



William Brookes Academy Trust

Health & Safety Policy

February 2018



*Health & Safety Policy
William Brookes Academy Trust
(Updated February 2018)*

This policy is due for review in twelve months

Introduction

The Board of Governors (also known as Directors and Trustees) acknowledges its responsibilities as an Academy Trust as laid down by the Department for Education (DfE) to provide a safe and healthy environment for all employees, students, visitors, contractors at the premises and those affected by the school's activities elsewhere. Within the ethos of self-regulation the Governors and Head will, so far as is reasonably practicable, ensure a safe place of work and a safe system of work.

In carrying out the above policy effectively the Governors and Head will:

- Seek the co-operation, through consultation and involvement, of all employees with a view to implementing the requirements of the Health and Safety at Work Act 1974, and associated legislation
- Maintain all places of work, including the means of access and egress from such places, in a safe condition and ensure that work equipment and systems of work are maintained to be safe and without risks to health
- Provide and maintain facilities and arrangements for the welfare of employees and students, including adequate provision for first-aid treatment
- Ensure safety and the absence of risks to health and to the general environment in connection with the use, handling, storage, transport and disposal of articles and substances, and to provide appropriate personal protective equipment where necessary
- Bring to the attention of all regular and temporary employees, students, visitors and contractors, at the school premises, sites and undertakings, their responsibilities with regards to their own safety and the safety of others who may be affected by their acts or omissions. This will involve the provision of such information, instruction, training and supervision as is necessary
- Identify, eliminate, or reduce by controls, hazards which exist at the place of work through workstation and work activity risk assessment, and bring such hazards to the attention of employees and others who may be affected. This will include the formulation and where necessary, practise of effective procedures for use in the event of serious risk or imminent danger

In addition to assist in the proper implementation of this policy they will:

- Keep abreast of legislation by ensuring adequate and appropriate advice through persons competent in health and safety matters and provide the necessary resources to ensure effective safety management. This will include monitoring health and safety performance on a regular basis with regards to places of work, work activities and, where necessary, contractor activities as well as keeping records
- Bring this policy statement and relevant health and safety arrangements not only to the attention of all employees, but other persons affected by the school's activities

This policy statement, organisational responsibilities and arrangements will be reviewed annually or sooner should the need arise.

Health & Safety Representatives and Organisation

Title	Name
William Brookes Academy Trust has 15 Governors, plus Co-opted Governors, who serve for a period of four years. Governors act as Directors of the company and Trustees of the charitable trust	
Chair of Governing Body	Catherine Connery
Vice Chair of Governing Body	Steven Hall
Parent Governors (Min 2 Max 3) - elected by parents at the school	Angela Loughlin Holly Rigby Martin Watson
Staff Governors (2) - elected by staff at the school	John Connolly Vacancy
Co-opted Governors appointed by the Members	Martin Jones
Community Governors (up to 6) - elected by other members of the governing body	Catherine Connery Peter Cox Ian Bald Meg Andrews Carla Whelan Steve Hall
Head (ex-officio)	Geoff Renwick
School Teaching Staff Union Representatives	Anthony Burrell (NUT) Ruth Bennett (NASUWT)
School Support Staff Union Representatives	Vacant (UNISON)
School Health & Safety Co-ordinators	Mr Mike Bainbridge (Director of School Business) Mr Paul Brothwood (Health & Safety Officer)
Contracted Catering	Catering Academy
Administrator	Mike Bainbridge (Director of School Business)
Governor's with delegated responsibility for Health and Safety	Martin Watson
Staff	John Connolly (Deputy Head) Mike Bainbridge (Director of School Business) Adrian Butler (Campus Manager) Mr Paul Brothwood (Health & Safety Officer)

Health & Safety and Welfare Advice & Training

Shropshire Council's Health & Safety Manager
 Lead Health & Safety Officer for CYPS
 Crime Prevention Officer
 Corporate Health & Safety Training

01743 252819

01743 252819

01743 252819

corporatetrainingbookings@shropshire.gov.uk**Fire Control/Emergency Evacuation**

Fire Safety Officer Shropshire Council

01743 252819

Nominated Premise Fire/Emergency Co-ordinator

Geoff Renwick

Headteacher

Deputy Fire/Emergency Co-ordinator

Mike Bainbridge

DoSB

John Connolly

Deputy Head

Reporting and Recording of Accidents, etc.

Person nominated for the documentation of accidents, diseases, dangerous occurrences, and incidents of violence

Mike Bainbridge

DoSB

For workplace fatalities the procedure would be as follows:

It is important to inform the schools Senior Leadership Team and the Council's Health and Safety Team (in working hours). Out of working hours the HSE should be informed and then the Health and Safety Team as soon as possible.

