. Recording these near misses can also help identify any weaknesses in operational procedures as deviations from normal good practice may only happen infrequently but could have potentially high consequences.

A review of near misses over time may reveal patterns from which lessons can be learned. Where a review of near miss information reveals that changes to ways of operating, risk assessments or safety management arrangements are needed, these changes should be put into effect.

3.1.1. Reporting to the Health and Safety Executive (HSE).

In the event of

- a fatality or major injury;

these incidents will be reported immediately to the Health, Safety & Resilience Team on 606 2216/2211, who will notify the appropriate enforcing authority, Health & Safety Executive.

<p>RIDDOR (Staff) Certain injuries, absence MUST be reported to the Health & Safety Executive</p>	<p>Work related deaths, major injuries (<i>Any fracture (except fingers, thumbs or toes), loss of sight, any amputation or dislocation, any injury from electric shock or electric burn, work related diseases (must have a doctors note which confirms the diagnosis), a work related injury which results in hospitalisation (whether for treatment or observation). Over 7 day injury category, where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days (excluding the day of the accident). Contact the Business Manager for more information</i></p>
<p>RIDDOR (Non staff) Where a visitor, contractor or other non-employee is injured on council premises or elsewhere and is taken from the scene to a hospital.</p>	<p>The guidance requires <u>that in addition to being taken to hospital</u>, the accident must arise 'out of or in connection' with work. The factors determining this are whether the accident was caused by the manner of conducting our undertaking e.g. supervision, safe systems of work, competence of employees or was attributable to the condition of the equipment or premises. E.g. unsafe conditions, poor condition of premises.</p>

NB

The school is still required by law to keep records of accidents where individuals have been incapacitated for more than 3 days, eg absent from work and or change in duties as a result of the work-related accident/illness

For more detailed information see the separate; 'Section C: Procedure in the Event of an Accident' in this Handbook.

3.2. Chemical Safety

Weatherhead High School recognises its duty of care to employees, visitors, contractors and members of the public and all reasonable steps will be taken to secure the health and safety of employees. The Control of Substances Hazardous to Health (COSHH) Regulations place a duty on the employer to assess the risks to the health of employees and other persons posed by the use of toxic, harmful, irritant and corrosive substances and, to put in place, to eliminate or control that exposure.

The school will take all reasonable steps to purchase non hazardous products wherever possible.

3.2.1. Assessments

It is the responsibility of each Curriculum Department to ensure that for other products purchased outside the preferred supplier, Health and Safety Data Sheets are requested from either the supplier or manufacturer and a suitable

and sufficient risk assessment must be carried out where it is identified that there is a significant risk.

3.2.2. Information

Sufficient information will be given to all employees using harmful, toxic, irritant and corrosive products as regards to the safe use, handling and storage, and protective equipment/clothing to be used.

- i) Information regarding CLEAPSS Hazards, CLEAPSS Assessments for Design Technology, use of lesson plans to identify hazardous products and experiments and other books and literature used are available from the appropriate Departments.
- ii) Fume cupboards and other local exhaust ventilation systems are subject to regular inspection by an outside contractor organised through Spie FM. The school acts upon the reports submitted in conjunction with Spie FM as and when required.
- iii) The lifts and all other lifting apparatus in the school are subject to regular inspection by an outside contractor. Spie FM acts upon the reports submitted.
- iv) All PE equipment is subject to regular inspection by an outside contractor. The school acts upon the reports submitted in conjunction with Spie FM.

3.2.3 Departmental Arrangements for COSHH

(Science, DT, Art and (Cleaning through the Caretaking staff and Spie FM))

It is the Head of Department's responsibility to ensure that all COSHH Assessments have been carried out for materials and products falling within the scope of the COSHH Regulations, and that all members of the Department are aware of the Risk Assessments.

3.3. Contractors

Spie FM is responsible for monitoring areas where the contractor's work may directly affect staff and pupils and for keeping records of all contractor work. This will include checking that :

- **Work is carried out in accordance with the risk assessment and method statement.**
- **They have sufficient knowledge of the work being undertaken in their building so that they can ensure the work is being managed and supervised.**
- **The contractor is escorted to their place of work and informed of local emergency procedures.**
- **They provide information including details of any risks that other parties could not reasonably know about .**
- **They make staff aware of any works being undertaken and of any temporary hazards they may come into contact with.**
- **They report and accidents/incidents or near misses which contractors are involved in.**
- **They challenge any unsafe working practices.**

3.4. DSE - Display Screen Equipment

It is the responsibility of the Business and/or HR Manager to ensure that Display Screen Equipment Self Assessment Checklists are completed by staff as detailed below.

All staff who habitually use computers as a significant part of their normal work e.g. admin staff, finance staff etc are required to complete the Display Screen Self Assessment Checklist with their Line Manager. (Significant is taken to be continuous / near continuous spells of an hour at a time).

Those staff identified as DSE users shall be entitled to an eyesight test for DSE use every two years by a qualified optician (and corrective glasses if required specifically for DSE use).

It is the responsibility of the Line Manager and individual to ensure that all remedial actions are completed within a reasonable time scale.

3.5. Educational Visits

Well planned and executed educational visits provide our pupils with valuable experiences which enhance their learning at school. Providing a variety of 'real-life' opportunities for our children enables them to achieve a fuller understanding of the world around them through direct experience. Educational visits are an essential element of good practice.

Purposes

Educational Visits can provide stimulus and support to work being covered as part of the school curriculum. It may be that a visit provides an effective stimulus at the start of a unit of work; alternatively teachers may decide to use an educational visit at any time during a project to enhance and support the curriculum.

Wherever or whatever the venue, teachers should ensure that the educational benefits to the children are maximised.

Guidelines

The organisation of an educational visit is crucial to its success. With rigorous organisation and control, a visit should provide a rich, learning experience for the pupils.

EVOLVE is now in use in Wirral Schools and in accordance with the Local Authority's Guidance for the Management of Learning Outside the Classroom (LOtC) and Offsite Visits, it is a requirement that all school's use the EVOLVE system.

The system automatically sends notification of visits required to be notified to the LA through to Children & Young People's Department Offsite Visits Adviser.

The Educational Visits Coordinator, Mrs Gibson will be required to implement the guidance as appropriate when the school undertakes offsite visits.

(Refer to SECTION D: School Trips and Visits for further guidance)

3.6. Electrical Safety

All staff should monitor the condition of plugs, cables and electrical equipment prior to use.

All portable items of electrical equipment will be subject to PAT (portable appliance testing) and conducted by SPIE FM by arrangement.

Personal items of equipment (electrical or mechanical) should not be brought into the school without prior authorisation and subjected to the same tests as school equipment.

Most people are aware of the health and safety hazards associated with electricity. To avoid injury, or worse, it is essential to adopt the following precautions.

3.6.1. Faulty Equipment

- a. Report faults immediately. Do not use or continue to use faulty equipment.
- b. Do not carry out repairs, etc, or even fit plugs.

The Health and Safety Executive has indicated that cost effective maintenance of portable electrical equipment can be achieved by a combination of actions at three levels:

- a) checks by the owner/user of the equipment;
- b) formal visual inspections by a person appointed to do this;
- c) combined inspection and testing by a competent person or contractor.

