



RAINHILL HIGH SCHOOL

HEALTH & SAFETY POLICY



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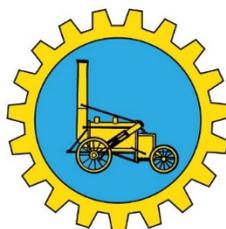


**RAINHILL
HIGH SCHOOL**

Health & Safety Policy

Approved by :	Board of Trustees
Signed:	Rob Owens Chief Operating Officer Lisa Flaherty Chair of Trustees
Approval Date:	July 2020
Review Date:	July 2021

Associated documentation	
Name	Version





**RAINHILL
HIGH SCHOOL**

GENERAL STATEMENT OF HEALTH & SAFETY POLICY

IN ACCORDANCE WITH THE HEALTH AND SAFETY AT WORK ETC ACT, 1974

1.0 INTRODUCTION

1.1 Health and Safety at Work Act, 1974

The Health and Safety at Work Act, 1974, places a duty on employers to safeguard so far as is reasonably practicable, the health, safety and welfare of their employees and the health and safety of persons not employed but who may be affected by the work activities, such as pupils and visitors.

1.2 General Statement

This is a statement for **RAINHILL HIGH SCHOOL**

Rainhill High School accepts its responsibilities under the Health and Safety at Work Act, 1974, for providing a safe and healthy workplace and working environment for all its employees, pupils, visitors and other persons who may be affected by its activities.

The Chief Operating Officer, Headteacher, Local Governing Body and Trustees of Stephenson Multi Academy Trust will take all reasonable steps to ensure that the Health & Safety Policy and Procedures Manual is implemented and monitored throughout the School.

It is essential for the success of this Health & Safety Policy that employees recognise their responsibilities under Section 7 of the Act in co-operating with management and taking care of themselves and other persons whilst at work. All staff are able to access this policy and other related health and safety documentation through the staff handbook.

2.0 ORGANISATION

Responsibility for the day to day implementation and monitoring of this Policy lies with the Chief Operating Officer and Headteacher so far as is reasonably practicable.

However, the Local Governing Body and Board of Trustees recognise that some of these duties may be successfully allocated to other members of staff; such as the Academy Business Manager, Site Manager, Heads of Faculty etc. under guidance from the Chief Operating Officer or Headteacher as appropriate.

2.1 Responsibilities

At **RAINHILL HIGH SCHOOL**, the following persons have specific responsibilities for health and safety:

Currently, **Rob Owens** and **Andrew Lownsbrough** are responsible for the circulation of Safety Information, Guidance, Codes of Practice.

Currently, **Rob Owens** is responsible for ensuring that accidents are investigated and recorded on the appropriate format.

Andrew Lownsbrough is responsible for the weekly test of the fire alarm. **Rob Owens** is responsible for ensuring that testing and reporting of it is done according to the guidelines set.

Currently, **Rob Owens** is responsible for arranging/coordinating a termly full fire evacuation.

Currently, **Rob Owens** is the Health & Safety Co-ordinator for this site.

Currently, **St Helens Council** act as the School's competent persons to assist in the compliance of Health and Safety legal requirements.

The Board of Trustees for Stephenson MAT retain legal responsibility for the Health and Safety of its site(s) in all circumstances.

2.2 Health and Safety Communication

A successful Health and Safety Policy relies heavily on effective communication and, in particular, making sure that all staff are aware of their role and have all necessary information concerning the health, safety and welfare of all members of staff, pupils and visitors.

This School has identified the following meetings as being the most appropriate to both disseminate and receive matters on health and safety:-

- School Health and Safety meetings involving: Chief Operating Officer, Academy Business Manager, Site Manager and professional association representatives, held termly.
- Local Governing Body & Board of Trustee Meetings as required.

