



## DRAYTON MANOR HIGH SCHOOL

### GOVERNORS' HEALTH & SAFETY POLICY

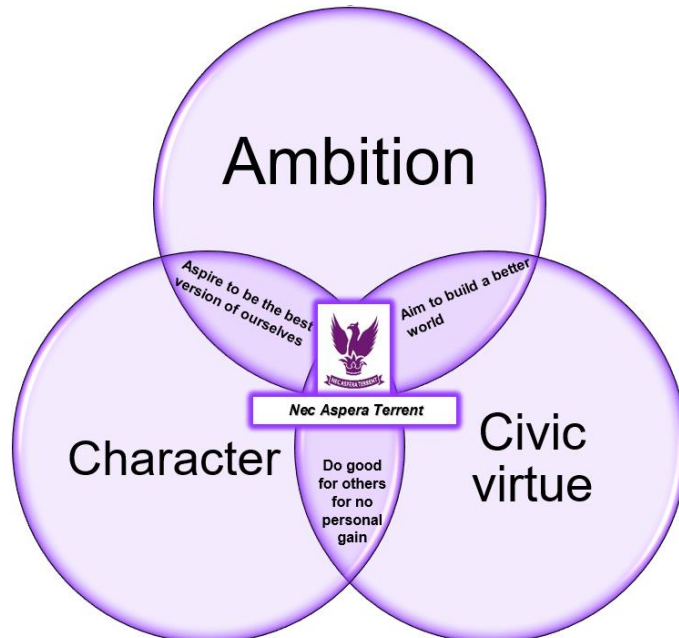
#### Part 1: Governors' Statement of Intent