3.6.2. User Checks (Visual)

Each time an item of electrical equipment is used a quick visual check should be made to verify that:

- a) the item is in good working order;
- b) there is no damage, e.g. cuts, to the cable sheath;
- c) there is no damage to the plug, e.g. bent pins or cracked casing;
- d) the socket is not overloaded – although the demand for power sockets in classrooms is often greater than the number of sockets available, the temptation to plug multi-socket into multi-socket must be resisted;
- e) the coloured insulation on the internal wires is not protruding from the plug or equipment;
- f) the equipment is not wet or excessively dusty;
- g) there is no obvious damage to the outer casing of the equipment, e.g. loose screws;
- h) there is no evidence of overheating, e.g. scorch marks;
- i) extension leads are not a tripping hazard – if extension leads cannot be arranged so that they are well clear of circulation areas, they should be taped down or one of the proprietary cable holders should be used.

This should be part of everyday practice and the equipment must not be used if the visual check is not satisfactory.

3.6.3. Combined Inspection and Testing by a Competent Person or Contractor

The School will use the recommended competent contractor for repairs and PAT testing of portable appliances.

An inventory of all electrical equipment is held on the premises in G104. It is the responsibility of the Finance Manager, when new appliances/equipment have been purchased to ensure they are recorded on the inventory. Termly audits are also undertaken by the Finance Manager and any discrepancies reported to the Business Manager for investigation. Please ensure that if any assets are moved between classrooms/offices that Mrs Kirby is informed

3.6.4. Guidance on fuses for appliances

3 Amp for most appliances up to 720 Watts(W)	13 Amp for appliances rated over 720 Watts (W)
Radios Table Lamps Soldering Irons TV's* Electric Blankets Audio and Hi-Fi Slow Cookers	Irons, Kettles, Fan Heaters Electric Fires, Lawn Mowers** Toasters, Deep Fat Fryers Refrigerators, Freezers Washing Machines Tumble Dryers Vacuum Cleaners
*Some TV manufacturers recommend a 5 amp fuse	**Always use a residual current device (circuit breaker)
<u>Sockets</u> Avoid multi-way adapters. Remember "one appliance, one socket" is safest; an overloaded socket can overheat and cause a fire.	

3.7. Emergency Planning

Definition of an emergency

“An event – or events – usually sudden, which involve the experience of significant personal distress to a level which potentially overwhelms normal responses and procedures which is likely to have emotional and organization consequences.”

The purpose of the school’s emergency management plan is firstly to allow consideration of various types of emergency and how the school is placed to deal with them, and secondly to give the school community confidence when faced with a crisis.

Staff will be briefed on the contents of the school’s emergency plan and their roles and responsibilities on induction and an annual refresher at the start of each school year.

Training and exercising can help ensure it is fit for purpose and that the procedures outlined in the plan for dealing with an emergency can be carried out effectively if an emergency does occur.

It is the responsibility of all staff to ensure that they provide accurate contact details and notify Miss S Fisher immediately of any changes.

Please refer to the School Emergency Management Plan, in particular Appendix 3 in this Handbook for more detailed guidance.

The Local Authority has emergency plans that link in to a national strategy for dealing with crises and which include all the emergency services.

3.8. Extended Schools and Lettings

The governors have agreed to the letting of the school premises where possible, provided that any letting is not detrimental to the school or its pupils.

Guidelines

- All lettings will be at the discretion of the governing body or its representatives, who may refuse lettings if they consider it in the interests of the school to do so.
- Lettings after 9.30 pm on the All Weather pitch will not be permitted and for indoor use will not generally be allowed after 10.30 pm.
- All hirers must comply with the terms and conditions of the Hiring Facilities.
- All hirers must be aged over eighteen.
- All hirers must secure insurance cover for the letting, including for public liability.
- All school buildings and associated premises are non-smoking areas.
- The school is not responsible for any loss of or damage to vehicles parked on its premises or their contents.
- Details of current letting charges are available from the Lettings Administrator.

Charges

- All charges will be subject to periodic review by the governing body.
- The calculation of charges will include consideration of the real costs of heat, light, sewerage and water and the cost of caretaking for the event.
- All lettings to charitable and community groups are made without profit.
- Other charges are agreed by the governing body and may include an element for profit above actual costs.

The Application Process

- The hirer submits the application form which sets out the time and date of the proposed hiring and the precise definition of the premises and facilities to be hired, including changing rooms for sporting events and toilet provision.
- The application is considered by the Business Manager and/or Executive Headteacher and a decision is made whether to permit the hire.
- The Caretaking team is then informed. If the Caretakers are not able to service the hiring, a casual worker will be identified through an Agency, who will receive payment at the same rate as the Caretakers.
- A letter of confirmation is returned to the applicant setting out the terms of hire, insurance requirements and includes information on fire evacuation, defibrillators and relevant risk assessments. Professional Indemnity, DBS and First Aid information is recorded.
- An invoice is issued prior to the letting and must be paid in advance.
- A receipt is issued.

Extended school activities take place on a Monday evening during which a First Aider is available.

3.9. Fire

The Business Manager is the Responsible Person for ensuring the fire risk assessment is undertaken and implemented following guidance contained in the [HM Government Fire Safety in Educational Premises Regulatory Reform \(Fire Safety\) Order 2005](#).

The fire risk assessment is located in the Fire safety file and reviewed on an annual basis. The findings of the risk assessment should form the basis of any training to be given to staff, children and young people, visitors, contractors and third party users.

3.9.1. Fire Instructions

These documents are made available to all staff and included in the establishment's induction process

An outline of evacuation procedures are made available to all contractors / visitors and are posted throughout the site.

Where activities are being provided by non-school/centre staff such as a third party provider, the school/centre will provide appropriate information, instruction and training on the establishment's emergency procedures and, if there is no member of staff present at the time of the activity, ensure the providers have access to a telephone.

Emergency exits, fire alarm call points, assembly points etc are clearly identified by safety signs and notices. The locations of the above are identified on the school's site plan.

3.9.2. Emergency Procedures

A Fire Plan detailing key roles and responsibilities in the event of a fire is issued to all staff on an annual basis and is contained in the Health & Safety Handbook. Contractors are dealt with by SPIE FM and third party users are issued with Fire Evacuation procedures. Refer to SECTION B for more detailed guidance on Procedures in the Event of a Fire.

Model Fire Safety Plan

Roles and Responsibilities

Executive Headteacher/ SLT	Overall responsibility Oversee evacuation Call Fire Brigade (where appropriate) Executive Headteacher to liaise with Fire Authority
Caretaker	Check fire alarm panel to determine location Ascertain if there is in fact a fire. At no time should the individual put themselves at risk. Call Fire Brigade Sweep of building on way out Meet with fire authority at main gate to direct to location
Admin/Reception Staff	Collate registers and visitors log book
Catering Supervisor	To ensure full safe evacuation of all staff and to complete roll call.
Teaching staff	Evacuation of all pupils in their charge
Support staff	Staff who do not provide 1:1 support will be required to assist with form groups where applicable.
1:1 Support	Pupils who require 1:1 and assistance in evacuation – a dedicated TA will take responsibility.