The School Health & Safety Policy and Procedures Manual and copies of other Health and Safety Information, Guidance, Codes of Practice and associated literature are kept at the following location(s): - **Staff Handbook, Site Manager Office, Head of Faculty Office** (*faculty specific H&S information only*)

2.3 **Useful Numbers**

IN THE EVENT OF AN EMERGENCY OUTSIDE OF SCHOOL HOURS CONTACT:
Rob Owens, Chief Operating Officer

<u>Name</u>	<u>Telephone No.</u>
St Helens Council Health & Safety Section	01744 676 206 / 671 722
Occupational Health Nurse	01744 456980
Health and Safety Executive	0300 003 1747 or 0151 951 4000
Security Service	01744 676 728
School Nurse	01744 624 925
Rob Owens (Chief Operating Officer)	07916 139 342
Karen Kearns (Academy Business Manager)	07772 337 160
Andrew Lownsborough (Site Manager)	07748 780 436

3.0 **RESPONSIBILITIES**

3.1 **The Board of Trustees**

The Board of Trustees has a direct responsibility for health and safety in the School. They will ensure they are fulfilling their legal requirements and that persons using the premises are safe and without risk to health. All these responsibilities are, for the purpose of day to day management, delegated to the Headteacher.

The Trustees will, however, ensure that they: -

- approve the School Health and Safety Policy (this document) and ensure that it is brought to the attention of all staff;
- receive all reports on health and safety resulting from any inspection, audit or monitoring carried out by the School, Multi-Academy Trust, the LEA or an enforcement agency such as the Health and Safety Executive;

The Local Governing Body, or delegated representatives thereof, will be expected to make reports on health and safety matters to: -

- to Stephenson Multi Academy Trust when requested to do so for the purpose of monitoring the Schools implementation of its own Health and Safety Policy;
- to parents, through Governors' & Trustees Minutes, Annual Reports etc.

3.2 **The Chief Operating Officer & Headteacher**

The overall responsibility for the School's health and safety system and implementation of the Health and Safety Policy rests with the Chief Operating Officer and Headteacher, who shall:-

- set up arrangements in the School to cover all legal requirements for health, safety and fire;
- ensure the Local Governing Body and Board of Trustees are kept up to date with any new legislation, regulation or provision relevant to health and safety in schools;
- be available to any member of staff to discuss health and safety problems not solved at a lower level or through the established arrangements;
- report to the Board of Trustees those instances in which the Chief Operating Officer or Headteacher's authority does not allow the elimination or reduction of risk to a satisfactory level, but to take all necessary short term measures to avoid danger pending rectification;
- be available to any Trade Union appointed safety representatives and co-operate with them as far as is reasonable in their efforts to carry out their functions. To receive written reports from any such safety representatives and respond in writing within a reasonable time;
- establish a safety committee within three months of receiving a written request from two Trade Union Safety Representatives of the staff at the School;
- ensure that a system is in place for the reporting, recording and investigating of accidents and that all reasonable steps are taken to prevent recurrence;
- to review regularly
 - i) the provision of first aid in the School;
 - ii) the emergency (fire) procedures;
- monitor the dissemination of safety information throughout the School;

- report to the Trustees matters relating to health and safety;
- ensure that all staff have received appropriate health and safety training;

3.3 The School Health and Safety Officer

The School Health and Safety Officer shall:-

- Co-ordinate the whole School programme of Health and Safety by ensuring full consultation and participation of all staff, through appropriate meetings and consultation;
- Carry out inspections of the School once per term and inform the Board of Trustees of any problems/deficiencies and ensure that the appropriate action has been taken;
- Administer the system for reporting, recording and investigating accidents and take all reasonable steps to prevent recurrences. Report as necessary to the LA/appropriate office;
- Disseminate safety information within the School;
- Ensure that new employees are briefed about safety arrangements and issued with a copy of the School's Health and Safety Policy (this document) and given the opportunity to read it;
- Ensure that effective arrangements are in force to facilitate safe evacuation of the buildings in case of fire or other emergency and that firefighting equipment is available and maintained;
- Arrange for contractors and visitors to be informed of any hazards on site of which they may be unaware and the emergency procedures;
- Ensure temporary employees are given sufficient information, training and supervision to enable them to be safe and without risk to health;
- Carry out and update risk assessments as required.