Reviewed and ratified by the Governing Body October 2023

#### Part 2: Organisation

Reviewed by Governors' Premises Committee

#### Part 3: Health and Safety Management - Updated August 2023



Approved and Ratified by Full Governing Body: October 2023

Date of Next Review: October 2024

## GOVERNORS' HEALTH & SAFETY POLICY

### Part 1: Governors' Statement of Intent

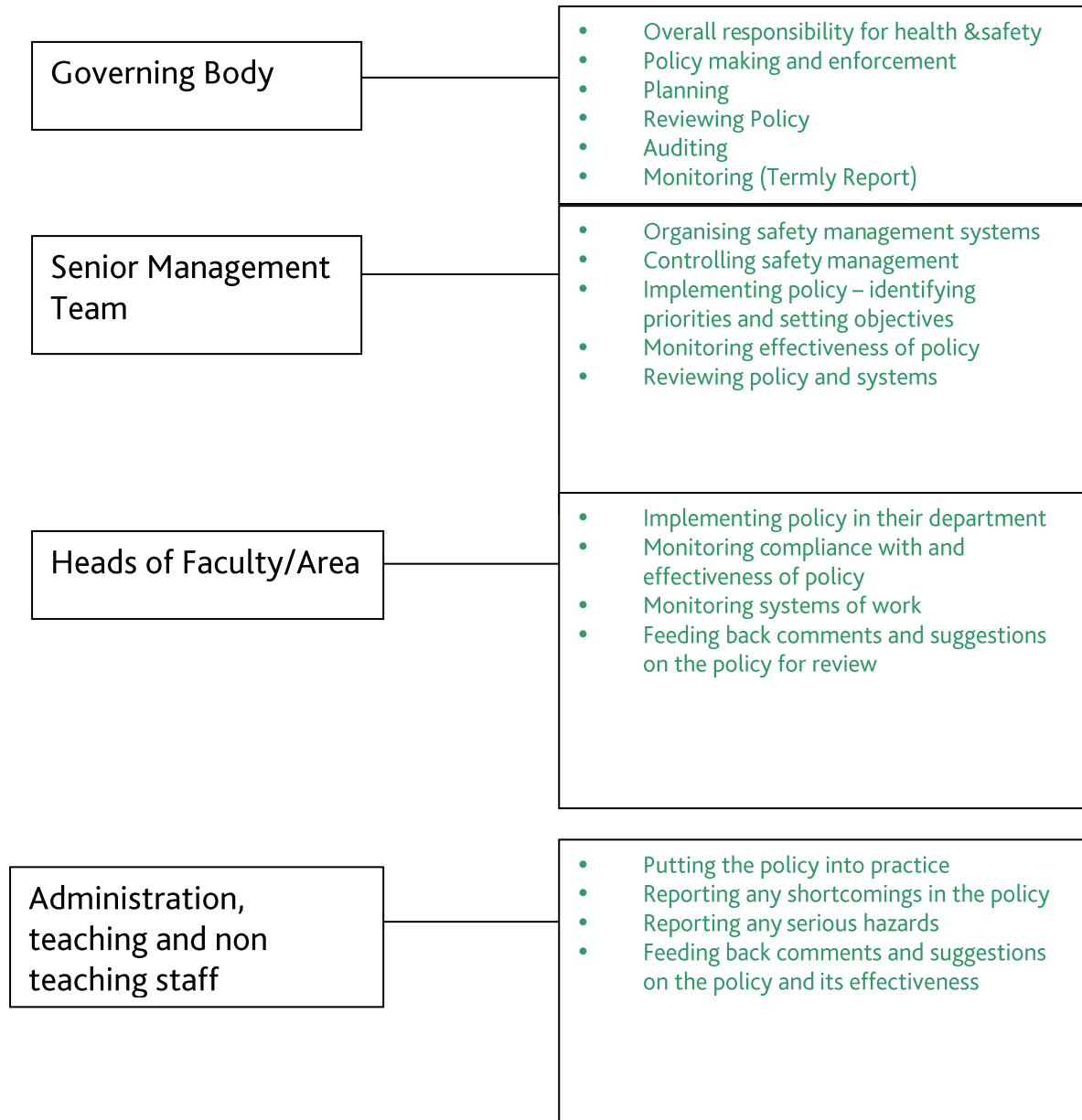
- It is the policy of Drayton Manor High School to do all that it reasonably can to provide a secure, healthy and safe working and learning environment.
- The School will comply with the provisions of the Health and Safety at Work etc. Act 1974 and the Regulations that apply to the School's activities.
- To achieve this, the School will, so far as is reasonably practicable, provide and maintain:
  - plant and systems of work that are safe and without risks to health;
  - arrangements for the safe use, handling, storage and transport of articles and substances;
  - a workplace that is safe and poses no threat to health;
  - any information, instruction, training and supervision that is necessary;
  - a working environment that provides adequate facilities
  - for the employees' welfare while at work.
- The School also recognises its duty of care towards those who are not employees but who may be affected by its activities (students, parents, visitors, and contractors) and will ensure that arrangements are kept in place to ensure their health and safety.
- The Governing Body will review this Policy annually and make whatever changes are required to keep it up to date with current School and legislative requirements.
- The Policy and all future updates are given to all staff.

### Reviewed annually

<b>Date</b>	<b>October 2023</b>
<b>Head – Lisa Mills</b>	
<b>Chair of Governing Body – Jonathan Eva</b>	

## PART 2

## ORGANISATION



## **RESPONSIBILITIES OF THE GOVERNING BODY**

- 1 The Governing Body is responsible for ensuring that:
  - A School Health and Safety Policy is prepared and arrangements put into place for its effective implementation
  - Staff functions are set
  - Staff are aware of what is expected of them
  - Staff are competent and adequately trained to meet these expectations
  - Policy is reviewed annually
  - An Annual Health and Safety Audit is carried out by an external consultant
  - A member of the Governors' Premises and Health & Safety Committee attends the school's termly Health and Safety Inspection
  - Health & Safety Matters including a review of the termly inspection findings, accident stats and other key issues are tabled termly during the CSW/Premises committee meeting
  
- 2 Monitoring will be carried out through the Governors' Premises and Health & Safety Committee at least once per term normally preceding a Governing Body meeting.