Health & Safety (First-Aid) Regulations 1981**Certificated School First Aiders:**

Tom Aberley

Caroline Ali

Marie Aston

Suzana Aston

Steve Beard

Matthew Briscoe

Paul Brothwood

Jo Brown

Susan Brown

Adrian Butler

Karen Cooke

Bradley Fenton

Helen Goldspink

Maralyn Harris

Sue Hatton

Liam Hennessy

Laura Hughes

Kerry Humphreys

Katie Hunt

Carol Jardine

Emma Jones

Mel Lawrence

Sam Lee

Sarah Longhurst

Janine Lye

Laura Martin

Juliette McGill

Chris Mincher

Andrea Padfield

Nicola Padfield

Antony Parkes

Susan Roberts

Jordan Spilsbury

Bernadette Steele

Al Thomas

Sam Vickers

Gordon Walker

Martin Willis

Mark Wilson

First Aid Supply Coordinator:

Suzana Aston

First Aid Training Coordinator:

Jo Brown

Educational Visits and Risk Assessments Co-ordinator (EVC):

Jackie Birt

Asbestos and Legionnaires Co-ordinator:

Adrian Butler Campus Manager

Portable Electrical Appliance Testing (Nominated Co-ordinator):

Adrian Butler Campus Manager

Control of Substances Hazardous to Health (COSHH) Assessment Co-ordinators:

Cleaning Margaret Miller (Cleaning Supervisor) & Keith Miller (Janitor)

Premises Adrian Butler, Campus Manager

Science Felicity Pugh, Senior Science Technician

Radiation Protection Supervisor:

Jessica McCombie Teacher of Science

1. Responsibilities

1.1 The School Governors

- Will be responsible, in conjunction with the Head, to ensure formulation, reviewing and subsequent amendment of the School Health and Safety Policy Statement, Organisational Responsibilities and Arrangements
- Will cause the Health and Safety Policy to be translated into effective action at all levels within the school
- Will ensure that Health and Safety Legislation, Codes of Practice and Guidance, together with school rules, are implemented and that staff and students are operating safe working practices
- In liaison with the Head will ensure that adequate professional safety advice is available and that a Health and Safety Officer for the School is appointed
- Will make adequate financial provision for carrying the Policy into effect
- Will cause the effectiveness of the policy and safety performance of the school to be monitored
- Will cause the Health and Safety Policy to be amended whenever necessary
- Will promote an interest in, and enthusiasm for health and safety matters throughout the school
- Will review the School Health and Safety Policy annually or sooner if the need arise

1.2 The Head

- Will be responsible for the implementation of the School Health and Safety Policy and will liaise with the Governors to ensure full compliance with its requirements
- Will appoint persons as listed in the Organisation to deal with the day to day issues on Health, Safety and Welfare
- Will monitor the safety performance of the school and take such steps as may be necessary to improve the performance
- Will ensure that all employees are supplied with a copy of the Health and Safety Policy statement and are made aware of their responsibilities as determined by the Policy, particularly those parts of the Health and Safety Policy which affect them as employees including the responsibilities that are individually allocated
- Will ensure that effective channels of communication and consultation with staff and Safety Representatives are maintained
- Will be responsible for the formulating and execution of the Health and Safety Training Policy for staff, in order for them to undertake their work activity safely
- Will ensure that a suitable and sufficient assessment of the risks to the health and safety of all persons on the school premises is undertaken and that the assessment is recorded if the total of employees exceed five or more, together with the significant findings of the assessment and any group of employees identified as being especially at risk
- Will promote an interest in, and enthusiasm for health and safety throughout the school
- Will ensure that appropriate staff liaise with subject advisers and safety officers on health and safety matters
- Will provide ongoing recommendations and present an annual report on Health and Safety to the Board of Governors

- Will be responsible for dealing with visits from the Health and Safety Executive Inspectorate and talking to the HSE on overall policy matters. Inspectors do not have to make an appointment to visit and inspect the premises and have extensive powers under Section 20 of the Health and Safety at Work Act
- The Head and designated staff will be responsible for reviewing the Health and Safety Policy and where necessary, the amending of this Policy statement for acceptance by the School Governing Body

1.3 The Deputy/Assistant Heads

- Will represent the Head on all safety duties and arrangements in times of absence
- Will assist the Head in the promotion of interest and enthusiasm for health and safety matters throughout the school
- Will initiate and maintain positive measures to raise the level of safety performance
- Will ensure that all are conversant with current legislation affecting the Health, Safety and Welfare of staff, students and others
- Will advise the Head of all matters requiring attention
- Will liaise with Union Safety Representatives

1.4 The Director of School Business

- Will create a positive approach to accident prevention and the Health and Safety of staff, students and others using the school premises
- Will initiate and maintain positive measures to raise the level of safety performance
- Will advise the Head of all matters requiring attention
- Will ensure that generic risk assessments on procedures and equipment are in place
- Will liaise with the Fire Co-ordinator to ensure that emergency evacuation procedures and volunteers for the safety roles are in place, practices undertaken and individuals trained in their roles
- Will liaise with outside Safety Advisers (Shropshire Council Health and Safety Officers). Enforcement Authorities (Health and Safety Executive and Environmental Health Officers etc), the Fire Prevention Officers
- Will liaise with the Co/Assistant Heads and Union Safety Representatives on health and safety issues