3.4 Heads of Faculty

Head of Faculty:-

- have a general responsibility for the application of the School's Health & Safety policy to their own department or area of work and are directly responsible to the School Health and Safety Officer / Headteacher for the application of safety measures and procedures within their department;
- shall, where necessary, establish and maintain safe working procedures including arrangements for ensuring, so far as reasonably practicable, safety and absence of risk to health in connection with the use, handling, storage and transport of articles and substances (e.g. chemicals, boiling water, guillotines);
- shall deal with any health and safety problems referred to them by a member of staff and refer to the School Health and Safety Officer and/or Headteacher if they cannot resolve any of these problems;
- shall carry out a regular safety inspection of the activities for which they are responsible and, where necessary, submit a report to the School Health and Safety Officer;
- shall ensure as far as is reasonably practicable the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own safety;

- shall, where appropriate, seek advice and guidance of the Health and Safety Officer or St Helens Council Health and Safety Department;
- shall propose to the School Health and Safety Officer any requirements for safety equipment and welfare facilities;

3.5 Class Teachers

Teachers have traditionally carried responsibility for the safety of students when they are in charge.

If, for any reason, a teacher or other nominated person considers that they cannot accept this responsibility they should discuss the matter with the Health and Safety Officer and/or Headteacher before allowing practical work to take place.

The employee is expected:-

- to exercise effective supervision of the students and to know the emergency procedures in respect of fire, bomb scare and first aid and to carry them out;
- to not leave any class unsupervised at any time other than an unavoidable emergency instance where there is an immediate threat to the safety of another member of staff or pupil.
- to know the special safety measures to be adopted in their own teaching areas and to ensure that they are applied;
- to give clear instructions and warnings as often as necessary;
- to follow safe working procedures;
- to enforce the use of protective clothing, goods, special safe working procedures;
- to make recommendations to their Head of Faculty e.g. on safety equipment and on additions or improvements to equipment or machinery;
- regularly to check all equipment, protective clothing, furniture and their environment (heating, lighting, etc.) and report any defects to the Site Manager and if deemed a Health and Safety issue to the School Health and Safety Officer.

3.6 All Employees

The Health and Safety at Work Act (1974) and Management of Health and Safety at Work Regulations (1999), require every employee whilst at work to take reasonable care for the health and safety of themselves and of any other persons, including pupils and visitors, who may be affected by their acts or omissions at work.

All employees are expected:-

- to sign-in and out of the building using the designated system (Inventory sign in machines located at main entrance and in PE entrance) so that accurate attendance lists can be produced in the event of a fire evacuation or emergency.
- to be familiar with the latest version of the asbestos survey for the school and have signed the asbestos register.
- to know those special safety measures and arrangements to be adopted in their own working areas and ensure they are applied;

- to inform the Headteacher, the School Health and Safety Officer or their Line Manager of any training they feel they need to carry out their responsibilities;
- to use and not wilfully misuse, neglect or interfere with things provided for their own safety and/or the safety of others;
- to co-operate with other employees in promoting improved safety measures in their School;
- to co-operate with the appointed safety representatives and enforcement officers of the Health and Safety Executive or Environmental Health.

3.7 **Pupils**

The pupils are expected:-

- to exercise personal responsibility for their own safety and other pupils;
- to observe standards of dress consistent with safety and/or hygiene (this includes items of 'jewellery');
- to observe all safety rules of the School and, in particular, the instructions of teaching staff given in an emergency;
- to use and not wilfully misuse, neglect or interfere with things provided for his/her safety.

3.8 **Parents**

Have a responsibility to:-

- make provision for full time education;
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- abide by/support the rules and regulations of the school;
- comply with the School Health and Safety Policy (**this document**);
- act as a 'reasonable parent'.
- Inform school, of any medical needs that their child may have.

3.9 **Visitors**

Regular visitors and other users of the premises should observe the safety rules of the School. In particular, adult volunteers will be made aware of health and safety arrangements applicable to them by the teacher to whom they are assigned.

Visitors need to sign in at the main reception on the electronic system and wear their ID badge at all times, all visitors need to be escorted around the building at all times by an appropriate member of staff.

3.10 **Parent Volunteers**

The Headteacher, or approved representative thereof, must ensure that all parent volunteers have had the appropriate checks made prior to working in a school with the Disclosure and Barring Service (DBS).

