



## **Health and Safety Policy**

### **Appendix 1**

#### **1. PROCEDURES AND ARRANGEMENTS:**

##### 1.1 Introduction:

The following procedures and arrangements have been adopted to ensure compliance with the Governing Body's Statement of Intent.

##### 1.2 Risk Assessments:

- (i) General risk assessment - will be co-ordinated by William Wharton, Deputy Headteacher
- (ii) New and expectant mothers' risk assessment - will be carried out by Ros Cannell, Business Manager
- (iii) Curriculum activities assessment - Risk Assessments for Curriculum activities will be carried out by relevant Heads of Department/Heads of Achievement and subject teachers
- (iv) Fire safety assessment - A site-specific fire risk assessment will be commissioned by Nathan Waites
- (v) Manual handling assessments - Manual handling risk assessments will be carried out (co-ordinated) by Ros Cannell, Business Manager
- (vi) Computers and Workstation assessments - Workstation DSE assessments will be carried out by Darren Failes, IT Operations Manager
- (vii) Hazardous substances - Heads of Area are responsible for identifying and assessing hazardous substances within their area of responsibility, for which no generic assessment exists in the 'Caretaking' manual
- (viii) Violence - Assessment of the risks of violence to staff will be carried out by Alan Cufley, Chair of Governors

##### 1.3 Emergency Procedures:

- 1.3.1 Fire and evacuation procedures are detailed in Appendix 2.

### 1.3.2 First aid:

(i) First aid boxes are provided at the following locations:

- Estate Manager's office
- DT laser cutter room
- DT2 (classroom)
- DT3 (classroom)
- Maths Office
- Professional Development Centre (utility room)
- B04(classroom)
- C06 (classroom)
- C16 (classroom)
- English Office
- IT Office
- B12 (classroom)
- Finance office
- Reception (pigeon hole rack)
- Science Prep room
- All A block classrooms
- Reprographics
- PE rucksack x 2
- Emergency rucksack – to be carried to fire alarm muster point
- Library
- Red minibus
- Silver minibus
- PE office
- Welfare office

(ii) The following staff are available to provide first aid:

Certificated First Aiders:

- Alison Norum
- Jayne Allen
- Lauren Blackburn
- Lauren Fitch
- Mandy Fitch
- Lauren Goldsmith
- Peter Dennett
- Paul Green
- Jo Holbrook
- Holly Hutchinson
- Heather Kay
- Suzi Larter
- Grace Lawrence
- Vicky Nash

- Lyndsey Perry
- Sarah Roadnight
- Victoria Rudd
- Beth Samborski
- Olivia Stirling
- Hannah Watson Williams
- Harriet Woolgar
- Ian Butcher
- Terry Young
- Emma Codling
- Julie Sims
- Allison Paddon
- David Peachment
- Mark Snook
- Emma White

(iii) In the event of needing first aid assistance during school hours, Wendy Evans (School Nurse) will either: -

- locate the nearest first aider (and cover their class if required) or if an ambulance is required, call "999".
- No casualty should be allowed to travel to hospital unaccompanied. William Wharton will designate an accompanying adult in emergencies where parents cannot be contacted.

#### 1.3.3 Incident/accident reporting:

- All incidents/accidents are recorded in the school's medical tracker
- Incidents such as bullying or truancy are recorded using Classcharts.

#### 1.3.4 Bomb hoaxes and bomb alerts:

The Headteacher, or in their absence, the most senior member of staff available, will decide on action to be taken in the event of an incident. The control point from where such an incident will be handled is the school Reception in B Block, unless this area is specifically believed to be at risk.

The signal (alarm) for evacuation of the building (if necessary) will be a continuous oscillating siren and normal evacuation procedure should be followed, unless there is an identified risk to evacuation via a specific route; if this is the case, staff and pupils will be redirected by supervising staff.

#### 1.3.5 Gas leaks:

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

immediately evacuate the building and then telephone Paul Holmes (Estate Manager); or telephone Paul Holmes in the first instance. Paul Holmes will contact DJ Connolly as necessary. Should it be an external leak or a leak occurring outside of working hours, British Gas will be contacted.

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

#### 1.3.6 Chemical spills:

- (i) All Science/design and technology/Art teachers and technicians should follow guidance contained in the CLEAPPS Hazards.
- (ii) Other areas should follow procedures as identified in relevant COSHH assessments

## **2. HEALTH AND SAFETY TRAINING:**

2.1 Health and safety induction training will be provided for all new employees by Victoria Brunning (Assistant Headteacher) for teaching staff; and Ros Cannell (Business Manager) for support staff.

- o CLEAPPS offer a range of courses for Science and Design & Technology
- o The Association of British Theatre Technicians (ABTT) offer a range of courses for drama
- o National Society for education in Art and Design (NSEAD)
- o Training & Development Agency for Schools (TDA) national CPD database
- o Design & Technology Association (DATA): Teacher accreditation scheme

2.2 A database listing all current staff health and safety training is held by Ros Cannell (Business Manager)

## **3. INSPECTION AND TESTING OF PLANT AND EQUIPMENT:**

3.1 Statutory inspections:

All plant and equipment requiring statutory inspection and testing (i.e. steam boilers, lifting equipment, local exhaust ventilation, pressure cookers etc) will be inspected by appropriate contractors.

### 3.2 Portable electrical appliances:

Inspection and testing of portable electrical appliances is carried out by PATCO (Bournemouth). The frequency of testing is as determined by PAT testing legislation.