## **Part 3**

### **Health and Safety Management Policy**

Training

Consultation

Assessing and Controlling Risks

Contractors

Monitoring

Review

#### **Implementation**

Work Equipment

Premises Safety

Fire Safety

Accidents, Sickness and First aid

Occupational Health and Hygiene

## **Health and Safety Management**

### **Training and information**

- All staff are given information about the risks of their work and the means by which the School controls those risks. Staff apply any risk assessments that apply to their work.
- Where staff feel they do not have sufficient information to be able to deal with any special health and safety risks, they contact the School's Health and Safety Co-ordinator, who will refer the matter to the School's health and safety consultants, if necessary.
- Heads of Department and line managers are responsible for ensuring that all new staff are given a health and safety induction within their first week in the School.
- Temporary staff are given a briefing pack, which is discussed with them to ensure that they have read it and understand it.
- All staff and Governors have their health and safety training repeated at intervals to ensure their knowledge is up to date.

### **Consultation**

- The School has a Health and Safety Committee which meets once each term. Members of the Committee can be made aware of issues that are on the agenda and have discussed them with the staff in their area of work.
- Any changes the School intends to make that could affect the health and safety of the staff are discussed at the Committee in good time so that all staff have a chance to understand what the changes will mean and give their views to a member of the Committee. The Senior Leadership Team (SLT) take account of the views expressed at the meeting and give the Committee information on the decision made and the reasons for that decision.

### **Assessing and Controlling risks**

- Each Head of Department and line manager ensures that the work of their Department is assessed, using the School's general risk assessment system and that any significant findings from the assessment are recorded.
- Any queries about the level of risk identified or the controls that should be used, are directed to the School's Health and Safety Co-ordinator, who will take specialist advice where necessary.

- Staff ensure that risk controls are appropriate to the level of risk, are in place and are effective. This is monitored by Heads of Department and line managers.
- Where work involves using hazardous substances or manual handling, a more detailed assessment is done, using the assessment forms for those types of work.
- Where work is done by a person under 18, the assessment is done by the Head of Department, taking account of their age and inexperience.
- Where a member of staff is pregnant, the Head of Department discusses the work with her and draws up a new risk assessment, taking account of the effects her work could have on her pregnancy. If necessary, her working conditions are altered to mitigate any risks identified. If this is not possible, she is suspended on full pay.

### **Controlling Contractors**

- The School contracts work out to authorised contractors but recognises that it cannot contract out its responsibility for the work. Contractors are used in such areas as Premises, IT and Catering, though not exclusively so.
- The School retains an authorised contractors list. Entry to the list is only permitted once the contractor has been assessed and approved by a Head of Department or line manager. Only authorised contractors are allowed on to School premises.
- Contractors are required to submit a copy of their health and safety policy, a risk assessment relating specifically to the work they will do in the School and, in the case of premises contractors, a method statement detailing how the work will be done, what equipment will be brought on to site, the names of those involved with the work and the person who will supervise them.
- A Head of Department or line manager who uses a contractor informs them of the School's requirements relating to their conduct on site and any precautions needed to protect staff and students, ensures that they sign in and out of the School and are made aware of the School's fire and emergency procedures before they begin work.

### **Monitoring**

- Each Head of Department and line manager is responsible for checking that staff in their area are aware of the risk assessments that apply to their work and all risk controls are implemented. This is done by means of a termly inspection of their area, looking at the way work is done, checking that equipment is in good order and that their area is physically reasonably safe.

- The Governors' Premises Committee members inspect the premises once each term, noting any health and safety issues. A report is issued on the inspection, showing action points for those responsible for resolving such issues. The Governors follow up the report at their next meeting to ensure that progress is made.
- The School's health and safety consultants carry out a detailed inspection annually, providing a report and prioritised action plan to the School. This forms the basis for the School's health and safety plan for the following year.
- Accidents, work-related illness and near-misses are recorded. The data is analysed and a report prepared annually for the SLT and Governors to help the School to achieve continual improvement in its health and safety performance.

### **Review**

- The SLT review the School's health and safety performance, taking account of feedback from staff, the results of all inspections and the annual independent inspection. A concise report is produced detailing any changes that are felt to be necessary. A copy of the report is passed to the Governors.
- The Governors discuss reports at meetings and agree on the changes advised by the SLT. These changes are made promptly and the School's policy is updated in line with those changes.