Where there is a need to transport children for any off-site activities, the driver of the vehicle must be aged 25 or over, have adequate road insurance, a current MOT certificate and a current valid driving licence.

4.0 FIRST AID

Rainhill High School is committed to adhering to the following first aid guidelines as set out by the Health and Safety Executive (HSE).

The Chief Operating Officer, or authorised representative thereof, are responsible for ensuring suitable first aid provision is in place at the school. Board of Trustees, through health and safety reports received from the Health and Safety Officer will monitor that the first aid obligations of the School are adhered to and any issues addressed.

4.0 Introduction

The Health and Safety (First Aid) Regulations 1981 require employers to provide adequate and appropriate equipment, facilities and personnel to ensure their employees receive immediate attention if they are injured or taken ill at work.

Accidents and illness can happen at any time, therefore, provision for first aid needs to be available at all times people are at work.

What is 'adequate and appropriate' depends on the circumstances in the workplace. This includes whether trained first-aiders are needed, what should be included in a first-aid box and if a first aid room is required. However, the minimum first aid provision at any work site is: a suitably stocked first aid kit, an appointed person to take charge of first-aid arrangements and information for employees about first-aid arrangements.

The Regulations do not place a legal duty on employers to make first aid provision for non-employees such as the public or children in schools. However, the Health and Safety Executive (HSE) strongly recommends that non-employees are included in an assessment of first aid needs and that provision is made for them.

4.1 Definition

First Aid is the immediate treatment or care of a person who is injured or taken ill at work before an ambulance is called for serious cases. First aid treatment prevents minor injuries becoming major injuries.

4.2 Roles and Responsibilities

First Aider

A First Aider is a person trained to the appropriate standard recognised by Stephenson Multi Academy Trust and holding a valid qualification certificate, that meets the standards in line with HSE requirements.

Employees selected to be First Aiders are suitable for the role i.e., reliable, calm, confident and able to communicate effectively in a crisis, physically able and preferably willing to undertake the role. The main duties of the School's First Aiders include:

- Responding promptly to an incident/accident when requested, within the limits of HSE approved first aid training while safeguarding their own health and safety and that of others.

- Know how to secure additional first aid assistance as and when necessary, and if necessary arrange, without delay, professional medical assistance if the nature and degree of the injury is beyond the limits of their training.
- To act at all times in a manner to respect the interest and dignity of all patients and to protect their confidential information.
- To be aware of the location of the nearest first aid box, its contents and report to Andrew Lownsborough if any item(s) need to be replenished. Additional supplies of first aid materials can be found in the locked first aid box in the first aid room.
- Report incidents and actions taken. That is to say:
 - Any treatment given to a pupil is recorded in the Pupil First Aid Log (green folder in the main office).
 - Accident report forms are to be completed if a member of staff has been injured, or a pupil has been injured by school equipment and/or requires hospital treatment (accident report green folder in the main office).
 - Head Injuries - for a pupil who has sustained a head injury, the head injury log must be completed and the pupil given a letter to take home informing their parents of what to do if their condition deteriorates (blue folder in the main office).
 - If casualty is removed to hospital, ensure that emergency contacts have been notified, and all relevant paperwork completed.

The provision of first aid treatment is a duty as a recognised First Aider and as such any treatment given may be deemed to be under the instruction of the School. Provided that a First Aider acts in good faith, and within the scope of any training given, then the first aider is covered by the School's indemnity insurance.

Medicines are kept in the main school office locked away, parent consent forms and care plans are updated yearly and any expired medicine will be handed to the parents and not the pupil.

Office staff ensure medicines are checked on a monthly basis and that all care plans are in date and valid.

4.4 First Aid Training

The First Aider should undertake either a one day Emergency First Aid at Work (EFAW) or a three day First Aid at Work (FAW) training course, which is valid for three years.

EFAW training enables a first aider to give basic emergency first aid to someone who is injured or becomes ill at work. Courses should involve at least 6 hours of training and be run over a minimum of 1 day.

FAW training includes Emergency First Aid at Work (EFAW) and equips the first aider to recognise and treat a wider range of specific injuries and illnesses. Courses should involve at least 18 hours of training and be run over a minimum of 3 days.