3.9.3. Storage

Care must be exercised when storing combustible materials, eg paper, cardboard, wood, materials, etc, should not be stored under stairs, electrical intake cupboards, boiler rooms, restricting access, etc. Flammable and chemical products must be stored in a locked metal cabinet.

The school maintains an inventory of all substances on site, giving details of location within the building. All hazardous substances used in Science, Design Technology and Art must be stored in accordance with CLEAPSS guidance.

www.cleapss.org.uk

3.9.4. Displays

Display materials and decorations

Displays are often located in corridors and in entrance foyers, and generally comprise of materials such as paper, cardboard and plastic which provide a means for the rapid spread of fire. However all displays are in boards which are covered and lockable.

Consideration should be given to the following:

- Avoid the use of excessive uncovered displays in corridors and foyers
- Minimise the size and number of display areas to discrete, separated areas
- Do not put any displays down stairways which are part of a designated escape route or where there is only one direction of escape (i.e. dead-end conditions)
- Treat displays with proprietary flame retardant sprays
- The use of display boxes
- Keep displays away from curtains, light fittings and heaters
- Keep displays away from ceiling voids which may lack fire barriers
- Ensure that there are no ignition sources in the vicinity
- Ensure displays do not obstruct escape routes or obscure fire notices, fire alarm call points, firefighting equipment or escape signs.

A limited amount is recommended by the Fire Authority, i.e. up to a maximum 20% display of the total surface area, limiting display to 3m in length with a 1m fire break.

3.9.5. Fire Drills

Fire drills will be conducted at least once per term and where there have been changes of use, change of equipment, personnel, activities which may risk increase the risk of fire. A member of the Senior Management Team will be appointed to organise fire drills and should keep a record of the drill as shown below:

Date of Drill	
Approximate No. of Participants	
Optimum Evacuation Time	Actual Evacuation Time
All present to roll call?	
Person Responsible for Drill	
Type and Extent of Drill	
General Assessment of Drill	
Action Taken	

Monitoring and debrief

Throughout the drill the responsible person and nominated observers should pay particular attention to:

- communication difficulties with regard to the roll call and establishing that everyone is accounted for;
- the use of the nearest available escape routes as opposed to common circulation routes;
- difficulties with the opening of final exit doors;
- difficulties experienced by people with disabilities;
- the roles of specified people, e.g. fire wardens;
- inappropriate actions, e.g. stopping to collect personal items, attempting to use lifts, etc..

On-the-spot debriefs are useful to discuss the fire drill, encouraging feedback from everybody. Later, reports from SLT and observations from people should be collated and reviewed. Any conclusions and remedial actions should be recorded and implemented.

3.9.6. Fire Safety Training

Fire and emergency evacuation procedures are detailed in the Staff and Health & Safety Handbooks and a fire notice is displayed in all teaching and non-teaching areas.

All staff will be required to attend site specific training on the school's fire safety procedures and emergency evacuation plan on induction, annual refresher each September, when there has been a change of use, equipment, people, activities and always after a reported incident. Fire Safety Awareness training sessions have been delivered to staff by the LA Health & Safety representative

Fire Marshals

All staff are considered to be fire marshals as they have specific responsibilities for assisting the safe evacuation of children and young people in their charge. However, some staff have had specific training from Claughton Fire Protection which provides them with appropriate information, instruction, training and supervision to ensure, should the need arise, that they are competent in the use of fire-fighting equipment.

STAFF TRAINED AS FIRE MARSHALLS

N Dymont	W Wilson
A Whelan	L Mackie
N Rogers	C McGill
K McArdle	R Pearson
D Gibson	
J Morris	
H Phillips	
A Segar	

MODEL FIRE SAFETY INFORMATION –

It is the responsibility of the Executive Headteacher to ensure that all employees are aware of the Fire Safety Procedures. Information should include the following:

1. Fire detection systems – how they operate and what action to take.
 - ◆ *Automatic smoke/heat detectors. In the event of a fire, the detectors are activated. These are linked to the Fire Alarm which will in turn activate the fire alarm, giving the signal to all staff to evacuate the building.*
2. Location of Fire Alarm Call Points
 - ◆ *Identify at least two fire alarm call points in the workplace.*
 - ◆ *Employees must familiarise themselves with location of fire alarm call points as they move around the building eg: toilets, dining room, meeting rooms.*
 - ◆ *Details of when fire alarms are tested, day, time, sound, etc. are kept in the caretakers office*
3. Emergency evacuation routes
 - ◆ *Identify at least two means of escape from the workplace.*
 - ◆ *Employees must familiarize themselves with location means of escape as they move around the building eg: toilets, dining room, meeting rooms.*
 - ◆ *Staff to be instructed on how to operate all doors fitted with an over-ride system (break glass green coloured boxes located at side of door and/or fire alarm call point).*
4. Location of Assembly Point
 - ◆ *Identify location of assembly point – detailed in Health & Safety Handbook – Section B.*
5. Identify Fire Marshal for their area – all staff
6. Action to be taken on hearing the Fire Alarm
 - ◆ *Leave the building at once, quickly and calmly by the nearest safest exit.*
 - ◆ *In the event of lone-working situation staff must summon the emergency services by dialling 9-999.*
 - ◆ *Do not stop to collect personal belongings.*
 - ◆ *Assist with the evacuation of visitors.*
 - ◆ *As you leave the building, close all doors on the way out.*
 - ◆ *Do not use the lift.*
7. Action to be taken on discovery of a fire
 - ◆ *Raise the alarm by breaking the glass on the nearest fire alarm call point and call the emergency services.*
 - ◆ *In the event of lone-working situation staff must summon the emergency services by dialling 9-999.*
 - ◆ *Leave the building at once, quickly and calmly by the nearest safest exit.*
 - ◆ *Do not stop to collect personal belongings.*
 - ◆ *Assist with the evacuation of visitors.*

- ◆ *As you leave the building, close all doors on the way out.*
- ◆ *Do not use the lift*

In the event of an evacuation employees **must not**:

- ◆ re-enter the building unless given permission to do so by the Senior Fire Authority's Officer
- ◆ Move their vehicles unless given permission to do so.
- ◆ Leave the premises unless given permission to do so.

8. Responsibility for visitors

It is the responsibility of the Host to ensure safe evacuation of their visitors.

9. Identifying and Reporting Defects

*All staff have a responsibility to report any defects which pose a risk to the health, safety and welfare of themselves **and others**.*

10. Identify fire risks in the workplace

- ◆ *Electrical Equipment including use of extension lead*
- ◆ *Use of personal electrical equipment is prohibited*
- ◆ *Housekeeping – do not store combustible materials near potential sources of ignition.*

11. Employees Responsibilities

- ◆ *Housekeeping – safe storage of equipment and materials*
- ◆ *Visual inspections of equipment*
- ◆ *Report defective equipment*
- ◆ *Correct and safe use of equipment*
- ◆ *Ensuring all means of escape routes, fire doors, fire alarm call points and emergency lighting are kept free from obstruction at all times. If it is within the capability of the individual to do something about it they should do it immediately. If not they should report to the Executive Headteacher/Business Manager immediately.*

3.9.7. Personal Emergency Evacuation Plans (PEEP)

The school has a responsibility for the safety of their staff, pupils and visitors, providing instruction and training and taking into account the special needs of individuals, such as those with disabilities.