1.5 School Health and Safety Officer

- Will create a positive approach to accident prevention and the Health and Safety of staff, students and others using the school premises
- Will undertake Health and Safety Induction sessions with new staff to the school
- Will undertake regular health and safety inspections and safety tours of the workplace and activities in order to determine whether the law is being complied with and whether the highest standards of Health, Safety and Welfare, which it is reasonably practicable to attain, are being achieved
- Will initiate and maintain positive measures to raise the level of safety performance
- Will ensure that they are conversant with current legislation affecting the Health, Safety and Welfare of staff, students and others

- Will advise the Head of all matters requiring attention
- Will undertake an annual Fire risk assessment of the building
- Will ensure that generic risk assessments on procedures and equipment are in place
- Will ensure that adequate first aid arrangements are in place
- Will liaise with the Fire Co-ordinator to ensure that emergency evacuation procedures and volunteers for the safety roles are in place, practices undertaken and individuals trained in their roles
- Will liaise with outside Safety Advisers (Shropshire Council Health and Safety Officers). Enforcement Authorities (Health and Safety Executive and Environmental Health Officers etc), the Fire Prevention Officers
- Will liaise with the Co/Assistant Heads and Union Safety Representatives on health and safety issues
- Will assist other persons with H&S responsibilities including the investigation of accidents, hazards, dangerous occurrences and any health and safety concerns received from staff

1.6 School Heads of Department/Non Teaching Line Managers

- Are responsible for the health and safety of their staff and for their working environment
- Will ensure that staff under his/her immediate control are familiar with those parts of the Health and Safety Policy which affect them or the activities in which they are engaged
- Will arrange for all levels of staff under his/her immediate control to receive, where necessary, adequate and appropriate training and information in health and safety matters
- Will ensure that all staff are inducted in health and safety procedures
- Will initiate and maintain positive measures to raise the level of safety performance within the department
- Will ensure that suitable and sufficient health and safety risk assessments of the activities/equipment for which they are responsible are undertaken, monitored and reviewed annually or sooner if required
- Will follow safe working procedures personally
- Will ensure that all are conversant with current legislation affecting the Health,
Safety and Welfare of staff, students and others
- Will advise the Head of all matters requiring attention
- Will liaise on health and safety matters, with LA Subject Advisers and Safety Officers
- Will promote an interest in, and enthusiasm for health and safety throughout the
School
- Will ensure all accidents are reported and recorded in a timely manner, and where appropriate, properly investigated

- 1.7 Teaching Staff/Non-Teaching Staff holding positions of Special Responsibility**
- Will, notwithstanding their individual functions, take reasonable care of their own health and safety and that of the students and others who may be affected by what they do
 - Will exercise effective supervision of their students and know the procedures in respect of fire, first aid and other emergencies
 - Will follow safe working procedures personally
 - Will co-operate with School management on matters of health and safety and will not interfere with or misuse anything provided in the interest of health and safety
 - Will take special care in matters of health and safety if they teach in laboratories, workshops or other potentially hazardous areas and be aware of specific guidelines contained in LA technical papers, and in specialist publications from bodies such as the CLEAPPs, DATA, the Assoc. of Science Education and BAALPE
 - Will report all accidents, dangerous occurrences and potentially dangerous practices and situations without delay to School Management or the Health and Safety Officer as appropriate
- 1.8 Administrative/Support Staff**
- Will, notwithstanding their individual functions, take reasonable care of their own health and safety and that of the students and others who may be affected by what they do
 - Will follow safe working procedures personally
 - Will co-operate with School Management on matters of health and safety and will not interfere with or misuse anything provided in the interest of health and safety
 - Will report all accidents, dangerous occurrences and potentially dangerous practices and situations without delay to School Management or the Health and Safety Officer as appropriate
- 1.9 The Campus Manager**
- Will ensure that staff under their immediate control are familiar with those parts of the Health & Safety Policy which affect them or the activities in which they are engaged
 - Will arrange for all levels of staff under their immediate control to receive, where necessary, adequate and appropriate training and information in health and safety matters
 - Will follow safe working procedures personally
 - Will co-operate with School Management on matters of health and safety and will not interfere with or misuse anything provided in the interest of health and safety
 - Will report all accidents, dangerous occurrences and potentially dangerous practices and situations to School Management or the Health and Safety Officer as appropriate
 - Will identify health and safety repairs and put into operation as necessary emergency work required to ensure the Health and Safety of staff, students and others
 - Will maintain plans, schedules and other data relating to the maintenance and building alterations as they affect health and safety issues

- Will liaise with outside bodies on matters of health and safety relating to electricity, gas, water supplies, waste disposal, safe access of pedestrians and vehicles, building regulations and planning
- Will ensure that the school transport system includes visibly checking weekly that the all school vehicles are road worthy, including safety repairs to be carried out when necessary and that all school vehicles are maintained in a safe condition
- Will ensure that all portable electrical equipment is safety tested (PAT tested) in accordance with safety regulations and records maintained
- Will promote an interest in, and enthusiasm for health and safety throughout the school

1.10 Risk Assessors

- Undertake risk assessments covering all aspects of work activity, particularly individual's needs where applicable, and the departmental workplace
- In particular assess risk from working with DSE and manual handling (lifting and carrying)
- Suggest and where possible assist with implementing measures to reduce risks
- Record assessments, recommend actions, monitor progress and report to Heads of Departments/Line Managers

1.11 First Aid Representatives

- Help in the case of sudden illness or injury
- Record and report accidents
- Hold and maintain first aid boxes
- The names, telephone extensions and locations of the building's designated Qualified First Aiders are known by Reception and will be displayed in sick bay.