The School has a number of first aiders, who work on a rota basis, to ensure that first aid provision is constant and proportionate to the number of students and employees in the school. All First Aiders have undergone the Emergency First Aid at Work training within the past 3 years with 2 x staff currently being First Aid at Work qualified and therefore act as Senior First Aiders.

A list of current first aiders can be viewed in the main office or by request from one of the School's Health and Safety Officers.

A full record of first aider training is available from the School's Health and Safety Officers.

4.3 **First Aid Needs Assessment**

The Headteacher, or authorised person on behalf of, shall undertake an assessment of first aid needs on an annual basis to determine what provision is required.

The assessment will consider the circumstances of the workplace, workforce and the hazards and risks that may be present, including:

- the nature of the work undertaken the layout of the premises
- workplace/service hazards and risks (including specific hazards requiring special arrangements)
- the nature and size of the workforce the work patterns of employees
- holidays and other absences of those who will be first aiders and appointed person the history of accidents within the workplace/service
- the needs of travelling, remote and lone workers (i.e., personal first aid kit and means of communication)
- the distribution of the workforce
- the remoteness of site(s)/workforce from emergency medical services whether employees work on shared or multi-occupancy sites
- first aid provision for non-employees (e.g., pupils/service users/members of the public).

The Department for Education (DfE) recommend that schools have suitable first aid facilities and a sufficient number of trained persons, **normally 1 First Aider for every 50 employees.**

In estimating additional provision sufficient to cover pupil numbers, **1 First Aider for every 150 pupils is normally held to be a reasonable ratio.**

4.5 **First Aid Equipment and Facilities**

First Aid Kits

First aid kits are a legal requirement for every workplace. It must be clearly marked in a green box with a white cross on it. All employees should be made aware of where their nearest first aid box is located. It should be easily accessible for people, ideally close to hand washing facilities and the contents should be checked regularly by the First Aider to make sure all items are in stock and in date.

The School's first aid kits will contain, as a minimum:

- a leaflet giving general advice on first aid
- 20 individually wrapped sterile plasters in assorted sizes. (Hypoallergenic can be provided, if necessary, i.e., where there is a known allergy)
- two sterile eye pads
- four individually wrapped triangular bandages, preferably sterile six safety pins
- two large, sterile, individually wrapped un-medicated wound dressings
- six medium size, individually wrapped un-medicated wound dressings
- A pair of non-latex, non-powdered, disposable gloves.

It is not recommended for tablets and medicines to be kept in the first-aid box.

4.6 First Aid Room

A suitable first aid room, that is easily accessible and clearly signposted, should be provided where the first aid needs assessment identifies this as necessary. If possible, the room should be reserved specifically for providing first aid and a designated person given responsibility for supervising it.

For schools, The School Premises (England) Regulations 2012, require that suitable accommodation must be provided in order to cater for the medical and therapy needs of pupils. Facilities and equipment that may be required include:

- a sink with hot and cold running water is near to a toilet facility
- drinking water and disposable cups soap and paper towels
- a store for first aid materials
- foot operated refuse containers lined with a yellow disposable clinical waste bag or a container suitable for the safe disposal of clinical waste
- an examination/medical couch with waterproof protection and clean pillows and blankets
- a chair

4.7 Accident Reporting Procedures

Schools have a duty to record (using the online reporting system): -

- (i) any accident to any person occurring on school premises;
- (ii) any accident to a member of staff at any location whilst on school business;
- (iii) any accident to a pupil off-site whilst under the supervision of a member of staff e.g. school trips.