It is the responsibility of the school to provide an emergency evacuation plan for all persons on site including individuals with physical/sensory impairments who require assistance. Where individuals require assistance, a personal emergency evacuation plan (PEEP) is required and should be tailored to meet the needs of the individual. This must be agreed between the responsible person and the individual requiring support and in the case of a pupil the parent/carer.

Special arrangements for non-ambulant pupils Non-ambulant students situated on the second floor should proceed to the nearest bridge where they will be supervised by a nominated member of staff (HGR/JPA/LM).

Non-ambulant students situated on the first floor should evacuate the building either through reception or make their way to the steps at the end of Block D via the street where they will be supervised by a HLTA (AD).

All other students should exit the building in the normal way.

J Morris will liaise with the nominated DHT in the main reception to ascertain the reason for the alarm. J Morris will then join those on the first and second floor and confirm whether a full evacuation is required. If so, J Morris and the nominated staff members will transfer the student to an EVAC CHAIR (if it is safe to do so) for evacuation, as necessary.

3.9.8. Means of Escape

Daily visual checks, which are not normally recorded, will be carried out by the caretaking team to ensure that all routes are kept free from obstruction at all times and that all final exit doors are operational.

3.9.9. Fire Fighting Equipment

Suitable and sufficient numbers of fire extinguishers are located across all areas of the school. These must be clearly visible and kept free from obstruction at all times. Checks are made routinely by caretaking staff and recorded in their fire log book.

Staff with no training should not attempt to extinguish a fire, however all staff should be familiar with the location of the appliances.

Staff who are expected to take a more active role will be provided with extinguisher training.

3.9.10. Fire Alarm Systems

Location and type of detectors and manual call points will be clearly marked on the school's floor plan a copy of which is maintained in the fire log book. Checks are made routinely by caretaking staff and recorded in their fire log book.

3.9.11. Emergency Lighting

Location of emergency lighting and test keys will be clearly marked on the school's floor plan a copy of which is maintained in the fire log book. Checks are made routinely by caretaking staff and recorded in their fire log book.

3.9.12. Inspection, Service and Maintenance

a) Testing of the Fire Alarm System

Fire alarm call points will be tested weekly in rotation by caretaking staff and a record kept in the Fire log book. Normally regular testing of fire alarms will occur before start of school.

Any defects on the system will be reported immediately to the Spie Helpdesk.

A fire alarm maintenance contract is in place with SIC (organised by Spie) for the annual inspection, service and maintenance of the system.

Smoke and heat detectors are tested on a quarterly basis by Spie FM.

Test records are located in the site's fire log book.

b) Inspection of Fire Fighting Equipment

Spie FM undertake an annual maintenance service of all fire fighting equipment.

Caretaking staff will check that all fire fighting equipment is available for use and operational and for any evidence tampering at least termly. A record of inspections will be maintained in the fire log book.

Defective equipment or extinguishers that need recharging should be taken out of service and reported direct to the SPIE helpdesk for urgent replacement.

c) Testing of Emergency Lighting Systems

These systems will be tested monthly by caretaking staff and annually by *Spie FM*.

Test records are located in the site's fire log book.

d) Inspection of Fire Doors

Caretaking staff will carry out daily visual checks for any obstructions on exit routes and ensures all final exit doors are operational.

Caretaking staff will also carry out formal checks using the Fire Marshal checklist at least termly on all fire doors to ensure that they are in good condition, close firmly into their rebates and that all smoke seals and intumescent strips undamaged. Records of inspection are located in site's fire log book.

e) Testing of Manual/Automatic Hold Open Devices

Caretaking staff will ensure that all hold open devices are fully operational on testing of the fire alarm. All defects to be recorded and records maintained in the fire log book.

f) Record Keeping

All documentation relating to fire safety including inspection, service, maintenance and repair records must be maintained in the school's fire log book held in the caretakers office.

Please note

Emergency contact and key holder details are maintained by the Premises Manager and provided to Wirral Community Patrol.

3.10. First Aid

FIRST AID BOXES ARE LOCATED AT THE FOLLOWING POINTS:

Location of Main First Aid Boxes	
1	Student Services Office
2	Main Office
3	Science Prep Rooms
4	DT Prep Room and Classrooms
5	Weathertots
6	Food Technology
Additional boxes are held in departments and other areas of the school as appropriate including the Mini-bus.	
First aid boxes are regularly checked by the member of staff with whom the box is lodged and restocked, as appropriate by HJS.	

When assessing first aid needs it is recommended that the likely risks to pupils and visitors, as well as to staff, are included.

The First Aid designated staff member (HJS) is responsible for regularly checking that the contents of first aid boxes are complete and replenished as necessary. A check should be made at least termly.

The following staff are available to provide first aid-

TRAINED TO FIRST AID AT WORK LEVEL:

Name	Training Provider	Date of Training	Refresher due date	Mobile/Ext No
Miss H Phillips	St John Ambulance	June 2016	June 2019	07505 404088
Mrs A Segar	St John Ambulance	June 2016	June 2019	07806 439093
Mrs R Jones	St John Ambulance	June 2016	June 2019	239
Mrs M Anscombe	St John Ambulance	July 2016	July 2019	07504 052663
Ms S Sandhu	St John Ambulance	May 2016	May 2019	07905 274144
Miss T Tolond	St John Ambulance	May 2013	May 2016	293
Mrs K Draper	St John Ambulance	March 2014	March 2017	244
Mrs T Jordan	St John Ambulance	October 2014	October 2017	203

TRAINED TO EMERGENCY AID LEVEL:

Name	Training Provider	Date of Training	Refresher due date	Ext No
Mr P Games	St John Ambulance	October 2015	October 2018	234
Miss C Forde	St John Ambulance	March 2016	March 2019	209
Miss L Ashman	St John Ambulance	March 2016	March 2019	203

TRAINED IN THE USE OF AN EPI-PEN:

Acock Clair	School Nurse	241	October 2014
Anscombe Mikel	Student Services	216	October 2013
Basford Nina	Science	262	October 2014
Bate Jennifer	English	258	October 2013
Bungay Alison	Science – TA	262	October 2014
Chappell Fran	Dance	231	October 2013
Reid Louise	Maths	252	October 2014
Daly Andrea	SEN - Learning Zone	255	October 2013
Dean Claire	MFL	246	October 2013
French Lisa	DT	266	October 2014
Gardner Sue	MFL – TA	246	February 2012
Gaskell Sue	SEN – TA	263	October 2014
Graham Michael	MFL	246	October 2013
Griffiths Phaedra	Maths	252	October 2013
Hilary Duffy	SEN – HLTA	218	October 2013
Jones Rebecca	Well-being	239	October 2014
Lilburn Mari	PE	224	October 2014
Littler Kate	Maths	252	October 2014
Lowe Kathryn	Maths	252	October 2013
Mackie Lorna	Science – TA	262	October 2014
Mallon Rosie	RE	251	October 2013
McDermott Aine	Science	262	October 2014
Moore Debbie	Science	279	October 2014
Pearson Rhiannon	DT	266	October 2014
Phillips Helen	Site Supervisor	291	October 2013
Reid Mark	Science	262	October 2014
Ryan Emma	MFL	246	February 2012
Sandhu Shabnum	DT Food	267	October 2014
Scally Daniel	Maths	252	October 2014
Segar Angie	Site Supervisor	291	October 2013