1.12 All Employees

- Must take reasonable care for their health and safety at work and that of other persons who might be affected by their acts or omissions
- Must use all equipment and substances in accordance with instruction, training and information received
- Must act in accordance with any specific health and safety training received
- Must exercise good standards of housekeeping and cleanliness
- Must report immediately to management any hazardous situations and defects with equipment, machinery or in the work place generally
- Must not misuse anything provided for health and safety purposes
- Must report any accident, near miss incident, dangerous occurrence or case of ill health arising out of work without delay and cooperate with management in investigating such accidents or incidents
- Must co-operate with Management in respect of complying with health and safety requirements and procedures, in particular procedures for fire, accident and other emergencies
- Must co-operate with appointed Trade Union Health and Safety Representatives

1.13 Students

Although students are not employed and have no specific responsibilities in legislation, other than the requirement of all persons not to interfere with items provided for health and safety, the School expects students:

- To exercise personal responsibility for the health and safety of themselves and others
- To observe the School Rules and in particular to comply with the School's health and safety rules and the instructions of staff given in an emergency situation
- To use and not wilfully misuse, neglect or interfere with anything provided for their health and safety
- To comply with standards of dress consistent with safety and/or hygiene
- To behave in a sensible and respectful manner when using School/Contract transport

1.14 Accredited School Health and Safety Representatives

- The Governing Body and Head recognise the role and rights of Health and Safety Representatives appointed by a recognised trade union
- Will be invited to participate in school site inspections
- Will be invited to attend the Governors Health and Safety Committee meetings
- Will be allowed to investigate accidents and potential hazards and pursue employee complaints regarding health and safety issues

1.15 Volunteer Helpers, Contractors, Visitors and Hirers of the School facilities

- Have the same duties as those indicated for Employees

1.16 Governors Committee Responsibilities

- To assist in carrying out their responsibilities, Governors will establish and adopt an appropriate committee structure with terms of reference, membership etc clearly identified to take responsibility for Health and Safety matters

2. Procedures and Arrangements

2.1 Guiding Principles

Shropshire Council's Corporate Health and Safety Policy is available on the website together with further useful information on health and safety.

2.2 DBS Checks

All permanent and temporary staff employed within the School will undergo an enhanced DBS check before employment is commenced.

2.3 Risk Assessment

The School takes seriously its duty under the Management of Health and Safety at Work Regulations and other legislation to undertake assessment by competent persons of its work and curriculum activities in order to identify any risk and determine what measures are required to manage these risks and in particular the risk assessing of new and expectant mothers, the physically challenged, and the employment of persons under the age of eighteen years. The School undertakes an annual Health & Safety Self-monitoring check list, a copy of which is forwarded to County. Generic risk assessments are available on the School's Learning Gateway.

In order to meet legal obligations imposed by The Regulatory Reform (Fire Safety) Order, a Fire risk assessment has been undertaken and will be reviewed annually or sooner should the need arise.

Under the Control of Substances Hazardous to Health Regulations (COSHH), hazardous substances used in the school follow the manufacturer's instructions and data sheets, and in accordance with CLEAPSS guidance and hazard cards are assessed for risks, and appropriate precautions and controls documented and applied. The Dangerous Substances Explosives Atmosphere Regulations (DSEAR) are complied with.

Staff and students are provided with appropriate protective clothing and equipment when the situation and task necessitates, and training in their use is given as directed by the Personal Protective Equipment at Work Regulations.

In compliance with the Health and Safety (Display Screen Equipment) Regulations risk assessments are undertaken on all staff who work with Visual Display Units. Although the Regulations do not strictly apply to students, the School will aim as far as is reasonably practicable to provide students who use Visual Display Units with facilities of a standard that match those specified by the Regulations in the interest of education and good practice.

Risk assessments will be undertaken to cover the moving of objects and loads by hand, bodily force or by mechanical means in accordance with the Manual Handling Operations Regulations. Training is available to all staff.

A risk assessment compiled and reviewed by the Arts Centre Director, will be used for all performances/events. In the event of potential hazards/risks not covered by this, a full risk assessment will be required to cover all supplementary risks/hazards.

2.4 Emergency Procedures

2.4.1 Fire and Evacuation

- Fire and evacuation procedures are detailed in the Emergency Evacuation Roles and Procedures booklet is regularly updated and displayed in the Health and Safety folder on the staff shared drive D by the Fire Co-ordinator. A paper booklet containing the up to date information is issued to every new member of staff.
- A Fire Action notice is on display in learning areas, offices and corridors throughout the building, indicating the evacuation route to follow should an emergency situation arise.
- A Fire Co-ordinator has been appointed to ensure the School's fire safety, alarm systems, fire safety risk assessment, evacuation plan etc. meet Health and Safety compliance, and to take charge in the event of a fire or practice evacuation. Volunteer Fire Wardens with specific areas of responsibility ensure that everyone evacuates safely from the building and Volunteer Fire Marshals account for everyone known to be in the building and who have safely evacuated.
- Refuge Points with communication systems are installed close to stairways on each level of the building when mobility or a problem arises which prevents immediate evacuation from the building.
- The minimum requirement for a Planned Fire drill is once every school year. For good practice the school will aim for a fire evacuation to take place termly, should the drill be as a result of a false alarm this may be regarded as that term's fire drill, dependent upon the operational requirements of the school.
- The fire alarm system is tested weekly by the Campus Management Team this will include the fire alarm testing of the adjoining Leisure Centre. No action is needed unless the alarm continues to sound, then evacuation of the building should commence.
- The emergency lighting is tested monthly, and the sprinkler system tested in accordance with insurance requirements. Records are maintained.