### **Implementation**

#### **Work equipment safety**

Any piece of equipment that staff use, from a pen to a ride-on mower, is work equipment. There are statutory obligations on the School to ensure that all types of work equipment are suitable for the work to be done, are properly maintained and that information and training are provided where necessary.

- Any member of staff buying work equipment considers the following before deciding what to buy
  - whether it is robust enough for the job it is to do
  - the standards used in its manufacture
  - the hazards it could introduce to the area in which it will be used (e.g. dust, noise, fumes)
  - where appropriate, how it will be powered
  - how easy it will be for people to use



- Each Head of Department and line manager ensures that all work equipment in their area is properly maintained, either by Premises staff or outside contractors
- Staff are encouraged to check their equipment regularly, if defects could cause injury or ill health. Any defects are reported promptly to the Head of Department or line manager who ensures that the equipment is either taken out of service (dangerous equipment only) or repaired as soon as is reasonably practicable.
- Portable electrical appliances are tested for earth fault leakage to a schedule fixed by the School's Premises Manager. Equipment that fails the test is immediately quarantined until it can be either repaired or safely disposed of.
- Information on how to use work equipment is made available to all staff who need it, particularly where staff are using it for the first time.
- Where staff are using hazardous equipment, such as grinders or circular saws, they are trained in their use and the training is refreshed when necessary.
- Work equipment used for working at height, such as ladders and tower scaffolds, are marked with a unique identifier, entered on to a register and inspected monthly to ensure they are in a safe condition.
- All staff who work at height (moving stage lights, repairing lights or ceilings, fitting cabling), are trained in using the access equipment they need, such that they plan the work, assess the risks, check the equipment and use it in accordance with their training.
- Staff driving hired mini-buses are qualified to drive such vehicles. When driving on longer journeys staff plan the journey to allow for rest breaks and ensure they do not drive while tired.

### **Premises safety**

The Premises Manager holds overall responsibility for maintaining the premises in a safe condition but all staff have a responsibility to report any defects and keep their own area in a safe condition.

- The School ensures that all staff have sufficient ventilation in their work area, either through windows or forced ventilation. Teaching staff are encouraged to keep a supply of fresh air flowing through their classrooms.
- Lighting is regularly reviewed by Premises staff and repaired or replaced as necessary. In areas where special lighting is needed for particular tasks, the Head of Department or line manager co-operates with Premises staff to decide on the best type of lighting for that area.

- The School ensures that the heating system in every building is regularly maintained by competent contractors. Staff who are aware of deficiencies in the heating report the defect to Premises staff via the defect system. If the defect cannot be put right within a reasonable time in cold weather, portable heating is provided.
- Premises staff ensure that waste is stored only in the appropriate containers and is removed from the School before it builds up. All staff ensure that waste is put into bins to prevent it from becoming a fire or other hazard.
- Departments that produce hazardous waste liaise with the Premises staff to devise the most appropriate means of disposal. Heads of Department and line managers are responsible for ensuring such waste does not get into drains or water courses.
- The School prevents vehicles from coming onto the School site at times when students are coming into School or going home. Premises staff control all commercial vehicles that come onto site to ensure they do not reverse in areas where pedestrians may be walking.
- The site has a 5mph speed limit and one-way system in areas which is enforced by Premises staff, speed bumps and signage.
- Good housekeeping is vital for premises safety. All staff are required to keep their work area tidy and store everything safely at an accessible level. Where staff need to access higher shelves, they are provided with a kick stool and are required to use it. This is monitored by Heads of Department and line managers.
- The Premises Manager ensures that the School's water system is regularly tested for legionella bacteria. A treatment regime is agreed with a competent person and put in place by the Premises Manager.
- Heads of Department and line managers are responsible for ensuring that all staff workrooms allow each member of staff a minimum of 11m<sup>3</sup> of space, where this is reasonably practical.
- Security is controlled by the Premises Manager. All visitors are required to wear a badge and staff politely challenge anyone who is not wearing a badge and appears to be unaccompanied. If there is any doubt, a member of the SLT is alerted and assistance sought.