Seller Nicola	RE	251	October 2014
Smith Norah	DT	266	October 2014
Tang Milisa	Maths	252	October 2013
Temple John	Science	262	October 2014
Tolond Terianne	Finance	293	October 2013
Watterson Niki	Maths	252	October 2013
Yates Angela	KS4 Pastoral Support Worker	290	October 2014

Also trained in the use of an Epi Pen:

Mr Dyment, Miss Whelan, Mrs Rogers, Miss Sullivan, Miss McArdle and Mr Morris

TRAINED TO EARLY YEARS FOUNDATION STANDARD (EYFS) PAEDIATRIC FIRST AID):

Name	Training Provider	Date of Training	Refresher due date	Ext No
Mrs J Roden	St John Ambulance	March 2015	March 2018	265
Mrs A Hearn	St John Ambulance	March 2015	March 2018	267

The Business Manager will ensure that First Aiders have a current certificate and that new persons are trained should first aiders leave.

Where appropriate HJS will check that minibuses are properly equipped with first aid boxes before they are used.

Use of Defibrillators

An AED is a portable electronic device that automatically diagnoses and treats life threatening cardiac arrhythmias through the application of electrical therapy, allowing the heart to re-establish an effective rhythm. 19 Weatherhead staff have been trained in their use.

There are two semi automatic defibrillators in school.

They are situated in:

- a) Main Office (G110)
- b) Outside PE office (A023)

Each defibrillator has a pack attached containing all the equipment that would be needed in the event of an emergency.

Role of the First Aider

1. Attend the scene and assess the situation.

2. If the person is not responsive, check the airway and establish if they are breathing.
3. IN THE EVENT THAT THE PERSON IS **NOT** BREATHING do the following:
 - a) CALL FOR HELP – Call for an ambulance (Dial 112 or 999 on mobiles) AND for a member of staff trained in the use of defibrillators via reception. State to the emergency response team that the person has stopped breathing and is in cardiac arrest.
 - b) Start compressions and mouth to mouth. 2 breaths per 30 compressions.

Defibrillator trained member of staff

1. Pick up the nearest AED and attend the scene.
2. Use your training and follow the instructions.
3. The semi automatic defibrillator will inform you whether or not the person will require a shock. It is only used on someone that is not breathing: in reality you cannot make the condition worse.

FOR EVERY MINUTE THAT THE FIRST SHOCK IS DELAYED, THE CHANCES OF SURVIVAL REDUCES BY 10%. SPEED IS OF THE ESSENCE.

STAFF TRAINED TO USE DEFIBRILLATORS

N Dymant	B Carrier
A Whelan	K Coates
R Byrne	C Walton
N Sullivan	L Smith
K McArdle	H Phillips
D Gibson	T Jordan
A Moretta	C Quinlan
J Roden	C Carney
J Morris	S Moore
L Mackie	

3.10.1. Transport to hospital

Where the first aider considers that hospital treatment is required the school should summon the emergency services for transport by ambulance.

If, despite being fully appraised of the situation, the emergency service does not consider it necessary for transport by ambulance, but the school consider that further medical advice is required, the school should contact the pupil's next of kin. If the next of kin cannot be contacted and/or do not have access to own transport, the school can, **only** in these **exceptional** circumstances arrange to transport the injured person using their school staff transport.

Please note that that they must be accompanied by an additional responsible adult to support the injured person. A member of staff should stay with the injured child until their parents/guardians arrive at the hospital.

Please note:

All staff who are likely to use their own vehicles for business travel must have the appropriate business insurance unless use is made under exceptional circumstances in which case the school has insurance cover. It is the responsibility of the Premises Manager to check these documents together with the individual's driving licence making note of any endorsements on an annual basis and maintain appropriate records.

3.10.2. First Aid away from School Premises

A travel first aid kit is taken by an appointed member of staff when taking a group of children out of school.

3.10.3. Clinical Waste

All swabs, tissues etc used for first aid treatment will be placed in the yellow medical bins provided.

Incontinence waste such as disposable nappies, stoma bag etc will be placed in the disposal unit in A125.

Items such as needles, syringes and other sharps will be placed in the "sharps bin" provided.

3.10.4. Emergency Contact Numbers

NHS Direct	0845 4647
Accident & Emergency	0151 678 5111
Schools Nurse	0151334 4000 x 5201
Infection control Nurse	0151 604 7750
Public Health England	0844 225 1295

3.11. Housekeeping

It is the responsibility of all staff to maintain good standards of housekeeping across all areas of the school.

3.11.1. Floors and Gangways

Wet, greasy, dusty or dirty floors; spills or splashes of solids or liquids etc.
Unsuitable floor surface or covering; trailing cables; congestion;
obstructions; inadequate lighting.

3.11.2. Furniture and Fittings

Check circulation routes are not impeded by the arrangement of furniture.
Check furniture is not damaged or unstable.
Check no furniture is in a dangerous condition, rough wood, splinters,
protruding screws, nails, loose components etc

- 3.11.3. Storage
Check accessibility, are shelf mountings secure, are shelves overloaded, are bulky items stored at waist height – not at high or low level, is storage logical and tidy, are storage areas kept secure, is access equipment available for high shelves eg kick stool or step ladder
- 3.11.4. Waste
Are there adequate containers for disposal of waste, are they emptied regularly, check for waste accumulating on escape routes
- 3.11.5. Welfare Facilities
Is there adequate storage for coats, personal belongings are facilities for making refreshments and eating snacks kept clean and tidy, is food stored in appropriate containers
- 3.11.6. Fire
Are flammable materials kept away from heat and ignition sources; stored in approved correctly labelled containers, are fire exits, call points, fire extinguishers clearly marked, and free from obstruction
- 3.11.7. Inspections
A general workplace inspection of the site will be conducted termly and be undertaken / co-ordinated by the Executive Headteacher and Premises Manager.

Monitoring inspections of individual departments will be carried out by Heads of Department or nominated staff.

Inspections will be conducted jointly with the establishment's health and safety representative(s) whenever appropriate.

The person(s) undertaking the inspection will complete a report in writing and submit this to the Business Manager.

Responsibility for following up items detailed in the safety inspection report will rest with the Business Manager.

A named governor will be involved / undertake inspections on an annual basis and report back to the finance & resources sub-committee and full governing body meetings.

All teaching staff will be asked to complete a Health & Safety checklist for classrooms on an annual basis which will form part of lifecycle works.