2.4.2 First Aid

In accordance with Health and Safety (First Aid) Regulations 1981 the school will ensure that adequate and appropriate facilities are provided to enable First Aid to be rendered to staff, students and visitors, should they be injured or become ill.

The school will ensure that an adequate number of qualified First Aiders, trained by an appropriate organisation, are available at all times when the school is open.

The sick bay is located behind main Reception. In cases of sickness, the student should be sent to Reception, accompanied if appropriate, where the decision will be made about future action required.

In the event of First Aid assistance, 'walking wounded' should be sent to Reception – the main First Aid base, accompanied if appropriate. For more serious injuries, where it is felt that the patient should not be moved, Reception should be contacted for assistance. Where emergency hospital treatment is clearly required the emergency 999 service will be called.

First Aid boxes are located in designated areas throughout the school for use by trained persons. The contents are in line with first aid needs risk assessment and comply with the provisions listed in the Health and Safety (First Aid) Regulations 1981 Approved Code of Practice and are checked and replenished by the First Aid Co-ordinator.

2.4.3 Accident/Incident Reporting

All minor, major and reportable accidents of persons are recorded irrespective of whether First Aid treatment is given or not and all staff are informed of the reporting procedures. See Appendix 1.

As soon as possible after an incident every case of injury/accident/incident must be reported in detailed accuracy on a CARS form and handed to the Director of School Business before it is seen by the Head. Shropshire Children's Services will be informed of the accident and sent the relevant documentation, a copy of which will be retained by the School.

In the case of a fatal accident the Health and Safety Executive (HSE) will be notified immediately.

2.4.4 Bomb Hoaxes and Alerts

Response to critical incidents will follow approved procedures readily available in the Health and Safety section of Shropshire Council's Learning Gateway.

The Head, or in their absence, a member of the Leadership Team, in their capacity as Emergency Co-ordinator, will decide on the action to be taken in the event of an incident.

The signal for evacuation of the building, should it be necessary, will be the sounding of the fire alarm.

2.4.5 Gas Leaks

If there is a slight smell of gas, the first action will be to check that all gas appliances are switched off. This may clear the smell of gas and then windows should be opened.

Any member of staff discovering a suspected gas leak should make an informed judgement based on how strong the smell is as to whether they should activate the School's emergency evacuation procedure and notify the emergency services. When the fire alarm is sounded the main gas valve automatically turns off.

2.4.6 Chemical Spills

Staff using chemicals for curriculum purposes to follow guidance contained in the CLEAPSS Health and Safety Code of Practice.

Caretaking and Campus staff will follow appropriate COSHH and Datasheets.

3. Inspection and Testing of Plant and Equipment

3.1 Statutory Inspections

All plant and equipment requiring statutory inspection and testing will be inspected by School approved contractors in compliance with the Provision and Use of Work Equipment Regulations 1998. The school obtains best value by ensuring financial procedures are followed and checks are carried out for the successful company to ensure they are qualified and experienced.

3.2 Dust Extraction and Ventilation Units

Local extraction and ventilation units fitted to workshop equipment including the room housing the kiln are subject to a fourteen month efficiency safety inspection by a School approved Contractor to comply with COSHH Regulations.

3.3 Portable Electrical Appliances

The Electricity at Work Regulations requires regular inspection and testing of all electrical equipment. All portable electrical appliance testing will be checked on a frequency based on risk assessment. All appliances carry a sticker indicating the date that the equipment last passed the inspection. Any item failing to meet the requirements of the Regulations will be withdrawn from use immediately. If there is any doubt as to the potential safety of electrical equipment, it should be taken out of use immediately and clearly marked "Danger Unsafe Electrical Equipment, Do not use". Defects should be reported to the Campus Management Team. Any member of staff bringing in a personal portable electrical item should inform the Campus Manager so records can be updated.

3.4 Water Boilers

To reduce the use of individual kettles, water boilers have been provided in all staff work bases and social areas, including the kitchenette behind the Student Support Centre. There is also the option of using Café Simmill's at any time throughout the day. The school is set up to reduce energy usage, therefore, to prevent heating water unnecessarily kettles are only used where a boiler is not provided

3.5 Equipment Maintenance – Curriculum

Heads of Department will be responsible for ensuring that maintenance of equipment for their areas of the curriculum is identified and implemented following guidance contained in Health and Safety Codes of Practice for Design and Technology, Science, Art, PE and Drama.