### 3.3 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.

### 3.4 Ladders and access equipment:

Caretakers will be responsible for inspection and maintenance of ladders and other access equipment following guidance contained in the Caretaking Manual Section F.

## **4. HEALTH AND SAFETY MONITORING:**

### 4.1 Inspection of premises:

- (i) General workplace inspections will be co-ordinated by Sara Spivey (Headteacher) and Paul Holmes (Estate Manager)
- (ii) Monitoring inspections of individual departments will be carried out by Heads of Department or nominated staff.

## **5. PREMISES MANAGEMENT:**

### 5.1 Supervision of pupils:

- (i) Pupils are supervised on site during the school day outside of lesson time by duty rota staff.

### 5.2 Security and visitors:

- (i) All visitors must report to the school Reception in B Block, where they will be asked to sign the visitors' book and wear an identification badge.

### 5.3 Vehicles on Site/Parking:

- (i) Cars must be parked in designated areas.

- (ii) The school provides designated 'visitor' spaces in the main car park. All visitors are required to leave their vehicle details at Reception when they sign in.
- (iii) Delivery/contractor vehicles can park within designated parking areas, as advised by school staff.
- (iv) There is a designated parking area for disabled persons, located immediately outside Reception.

#### 5.4 Building maintenance:

- (i) General building maintenance is carried out by arrangement with and under the supervision of Paul Holmes (Estate Manager)
- (ii) Paul Holmes will be responsible for ensuring that all identified general building maintenance is carried out by either estate management staff or agreed contractors.

#### 5.5 Asbestos management:

- (i) The asbestos register is held at the Reception desk in B Block.
- (ii) Paul Holmes (Estate Manager) is responsible for ensuring that contractors who may be working in areas of the premises where asbestos materials have been identified sign the register and that any changes to the register are notified to PCC AMS (or the relevant asbestos management team).

#### 5.6 Control of contractors:

- (i) All contractors must report to Reception in B Block, where they will be requested to sign the visitors' book and wear an identification badge. Contractors will be issued with guidance on fire procedures, local management arrangements and vehicle movement restrictions.
- (ii) Paul Holmes is responsible for monitoring areas where the contractor's work may directly affect staff and pupils and for keeping records of all contractor work.

#### 5.7 Lettings management:

- (i) Lettings are managed by Marie Johnson (Support Officer, Finance) following the 'Lettings' policy and procedures

## **6. OTHER PROCEDURES:**

### 6.1 Emergency response management:

- (i) The Local Authority's 'emergency response' guidelines are followed and staff are made aware of the advice given, in conjunction with the school site-specific emergency response procedures.

### 6.2 Managing medicines:

- (i) Prescribed medication will be administered to pupils following guidance contained in the administration of medicines policy. Wendy Evans (School Nurse) has been nominated as the responsible person for control of administration of medicines to pupils.

### 6.3 Educational visits:

- (i) Educational visits will be organised following guidance contained in DfES (DCSF) documentation issued by Hampshire Outdoor Education, PT & Sports Service. The Educational Visits Co-ordinator is Kate Parker.

### 6.4 Management of Mini-buses:

- (i) Operation of minibuses will be overseen by Ros Cannell (Business Manager) following guidance contained in the MIDAS Manual.
- (ii) Site team undertake a sight check of the two minibuses every week
- (iii) Adams Morey Ltd undertake a full 'health' check every 6 weeks as well as MOT for each vehicle
- (iv) Marie Johnson arranges annual insurance cover
- (v) Tracy Dinsmore (Solent School) has completed the Standard and Accessible Driver Assessor/Trainer (DAT) and is the Trust's Midas trainer

## **7. REFERENCE DOCUMENTATION:**

- 7.1 All reference documentation relating to this policy and the School's H&S management systems can be accessed via the Staff Resources drive on the school network, with principal documentation available via the school website: [www.springfield.uk.net](http://www.springfield.uk.net)

## **APPENDIX 2**

### **FIRE AND EVACUATION PROCEDURES**

Fire notices are displayed in all working areas of the school.

Escape routes are checked by Paul Holmes (Estate Manager) every week.

Fire extinguishers are maintained and checked by Churchers Fire and Security annually.

Alarms are tested by the site team every week

Alarms are tested by Southern Fire Alarms every six months.

Emergency evacuation procedures (fire drills and lockdown) will be tested once every term.

All of the above are recorded in the Fire Log Book.

Premises evacuation arrangements - in case of an alarm being activated - are as follows:-

All pupils, staff and visitors are to assemble in the rear car park (south west), where designated staff are responsible for accounting for all those recorded as present on the school site (**please see full fire evacuation procedure for details**).

In the event of a bomb threat evacuation, the secondary evacuation point – should we be advised by the Police to move the children there – will be Drayton Park. The Headteacher's PA will hold a key to the school gate on Grove Road. The pupils will be escorted through this gate or, alternatively, leave the school site via Central Road, before turning into Lower Drayton Lane to reach Drayton Park.



## **APPENDIX 3**

### **PERSONAL ELECTRIC ITEMS**

Extreme care should be exercised with respect to staff bringing personal electric items into school; in most instances, staff should refrain from doing so.

Personal electric items would include laptops, mobile 'phone chargers, fans etc. An item with a specific and on-going **professional use** e.g. a laptop may be used in school. However, prior to use the member of staff must ensure that:

1. The electrical item has been PAT tested by the school's designated member of staff
2. A visual inspection has been carried out on the item (and on any associated leads, chargers etc.) by a competent person prior to use
3. The item is not left plugged in or charging unsupervised by its owner

The school does not accept responsibility for personal items that are damaged, lost or stolen from the school site.