Health and Safety Checklist for Classrooms

Questions		Yes/No/Not applicable	Further Action Needed
Movement around the classroom (slips and trips)	Is the internal flooring in a good condition?		
	Are there any changes in floor level or type of flooring that need to be highlighted?		
	Are gangways between desks kept clear?		
	Are trailing electrical leads/cables prevented wherever possible?		
	Is lighting bright enough to allow safe access and exit?		
	Are procedures in place to deal with spillages, eg water, bodily fluids?		
Work at Height	Is a window opener provided for opening high level windows?		
Furniture and Fixtures	Are permanent fixtures in good condition and securely fastened, eg cupboards, display boards, shelving?		
	Is furniture in good repair and suitable for the size of the user, whether adult or child?		
	Are all screws fittings in place and secure?		
	Where window restrictors are fitted, are they in good working order?		
	Are hot surfaces of radiators etc, protected where necessary to prevent the risk of burns to vulnerable young people?		
Manual Handling	Have trolleys been provided for moving heavy objects, eg books, materials, stacker boxes, etc?		
	Are trolleys maintained in good condition?		
Computers and similar equipment	Have pupils been advised about good practice when using computers?		
Electrical equipment and services	Are fixed electrical switches and plug sockets in good repair?		
	Are all plugs and cables in good repair?		
	Has portable electrical equipment, eg laminators, been visually checked and, where necessary tested at suitable intervals to ensure that it is safe to use ? (There may be a sticker to show it has been tested - every 3 years)		
Fire	If there are fire exit doors in the classroom are the: <ul style="list-style-type: none"> • Unobstructed • Kept unlocked and • Easy to open from the inside? 		
	Is fire fighting equipment in place in the classroom?		
	Are fire evacuation procedures clearly displayed?		
	Are you aware of the evacuation drill, including arrangements for any vulnerable adults or children?		
Workplace ventilation and heating	Does the room have natural ventilation?		
	Can a reasonable room temperature be maintained during use of the classroom		
	Are measures in place, for example blinds, to protect from glare and heat from the sun?		

Additional Issues	Yes/No/Not Applicable	Further action Needed

Further action needed (office use only)

Hazards noted	Action take and when

Name and position	Signature	Date
Location/name of classroom		

3.12. Legionella

SPIE FM are responsible for carrying out these checks details of which are contained in the caretakers office. The written report contains findings and recommendations.

Statutory monitoring will be covered by monthly checks undertaken and will address any issues that are highlighted by the Risk Assessment. Additional checks will be required particularly where there are showers and these requirements will be addressed individually by SPIE FM.

3.13. Lighting

The school will ensure that each room or other space within the school will have lighting appropriate to its normal use and which satisfies any more specific requirements. The maintained illuminance of teaching accommodation must not be less than 300 lux on the working plane. Where visually demanding tasks are carried out there must be maintained illuminance of not less than 500 lux on the working plane. Light fittings must not produce a glare index of more than 19, where glare index measures the direct glare from light fittings which might be seen, for example, by someone looking up from their work. It is the responsibility of all staff to report any defects so that appropriate repairs can be instigated.

3.14. Lone working

Staff are encouraged not to work alone in school. Work carried out unaccompanied or without immediate access to assistance should be risk assessed to determine if the proposed lone working activity is necessary.

Work involving potentially significant risks (for example work at height, operating dangerous equipment, etc) **should not** be undertaken whilst working alone.

Where lone working cannot be avoided staff should:

- Ensure they do not put themselves or others at risk.
- Ensure they have means to summon help in an emergency e.g. access to a telephone or mobile telephone etc.
- When working off site, (e.g. when visiting homes), notify a colleague of their whereabouts and the estimated time of return. (It is good practice to obtain background information about the child/family being visited and also to pre-plan the route if the premises are unfamiliar.)
- Key holders attending empty premises where there has been an incident or suspected crime should do so with a colleague if possible. They should not enter the premises unless they are sure it is safe to do so.
- Report any incidents or situations where they may have felt “uncomfortable”. Good communication between colleagues, in terms of personal safety is essential.

3.15. Manual Handling

All manual handling activities which present a significant risk to the health and safety of staff, whether they involve the manual handling of people or objects, will be reported to or identified by the Premises Manager who will arrange for a suitable and sufficient risk assessment to be carried out.

Where it is not reasonably practicable to eliminate these activities a risk assessment will be carried out and the risk reduced as far as is reasonably practicable.

Appropriate information, instruction and training on safer moving and handling techniques will be provided to all staff that, as part of their job, are required to undertake these activities.

The written risk assessment is available to employees on the staff shared area who must follow the instruction given when carrying out the task.

Staff should ensure they are not lifting heavy items and equipment unless they have received training and/or equipment in order to do so safely.

3.16. Management of Medicines

Any medicine, including painkillers, will only be issued if it is brought to school by a pupil with a parent's written consent for it to be taken during school time. This written consent should include details of dosage, strength of medication and frequency at which it is to be given. The medication container should also be clearly labelled with the child's name, the appropriate dosage and the expiry date. This label should be signed/initialed by the parent/guardian.

If a pupil has a need to bring medication to school to take at intervals throughout the day, it will be kept in a locked secure box provided for this purpose. This box is located in the Student Services Office.

Medication will be signed out by appropriate members of staff and records will be kept of all medication administered.

It is the responsibility of parents/guardians to ensure that the school is kept up to date with any changes in medication.

In the case of a child being on long term medication, records will be reviewed annually and parents/guardians will be contacted via letter to ensure that school records are up to date.

Self Administration

If a child needs to keep their medication on their person throughout the day, for example inhalers, then parents should ensure that their child can self administer this effectively. A letter should also be provided informing the school of the medication that their child is carrying, and consent should be given for their child to self administer.

3.17. Minibuses

Mini bus drivers are responsible for undertaking pre drive checks during the operation of minibuses.

It is a requirement for all minibus drivers to attend and pass the Wirral Council's minibus training. They are not authorised to drive the vehicle without this certificate. In addition formal authority to drive is required from the authority's transport division.

Trained authorised mini bus drivers:

1. Mr A Davies
2. Mr M Squires
3. Mr J Donaldson
4. Mr S Owen
5. Mr J Temple
6. Mrs K Littler

3.18. New and Expectant Mothers

Assessments on new and expectant mothers will be co-ordinated by Mrs J Finn, HR Manager, following guidance contained in the Local Authority Health and Safety Management Arrangements for Risk Assessment and the Health and Safety Management Arrangements for New and Expectant Mothers.

It is the responsibility of staff to inform their line manager as soon as they know they are (or are no longer) pregnant.

The risk assessment will be reviewed on a regular basis as the pregnancy progresses.

3.19. Noise

The school will take all reasonable steps to ensure staff, pupils and visitors are not exposed to noise which may affect their health and safety.

3.20. Risk Assessment

3.20.1. General Risk Assessments

General school risk assessments will be coordinated by the Business Manager following guidance contained in the **Local Authority Health and Safety Management Arrangements for Risk Assessment available from CYPD Wescom Website "Health & Safety"**

Description	Department/Responsible Person
Curriculum – eg sciences, DT, PE, Music, Drama, Art, ICT	Curriculum Leaders
Non curriculum activities – eg movement around school, lunchtime supervision, open evenings, parents' evening, school productions, before and after school clubs	Business Manager

for both school and non-school operated, fire	
Location Hazards playground and play equipment, gymnasium, classroom, hall, dining room, ICT,	Curriculum Leaders/Business Manager
Equipment	Curriculum Leaders/Business Manager
Lessons outside Classroom	Curriculum Leaders/Business Manager
Job based risk assessments teaching	HR Manager in conjunction with LA representative
Job based risk assessments support staff (eg office staff, volunteers, midday staff etc.	Business Manager

These risk assessments are available for all staff to view and are held centrally on: *the staff shared area: admin-general/admin/risk assessments*

Specific risk assessments relating to individual persons, e.g. staff member or young person/pupil are held on that person's file.