3.6 Ladders and Access Equipment

The School will ensure that it meets the Health and Safety regulations covering the use, handling, storage and maintenance of ladders and stepladders. In accordance with the Work at Height Regulations 2005 all staff who use ladders in the normal course of their work must attend a course on the use of ladders. Guidance on ladder and stepladder safety is available for all staff on the School's staff section of the Learning Gateway.

Ladders are inspected regularly by the Campus Management Team and the results recorded and held in the appropriate log. Any ladders failing inspection will be removed from use while awaiting disposal.

The Genie Lift is only to be used by properly trained and licenced personnel.

4. Premises Management

4.1 Security

The School Security Policy identifies the control, procedures, risk assessments and preventative measures in place to ensure the personal safety of every student, all members of staff and visitors to the School, and also recognises the importance of protecting the school buildings, contents and environment by reducing theft, vandalism and arson.

Every member of staff and student wears a William Brookes School "lanyard" with their individual Smartcard. The lanyards are dark blue with the name of the school in House colours for students and silver/grey for staff. The Smartcards show the name and image of the authorised wearer for identification purposes, they also act as key cards for card operated doors and gates, print cards, cash cards for the purchase of items from the 3 catering outlets and in the case of students, registration cards. Visitors will normally wear a visitor's Smartcard with a red lanyard for easy recognition.

CCTV cameras are located at key points internally and externally. Screens are located in the Campus Office, Reception and Leisure Centre. The images can be replayed by request to the Campus Manager with LT authorisation, when it is necessary to investigate an incident.

The security alarm is set and deactivated by the Campus Management Team at the end and start of each day.

4.2 Supervision of Students

The New Parents' Guide contains a section dealing with School Rules.

Timings of the School Day:

Monday, Wednesday & Friday	Tuesday & Thursday
0845 Warning bell	0845 Warning bell
0850 Period 1	0850 Period 1
0950 Period 2	0950 Period 2
1050 Break	1050 Break
1105 Warning bell	1105 Warning bell
1110 Period 3	1110 Period 3
1210 Period 4	1210 Period 4
1310 Lunch Clubs, Social Time	1310 Tutorial Period/Lunch
1405 Warning bell	1330 Lunch
1410 Tutorial Period	1410 Lunch/Tutorial Period
1430 Period 5	1430 Period 5
1530 End of main school day Regular school buses leave	1530 End of main school day Regular school buses leave
1545 Session 6 activities	1545 Session 6 activities

There is a team of staff on duty in school at the start of the day and at the end of the day. With the exception of students staying on for organised after school activities, responsibility for students on the premises is only accepted for ten minutes on either side of the school day.

An electronic SIMS register is taken by the supervising teacher at the start of every lesson, including Tutorial Periods. The register is closed after 10 minutes. Staff are contacted by a member of the Administration Team if they fail to complete their register within this timeframe.

During the morning and lunchtime breaks students are supervised by staff inside and outside the buildings. Student movement during lessons is controlled by the issuing of an Out of Class Pass by the supervising teacher. The car park is strictly out of bounds during the school day except for authorised movement.

Only students whose buses have arrived should leave the building and go out to the bus park. Students will be escorted to buses and checked that they are seated and have safety belts. Students whose buses have not arrived should wait in the London breakout area and associated rooms as instructed by the Duty Team. No student will be allowed to wait outside.

Discipline, whilst travelling on the contract transport before and after the school day, is the responsibility of the Contractor with backup when appropriate from the School. Each bus has an assigned prefect to ensure appropriate behaviour and to report difficulties.

4.3 Visitors

Visitors report to Reception on arrival. Once authorised, they are allowed through into the secure area of school. Having signed the Ipad visitors register, been issued with a Visitor Badge and informed of health and safety procedures, they then await the relevant member of staff to collect them.

The School expects that Visitors to the school will act in accordance with School Health and Safety procedures and the Visitor Badge system. It is important that members of staff accept their responsibilities under their "duty of care" responsibilities when receiving visitors to the School.

4.4 Vehicles on Site/Parking

Various designated car parking bay areas are available for staff, visitors, contracted school coaches, delivery vehicles and school minibuses. Special parking bays are available for drivers or their passengers with a disability.

Staff are issued with a car pass which should be displayed inside the windscreen of their car when parked in the School grounds.

Delivery vehicles are required if possible to avoid the busy morning and afternoon periods when students are arriving or leaving the School campus. Access into the designated delivery area is controlled and a turning area provided to eliminate the need for banks man assistance. The Campus Team are not trained in banks man duties.

Arrangements for People who are Physically/Sensory Challenged

The School has facilities and procedures in place for Staff, Students and Visitors with permanent/temporary disabilities.

4.5 Control of Contractors

All Contractors must report to Reception on arrival and sign the Visitor's Ipad register. They will be issued with an identification badge and guidance of School health and safety arrangements including fire procedures, the Code of Conduct operated within the School environment and vehicle movement restrictions.

The Campus Manager is responsible for checking the work instructions of the Contractor on arrival, and the monitoring of areas where the Contractor's work may directly affect staff and students. The Campus Manager is responsible for keeping records of all Contractor work.