Completed accident report forms must be passed to the Health and Safety Officer (R.Owens)

Detailed Accident Reporting and Dangerous Occurrences Reporting Procedures are contained in the Health & Safety Policy and Procedures Manual located in the Health & Safety Officers office, a summary of the procedures is cited below:-

Procedure for Employees, Members of Public

- (i) All personal injuries should be recorded on a St. Helens Council Online Accident system
- (ii) Personal injuries to employees resulting in over 7 days absence should be reported to the Health and Safety Executive (HSE) via the online reporting system within **15 days of the occurrence** and a copy sent to St Helens Health and Safety Department.
- (iii) Fatalities, major injury accidents and dangerous occurrences must be notified immediately as follows :-

HASAW Officer
Headteacher
St Helens Health and Safety Department

St Helens Health and Safety Department will in consultation with the above notify the HSE

Procedure for Pupils

- (i) Minor injuries will be recorded on the internal accident form and filed in the green first aid file located in the Main Office.
- (ii) Fatalities, major injury accidents must be notified immediately (normally by telephone) as follows:-

HASAW Officer
Headteacher/Chief Operating Officer

St Helens Health and Safety Department will in consultation with the above notify the HSE.

4.8 Pupils with Medical Needs

Please refer to the 'Medical Conditions Policy'

4.9 Automatic External Defibrillator (AED)

The school has installed 7 x AED's across the site located in the following points:

- Main Reception
- PE Foyer
- Science Prep Room in B Block
- C Block Main Toilets
- MDAC Building
- S Block Reception

All Emergency First Aiders and First Aiders have been trained in the use of an AED however in an emergency any staff member or pupil may use the AED's as they are fully instructional and automated.

R.Owens is a qualified AED trainer and therefore will run annual training for all staff in their use.

5. Fire Safety

The Regulatory Reform (Fire Safety) Order 2005 (RRO), came into effect from 1st October 2006, reforming Fire Safety Legislation and removing the requirement for a Fire Certificate. The order requires a "Responsible Person" to be named who will ensure that the premises comply with the order.

Building Bulletin 100 (BB100), Design for Fire Safety in Schools produced by The Department for Children, Schools and Families (DCSF), recommends that it is important for each establishment to appoint a Fire Safety Manager.

The named **Responsible Person/Fire Safety Manager** for Rainhill High School is **Rob Owens**.

The main duties of the Fire Safety Manager include:

- Managing the school to minimise the incidence of fire (prevention) e.g. good housekeeping and security.
- Producing an Emergency Fire Plan.
- Checking the adequacy of fire-fighting equipment.
- Ensuring fire escape routes are and fire exits doors/passageways are kept unobstructed and doors operate correctly.
- Ensuring that fire detection and protection systems are maintained, tested and suitable records are kept.
- Ensuring any close down procedures are followed.

Schools are visited on a regular basis by the Fire Brigade who will make recommendations in relation to means of escape, means for giving warning, the means for fighting fire and any particular hazards present on the premises.

A Fire Risk Assessment has been completed for the school. The assessment must be reviewed on an annual basis to ensure it is still relevant.

Where any structural or procedure changes occur the assessment will require amending and you must contact the St Helens Health & Safety Department to arrange this.

The assessment should be accessible and be available for inspection by the Fire Authority.

At **Rainhill High School**, regular fire drills and walk through inspections will be carried out in order to ensure that basic fire prevention procedures are observed.

Fire Drills

A schedule of fire drills has been established on the basis of **one drill per term**.

Rob Owens has been nominated to organise the fire drills.

A record of the drills using the St Helens Council Fire Precautions Logbook is maintained by Andrew Lownsborough

Fire Evacuation Procedures

The following procedures ensure a quick and efficient response to a whole school evacuation.

On hearing the two tone evacuation siren, all buildings are to be exited by the nearest route as quickly as possible.

Assembly points are:

Behind Sports Hall (on tennis courts) - for students, teachers, training teachers, office, support staff and visitors.

In the event of tennis courts not being a suitable assembly point due to safety reasons, ***the back field*** shall be the designated assembly point.