3.20.2. Curriculum Activities

Detailed risk assessments for Art, Drama, Dance, Music, DT, Science, PE, use of the All Weather Pitch and non-curriculum activities have been posted on the staff shared area in the ADMIN folder. Staff should consult these additional documents for information where necessary. **It is the responsibility of Curriculum Leaders to ensure that departmental risk assessments are kept up to date and reviewed on an annual basis.**

3.20.3. Non-curriculum Activities

Non-curriculum risk assessments cover a variety of areas including use of interactive whiteboards and projectors, visual display units, manual handling, use of ladders, computer suites, store rooms and advice on good housekeeping. **Staff should ensure that they consult with these documents and take all necessary precautions.**

Risk assessments are reviewed on an annual basis, when there has been a change in location, equipment, people and procedures and always after a reported accident and/or near miss. Staff will be made aware of any changes to risk assessments relating to their work.

Staff are regularly informed via email, briefings and H&S meetings to review risk assessments to ensure that they remain up to date and relevant.

3.21. Security

The importance of ensuring the security of premises with regard to both people and property can not be stressed enough. Good security allows both staff and pupils to feel safe and confident in their surroundings.

The Governors recognise and accept their corporate responsibility to provide a safe and secure environment for children, employees and visitors to Weatherhead. The school's security arrangements are outlined in the policy contained in SECTION E of the Health & Safety handbook. There is also a security risk assessment on the staff shared area.

Where appropriate the Governors will seek any necessary expert advice to determine the security risks and precautions required to deal with them.

The Governing Body will, where appropriate, be informed of breaches and failures of the policy to enable them to take any corrective action as is necessary to ensure the safety of members of the school community.

- Governors will periodically review the school's security policy.
- Governors will delegate the day to day implementation of the policy to the Executive Headteacher and Business Manger.

The Executive Headteacher will:

- Set up arrangements in school that complies with the security policy agreed by Governors.
- Ensure that all staff within the school receive information, instruction and training in the security policy and procedures.
- Establish a system for the reporting, recording and investigation of breaches of the policy and take reasonable steps to prevent reoccurrence.
- Ensure that all visitors, contractors and agency staff adhere to the security policy.
- Monitor the implementation of the policy and security arrangements.
- This responsibility will be delegated to the Business Manager.

3.22. Stress Management

Weatherhead High School is committed to protecting the health, safety and welfare of our employees and recognise that workplace stress is a health and safety issue and acknowledge the importance of identifying and reducing workplace stressors.

The Health and Safety Executive define stress as “the adverse reaction people have to excessive pressure or other types of demand placed on them”. This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress, which can be detrimental to health.

The school and governing body are committed to promoting high levels of health and well being and recognise the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE and Wirral Council's Health and Safety Management Arrangements for Managing Stress.

In seeking to ensure the effectiveness of this policy, the School will:-

- ensure that legal requirements are complied with as far as is reasonably practicable.
- promote best practice, and improve knowledge and skills in stress management
- identify, as far as is reasonably practicable, all workplace stressors, and conduct risk assessments to eliminate or reduce stress, or control the risks from stress. Risk assessments will be regularly reviewed

- consult with staff representatives on the implementation of all proposed school wide action relating to the prevention of workplace stress
- provide adequate resourcing to ensure the implementation of this policy
- maintain a robust risk management process to ensure that principal risks are reported to the Governing Body

3.22.1 Action to take if you think someone maybe suffering with stress

The following steps **must be taken** by the Line Manager if a member of staff expresses that they may be suffering from stress or you consider they are showing symptoms of stress or if stress has been diagnosed by their GP.

- Sit down and talk in private with the person concerned.
- Establish whether the problem (or perceived problem) is a work related issue or not;
- Find out whether expert help is required;
- Establish if changes within the work environment could help the problem.
- With the person concerned complete a risk assessment form, this should help clarify what the issues are and what action is required.
- Identify issues causing concern (work related, personal, physical etc);
- Establish what effect these issues are having on the persons' well-being;
- Identify what measures are in place already to control the risk of stress;
- Identify what further action can be taken to further reduce the risk.
- Arrange for expert help if required.
- Where it is identified that the stressors are of a personal nature, direct the individual to Employee Assistance Programme or other external expert agency. **Do not give personal advice.**
- If additional action is identified then a review date should be set, with regular non-formal checks made on an ad-hoc basis.
- Ensure that any agreed actions to be taken are acted upon as soon as possible, make sure that the person concerned knows of any possible time constraints.
- Ensure that the risk assessment and any other notes made are recorded, kept safe and agreed with the person concerned.

3.22.2 Rehabilitation

- Ensure there are arrangements for staff to have an early Return to Work interview focusing on the person rather than any work problems there may be;
- Make sure that people who have been off sick with a stress-related illness feel that they are welcomed back;
- Make sure that the person is not placed in a situation which contains the same factors that led to their illness;
- If you discover that work caused, or was part of the cause, of ill health leading to absence, you should address the problems and make alterations;
- Staff are likely to feel uncomfortable if they think they are getting special treatment.
- Make sure the person undertakes the range of duties that would normally be expected of the job.

- Reasonable adjustments such as reduced responsibilities, part-time working or phased return to work could be considered for a limited period of time. Please refer to Mrs J Finn for guidance on Reasonable Adjustments

3.23 Training

Training is one of the most important tools in achieving competence and when this is coupled with experience, a person's competency is increased.

Correctly identified training which is regularly updated and assessed for its relevance will ensure that safe practices are maintained and that legal obligations are met by the employer.

It is important that:

- New employees are made aware of basic health and safety information relevant to the organisation and given an appreciation of the safety culture which exists. Particular attention should be given to younger employees where it is likely to be their first job.
- Training the experienced workers is also very important as systems of work will vary within the organisation and even between departments. An assessment of training needs will be required for the school to ensure that all employees are competent, even though the employee may have evidence of formal training.
- In order to secure the health and safety of all employees, the school will provide a range of health and safety training to all new employees with regular refresher training; where on the job training is not sufficient.
- Induction training should commence on the first day of employment so that employees become familiar with basic procedures as soon as they are at their place of work. The person responsible for this induction is the HR and/or line manager.

3.24 Violence & Aggression

The definition of work-related "violence & aggression" in the context of these arrangements means;

"Any incident where staff are abused, threatened or physically assaulted in circumstances related to their work involving an explicit or implicit challenge to their safety, well-being or health".

Weatherhead High School is committed to providing a safe and secure work environment for all its employees, pupils and visitors. It recognises that both physical injuries and physiological distress can result from acts of violence and aggression and incidents involving verbal abuse, intimidation, threats and physical assault arising in the course of work or as a result of work they undertake.

Where it has been identified, staff will be provided with appropriate information, instruction and training for dealing with difficult situations.