4.6 Asbestos

In line with current building regulations, the new school buildings are asbestos free.

4.7 Legionellosis

The School aims to prevent the build-up of Legionella Pneumophila organisms in its water systems and to prevent inhalation of infected water droplets. Water supply checks and maintenance tasks will be carried out, and recorded in the Campus Manager's log. As far as is practicable, water systems will be operated at temperatures that do not favour the growth of legionella taking care to protect staff from exposure to very hot water.

4.8 Hazard Reporting

Hazards or an unsafe system of work should be reported in the first instance to Line Managers. If there is an immediate risk of serious injury, staff should report the hazard direct to the Business Manager/Campus Manager. Immediate steps will be taken to isolate the equipment or work area in question, and to warn others of the hazard by the using of warning notices or hazard cones.

4.9 Building Maintenance

The Campus Manager is responsible for ensuring that all identified general building maintenance is undertaken and carried out by approved Contractors.

4.10 Storage and General Housekeeping

Inappropriate storage of items or supplies can create tripping hazards and obstructions and increase the risk of fire. Storage space is at a premium within the School, therefore all Staff will ensure that the storage of articles in their Department does not give rise to health and safety risks.

Articles/furniture will not be stored where they will block or restrict access to fire escape routes, or obstruct gangways and all cabinets, shelving, lockers etc. used for storage will be stable and where possible secured to the wall to prevent toppling. Items should not be kept on top of cabinets, or in other places where they can become dislodged and fall onto persons. Where articles are kept on shelving at above shoulder height, a suitable platform stepladder will be provided to allow safe access.

4.11 Use of Premises outside School Hours

Private lettings of the School buildings and grounds outside the normal school day are managed by the Edge Manager.

5. Other Procedures

5.1 Managing Medicines

The School follows Shropshire Council's Learning and Skills Services Medical Arrangements – Guidelines and Procedures for Schools.

5.2 Educational Visits

The School follows Shropshire Council's Learning and Skills Services Educational Trips and Visits Guidelines. When visiting establishments outside the School, staff either as individuals or, together with groups of students, should ensure that their health and safety and/or that of students is not put at risk.

5.3 School Transport

School minibuses may only be driven by staff that have successfully undertaken and hold a current driving assessment approved by the School. Staff are expected to drive such vehicles according to the Highway Code and related School regulations.

The School will only use contracted transport that is Shropshire Council approved for the transportation of students to and from the School.

5.4 Critical Incident Management

Emergency closure procedures are in place covering the emergency closure of the School prior to and during the school day. All staff are issued with the School's Emergency Closure Procedures booklet.

Guidelines are in place covering fire, bomb, hostage and chemical/biological agent situations.

5.5 Placement of Students for Work Experience

Where courses involve work experience placements, all required checks, visits and records will be undertaken in accordance with School procedures and guidelines.

5.6 Parental/Adult Help

All parents and adults must undertake enhanced DBS checks if they assist with school clubs, transport or any other school activity. When using their own vehicle to transport Students on school business, this must be with the Heads written approval and in line with County guidelines. They must have a clean driving licence, provide proof of suitable in-date insurance and breakdown cover, and that the vehicle is road worthy (MOT certificate in date if applicable) and the vehicle is taxed.

6. Health and Safety Training

The School recognises its responsibilities to provide appropriate training for its staff to assist in their acquiring skills, knowledge and abilities to raise their competence in health and safety aspects of their work whatever their role in the School.

7. Health and Safety Monitoring

7.1 Sickness/Accident

An analysis report of sickness, accidents and incidents is undertaken by staff and considered by the Governors Executive Board at their meetings held each term and from this, necessary action will be identified and undertaken.

7.2 Safety Inspections

Regular health and safety inspections and tours are undertaken, recorded, and remedial actions taken.

7.3 Performance Monitoring

The Arrangements section of the School's Health and Safety Policy identifies the monitoring in place.

8. Staff Wellbeing

The School follows Shropshire Council's Guidance on the Management of Employee Wellbeing in Schools.

8.1 Confidential Counselling Service

Shropshire Council offers a free, confidential, open access counselling service for individuals, groups and teams with work related and personal problems.

8.2 Violence at Work

Violence in whatever form and for whatever reason is unacceptable. This School acknowledges that staff and students should not have to work in fear of assault and that an incident of assault should not be seen as a reflection of a person's ability. The School follows Shropshire Council's Guidelines for the Prevention of Violence and Aggression, and staff will receive training to deal with situations that could arise.

8.3 Work-related Stress

The School follows the Stress Management Policy and the Shropshire Council Guidance for Schools.

8.3 Induction of New Staff

All new staff undertake a programme of Induction managed by Line Managers, and attend a Health and Safety Training session with the Health & Safety Officer.

8.4 Personal Protective Equipment

When the need arises staff are issued with suitable PPE to fulfil their duties and receive training in its use.

8.5 Pregnancy Workers

The pregnant/new mother and Line Manager follow an agreed work plan with regular supervision review meetings as the pregnancy progresses.