### **Fire safety**

- The school has assessed the risk of fire and reviews the assessment annually, implementing any changes to procedures that are required.

- Fire Officers ensure the School is safely evacuated and all have been trained in their duties.
- Fire evacuation drills are held once each term and the results recorded in a fire log.
- The School's fire and emergency procedures are posted in the School and kept in a legible condition by Premises staff.
- Premises staff regularly check the School's fire precautions – signage, extinguishers, fire exits, emergency lighting, alarm and detection systems – and ensure defects are repaired promptly.
- Heads of Department and line managers ensure that any flammable substances used in their area are stored in accordance with current legislation and guidance.
- All visitors to the School, including contractors, are advised of the sound of the fire alarm and given instructions on what they should do if the alarm sounds.

#### **Accidents, sickness and first-aid**

- The School has sufficient qualified first-aiders and a School Nurse. Their names are posted at intervals throughout the School.
- If a student, member of staff or visitor becomes ill or has an accident, staff contact a First-Aider immediately. The Welfare department, headed by the School Nurse, ensures that the most appropriate action is taken and the outcomes recorded.
- All such incidents are recorded by the Welfare department. The School Nurse is the person responsible for reporting accidents to the HSE where necessary.
- First-aid boxes are held in every department and are regularly checked and replenished by First-Aiders.

#### **Occupational health and hygiene**

- Many School staff use display screen equipment. The Administration Manager ensures that all staff who use such equipment for most of their working day have their workstation assessed to ensure it can be used without damage to the user's health. Workstations in School staff rooms are also assessed to ensure they are fully adjustable for all users and are properly maintained.

- Eye and eyesight tests are provided by the School on request for users who use display screen equipment, free of charge. If the results show that special lenses are needed, the School provides these at no cost to the user, though the lenses will be mounted only in basic frames.
- Where an assessment shows that additional equipment, such as foot rests, improved chairs or document holders are needed, the user's Head of Department or line manager ensures that this is provided promptly.
- Heads of Department and line managers ensure that staff under their control take regular breaks away from the screen to rest their hands and eyes.
- All staff must ensure that they do not lift or move any load that is too heavy for them. Heads of Department and line managers assess the risks of work that involves moving or lifting and ensure that mechanical aids are provided wherever necessary.
- All staff are made aware of their legal obligation to use any lifting aids that are provided for them.
- Hazardous substances are in use in the School. These are all substances that come in containers marked with the 2015 globally harmonised system (GHS) of red diamonds with a white background and black pictogram. Since all such substances are subject to the Control of Substances Hazardous to Health Regulations, Heads of Department and line managers make themselves aware of the requirements of the Regulations and ensure that work involving their use is assessed using the School's COSHH assessment system.
- All staff using hazardous substances read the COSHH assessment for the work, check the label on the container and follow any safety instructions. They also make themselves aware of what they need to do in the event of a spillage or getting the substance on their skin or into their system.
- Heads of Department and line managers ensure that hazardous substances are stored in accordance with current legal requirements.
- Where the risk of using substances or equipment cannot be completely controlled by other means, the School ensures that personal protective equipment is provided for both students and staff and is used.
- Heads of Department and line managers ensure that all PPE in use in their department (for both students and staff) is in good condition, suitable for the work being done and provides the best level of protection. Specialist advice is sought where necessary.

- The School should review the policy on occupational stress. The School's system for managing stress is communicated to all Heads of Department and line managers who ensure it is properly implemented in their area.

### **Pandemic Procedures**

Where there are exceptional circumstances for example, a global pandemic, we will comply with the latest applicable Government advice and related industry guidelines.

During any such pandemic, we will ensure appropriate measures are in place at all work locations to minimise the spread of infection and protect all employees, students, suppliers, subcontractors, clients and members of the public.

A site/workplace specific risk assessment will be produced detailing the appropriate controls that will be implemented.

We will ensure that any specific measures are enforced, monitor the effectiveness of our controls and coordinate all activities relating to health and safety.