3.25 Vehicles

Vehicular access to the school is restricted to school staff and visitors only and not for general use by parents / guardians when bringing children to school or collecting them.

The access from the road shall be kept clear for emergency vehicles.

If an event is being held outside of normal school activities for which this is the sole access, then all due care must be taken to ensure the safety of those passing through this entrance.

3.26 Work at Height (applicable to SPIE FM personnel only)

Work at height activities from where a person could fall a distance liable to cause personal injury present a significant risk, all such activities should be avoided where it is reasonably practicable to do so.

Where this is not possible a risk assessment must be conducted and the risk reduced as far as is reasonably practicable. A copy of this assessment will be provided to employees authorised to work at height.

The establishments nominated person responsible for work at height is the SPIE FM Manager.

The nominated person(s) shall ensure:

Suitable and sufficient risk assessments must be completed for all working at height activities e.g. changing light fittings, retrieving objects from roofs, clearing of gutters, painting, etc. The risk assessment must consider the following:

Individual

- Are they up to the job
- Medical/physical needs
- Medication
- Suitable clothing including footwear
- Attended suitable training and refresher courses

Equipment

- Appropriate for the job
- Correct height
- In good state of repair
- Regularly inspected
- Easily accessible
- Conforms to BSEN 131

Location

- Weather
- Lighting
- Uneven/unstable/slippy surfaces
- Contamination – mud, water, oil, etc
- Vehicular and pedestrian access

- Overhead services
- Access – opening doors/windows
- Secured ladder
- Distractions e.g. sudden noise, pedestrians, electric shock
- Height at which works is to be completed

Activity

- Avoid it
- Plan the work
- Minimise the risk of fall or reduce distance of fall
- Duration – up to 30 minutes
- Frequency – daily, weekly, etc.
- Lone worker – can the individual summon help if required.
- Physical effort required
- Manual handling of equipment
- Falling objects

3.27 Equipment

All staff are required to report to the Business and/or Premises Manager any problems found with plant/equipment, damaged electrical apparatus or wiring - including portable equipment and permanent wiring.

Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair / disposal.

3.27.1 External play equipment

The external play equipment will only be used when supervised. Such equipment should be checked daily by the lead teacher for any apparent defects, and particularly for contamination by animals in areas covered by bark chippings or soft sand. An annual inspection will be carried out by a suitably competent contractor organised via SPIE FM. Records of all inspections to be kept on site for a minimum of five years.

3.27.2 Curriculum

Heads of department are responsible for ensuring maintenance requirements for equipment in their areas are identified and implemented.

Curriculum Leaders in conjunction with SPIE FM will identify all work equipment in an equipment register and ensure that risk assessments are carried out, identifying any relevant servicing / routine maintenance / inspection regimes, training or instruction needs, personal protective equipment requirements and authorised users.

The following equipment has been identified as likely to involve a specific health and safety risk and details are given below on inspection, use and repair.

EQUIPMENT	RESPONSIBLE PERSON (WHO CAN ASSESS RISK)	AUTHORISED USERS OF THE EQUIPMENT	AUTHORISED PERSON FOR INSPECTION AND REPAIR	INSPECTION PERIOD (E.G. TERMLY, ANNUALLY)
Access equipment e.g. ladders, tower scaffold	<i>Site staff / Theatre Technician</i>	<i>Site staff / Theatre Technician</i>	<i>External company</i>	Tower scaffold on erection. Avoid leaving in situ when not in use. Annual external inspection in place.
Gas appliances (includes school catering equipment, boilers, food tech etc.)	SPIE FM	Site/teaching and support staff	Corgi registered contractor	Daily visual Annually
PE and play equipment	SPIE FM	Teaching staff	<i>Approved contractor</i>	Daily visual before use. Annually
LEV, dust extraction /fume cupboards	SPIE FM	Technical staff	<i>Approved contractor</i>	Daily visual before use 14 monthly(max) Refer to CLEAPSS guidance. Records of these examinations must be kept for a five year period.
Technology Equipment	SPIE FM	Teaching/ Technical staff	<i>Approved contractor</i>	Daily visual before use Termly formal written Annual inspection, service and maintenance by competent engineer. Refer to CLEAPSS guidance. Records of these examinations must be kept for a five
Art/Design Equipment	SPIE FM	Teaching/ Technical staff	<i>Approved contractor</i>	Daily visual before use Termly formal written Annual inspection, service and maintenance by competent engineer

				Refer to CLEAPSS guidance. Records of these examinations must be kept for a five
Portable electrical equipment	Business Manager	All staff	<i>Competent trained contractor</i>	Daily visual before use.
Lifts/lifting equipment	SPIE FM	Caretakers, other staff	<i>Approved contractor</i>	Daily visual Lifts annually Hoists/slings for people – 6 monthly

3.28 Use of the Lift

1. Support staff will use the lift when they have non-hazardous loads which are too bulky to move from one floor to another using the stairs.
2. Teaching staff should restrict their use of the lift to helping support staff with access when they are moving equipment and deliveries.
3. The lift will be used to enable a disabled/non ambulant student or member of staff or other disabled person to gain access to and from each floor. Disabled/non-ambulant students will only be allowed to use the lift when accompanied by a member of the teaching/support staff or student.
4. Lift keys are held by members of the Leadership Team, Year Leaders, Mentors and the Student Services Office staff. An additional key is held at Reception for emergency use.
5. Lift motors are located near to each lift on the 2nd floor. The keys are held by the Caretakers for Block A and Block B lift. Hand-winding instructions are kept by each lift and with the Caretakers, Business and Premises Manager.
6. The following staff have been trained in the emergency procedures:

Mr W Myles

4. General Statement of Intent

Weatherhead accepts its responsibilities under the Health and Safety at Work etc Act 1974 and all subsequent regulations.

The school will ensure, so far as is reasonably practicable, the health, safety and welfare of employees, visitors, contractors and any other persons affected by its undertaking.

It is the responsibility of the Governors/Executive Headteacher, to ensure that all staff comply with this commitment through the implementation of a robust management system that seeks continual improvement in the health and safety performance of the school.

The schools objectives, in conjunction with Spie FM, so far as health and safety is concerned, are to provide and maintain, so far as is reasonably practicable:-

- Plant, equipment and systems of work that are safe.
- Safe arrangements for the use, handling, storage and transport of articles and substances.
- Sufficient information, instruction and supervision to enable all employees to avoid hazards and contribute positively to their own health and safety at work.
- A safe place of work with safe access to and egress from it.
- A healthy working environment and adequate welfare facilities.

All staff should be aware of their responsibilities contained within this health and safety policy and report any unsafe acts or situations to an appropriate Officer.

All employees

All employees are expected to participate in the implementation of the School's Health and Safety Policy. They will:

- Act in the course of their employment with due care for their own safety and that of others who may be affected by their acts or omissions at work.
- Co-operate, so far as is necessary, to enable the school to perform any duty or to comply with any requirements of health and safety legislation currently in force.
- Use correctly all work items, guards, protective equipment etc, provided by the school, in accordance with the training, instructions or information that they have received.
- Report all accidents and incidents (whether people are injured or not) appropriately.
- Report promptly to line management any defective equipment, plant, premises, hazards or damage.