9. Student Wellbeing

9.1 Lockers

The School acknowledges the guidelines produced by the National Back Pain Association (NBPA) that students should carry no more than 10% of their body weight and in accordance with the Management of Health & Safety at Work Regulations the School has control measures in place to reduce the carrying of heavy weights by students. Individual lockable lockers are provided for all students, which are easily accessible, thus avoiding the need to carry large/heavy bags to lessons throughout the school day.

9.2 Child Protection and Safeguarding

The School follows the Shropshire Council agreed Guidelines and Procedures for Child Protection and Safeguarding.

9.3 Healthy Schools

The School subscribes to the Healthy Schools programme.

9.4 Student Support

"The Link" room is available for student consultations with Much Wenlock GP surgery staff, the School Nurse, Connexions, Educational Psychologist and other supporting agencies. A Hygiene Room is provided to support the physically disabled students/staff that require specialist facilities.

10. Consultation and Communication of Information

10.1 Consultation

The Governors Executive Board meets each term to discuss health, safety and welfare issues affecting Staff, Students and Visitors. Action points from meetings are brought forward for action by School Management.

Only through active participation in, commitment to, and involvement in health and safety activities will staff establish "ownership" of the Health and Safety Policy and understand the role of health and safety within the School.

Suggestions by any member of Staff to improve standards of health and safety are welcomed by the Head.

10.2 Communication of Health and Safety Information

In accordance with the Health and Safety Information for Employees Regulations 1989 the Health and Safety Law poster is displayed in Reception. Health and Safety information including this Health and Safety Policy, risk assessments and guidelines, are readily available on the School's staff section of the Learning Gateway.

11. School Policy Statements

School Policy Statements are available in hard copy on request from the Head or the Director of School Business.

12. No Smoking Policy

In line with Shropshire Council, the School operates a No Smoking Policy within both the School buildings and grounds.

13. Rodent Control

The services of Shropshire Council, or another provider approved by the school, are used in controlling vermin within the School grounds.

14. Review

A review of this document will be undertaken annually or sooner should there be any changes in Health and Safety legislation or School procedures.

SHROPSHIRE COUNCIL ACCIDENT REPORTING SYSTEM (CARS) GUIDANCE

Reporting accidents and incidents

All workplace accidents, violence, dangerous occurrences and near misses to employees, visitors, service users, contractors, students and agency workers, trainees, volunteers and work experience irrespective of seriousness must be recorded immediately using the corporate accident reporting system (CARS).

Reporting major accidents and incidents

Fatalities, major injuries, dangerous occurrences or occupational diseases as prescribed by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) must be reported **immediately by telephone** to the HSE. The Senior Leadership Team Member must report the event to the Health & Safety Executive (HSE) via the Incident Contact Centre Tel: 0845 3009923 and inform the Health & Safety Team, as soon as possible afterwards.

In the event of a workplace fatality, major injuries, dangerous occurrences or occupational disease it is important to notify the Health & Safety Team Manager as soon as possible after the event.

Over 7 day Injury

These are reported by Health & Safety Team. As soon as the Senior Manager becomes aware that the work related incident will result in the injured person being absent from work for more than 7 days or unable to do their full range of normal duties for more than 7 days, details of the incident must be forwarded to Health & Safety Team by telephone, fax or email (*see below)

Reports of violence or abusive behaviour

All incidents involving assault, serious verbal abuse, threats or violence or harassment should be recorded on a CARS form. Wherever possible, include the name/description of the aggressor together with details of the occurrence within the 'incident details' section of the form.

Hate crime should be reported following guidance on Shropshire Council's website (www.shropshire.gov.uk).

William Brookes Academy Trust employees can access the confidential counselling service via the Network of Staff Supporters (NOSS), telephone 01978 780479.

Reporting & Investigation

All incidents, accidents, violence and work related sickness absences or occupational disease must be recorded and investigated by the line manager or relevant responsible officer and reported within 48 hours to the Health & Safety Team. Where necessary, risk assessments and working procedures must be amended to take account of previously unforeseen risk.

Employee Consent

Safety Representatives are entitled to view accident records. The employee consent 'tick box', if ticked and signed by the injured person (I.P.), allows safety representatives to carry out their statutory functions more effectively.

Data Protection (DPA)

Shropshire Council will hold the completed CARS form, retained securely in accordance with the Data Protection Act 1998 and will only use the information for the purpose of data administration. In some circumstances, it may be necessary to share your information with third parties (e.g. Health & Safety Executive). This information should be brought to the attention of the injured person and witnesses.

Employee No./Post No.

Where the person involved is an employee, this information is mandatory. If these details are not known, please contact the HR Administrator on Ext. 2008.

The line manager/responsible officer must ensure the whole form is completed and signed.

The form should be forwarded within 48 hours of the incident to:

- White copy: Health & Safety Team
- Pink copy: Inclusion in the secure site accident file (ensure compliance with Data Protection Act 1998)

Additional Guidance

Further guidance is available in the Council Accident Reporting Arrangement contained in the Council's Health & Safety Policy available via the Learning Gateway.

*The Health and Safety Team can be contacted on: **01743 252819**

***Health and Safety Team**

**2nd Floor
Shirehall
Shrewsbury
SY2 6ND**

Email: health&safetyteam@shropshire.gov.uk