Fire Evacuation
(Staff Responsibilities)

Area	Location	1 st Person	2 nd Person (if 1 st person is not available)
Gates	OPEN GATES	Caretakers	
A Block	Fire Panel/Offices	Andrew Lownsbrough	Karen Kearns
	A101 – A107	Wendy Segal	Rob Leyland
	A109 – A115	Linsay Munro	Emily Fox
	A201 – A207	Lou Aylward	Jo Parkinson
	A208 – A214	Marc Khanna	Jack Muscroft
B Block	Ground Floor	Peter Roberts	Joanne Hill
	First Floor	Jon White	Kate Robinson
C Block	Ground Floor	Art CDT Technician	Katy Reaney
	First Floor	Art CDT Technician	Anthony Bennett
D Block (MDAC)	All	Sophie Renison	Claire Haselden
E Block	All	Erica D'Anna	Carmel Grace
S Block (Sixth Form)	Ground Floor	Tony Cunningham	Sixth Form Team
	S6 – S15	Paul Jarvis	Sixth Form Team
	S16 – S19	Sixth Form Team	
P Block (Sports)	S/Hall, Gym, ATH, P101 and P102	Yacine Rachi	Tanya Hunter
LFC Building	All	Nic Ericson	Mark Heaton
Rear Courts	n/a	Rob Owens	Andrew Lownsbrough
Back Field	Back field-PE	Yacine Rachi	Tanya Hunter
Signing In Registers	n/a	Loraine Potter	Ben Simpson
		Helen Coulthard Alison Mawdsley	

- a) The above areas are to be checked by the responsible person identified, who will ensure that all rooms are clear of personnel. In the event of a staff absence the second named person is responsible for the stated area.
- b) The designated tennis court area is always to be the school assembly point unless redirected to the sports field assembly point by the Fire Safety Manager, **Rob Owens**.

HEALTH & SAFETY PROCEDURES

- c) The responsible person listed above will be contacted via two-way radio to confirm their area is clear. If the responsible person listed does not have a radio they must report to Rob Owens at the tennis courts to inform him that their area has been cleared.
- d) All staff (excluding year teams) should report to Loraine Potter (surnames M-Z) and Alison Mawdsley (surnames A-L) under the designated sign on the tennis courts.
- e) ITT Staff should report to Helen Coulthard under the designated sign on the tennis courts.
- f) Visitors should report to Helen Coulthard under the designated sign on the tennis courts.
- g) Form tutors should register their forms before handing their register, and confirming their own presence, to the applicable YPL. YPL's should then hand completed registers to Rob Owens in addition to confirming that all form tutors and attached YSM are present.
- h) Pupil registers should be collected from the Attendance Officer or Nikki Hughes (Sixth Form) at the designated assembly area.
- i) Radio communication is to be halted during the evacuation by members of staff who are not named above. This will ensure that information can be relayed swiftly without interruption.
- j) All evacuations are to be treated as an actual fire, and the same procedure is required for a planned evacuation.
- k) Return to lessons notification will be provided by Rob Owens or Headteacher and the dispersal sequence will be as follows:
 - a. Non-teaching staff, ITT Students
 - b. Sixth Form
 - c. PE students in kit can return via rear (woods side) of sports hall
 - d. Year 11, 10 and so on until clear.
 - e. Teaching Staff
- l) In the absence of Rob Owens, Andrew Lownsborough is to be the 'acting Fire Safety Manager'.

Additional Points:

- To aid faster pupil registration, all pupils should be lined-up in register order with the last pupil having their back to the fence.
- The kitchens manager will report directly to Rob Owens.

In situations of a real emergency evacuation - staff should, after the pupils are safely evacuated and accounted for, remain at the assembly point with the pupils until re-entry of the building is allowed by the Fire Brigade, which will be communicated through the Fire Marshall.

Means of Escape

Regular inspections shall be made of means of escape, to ensure that they are kept free from obstruction. If it is found that they are even partially blocked, for example, furniture or rubbish, **immediate** action must be taken to clear the obstruction. Inspection shall also include a visual check that all fire safety signs e.g. direction of escape route, are in place and clearly visible. Immediate action will be taken to replace or expose to view any sign which is not visible.

Fire Fighting Equipment

Fire fighting equipment will be used only by trained staff when they are confident in their ability to douse a small blaze, in most cases they should leave the area immediately by the nearest escape route.

Fire extinguishers at Rainhill High School are subject to an annual inspection by a competent contractor.

Fire fighting equipment, including extinguishers, blankets, hose reels, sand and water buckets will be checked annually for:-

- (i) correct location (as advised by the local Fire Authority).
- (ii) vandalism.
- (iii) obstruction.
- (iv) sand and water buckets should be full and not contain any rubbish.

Fire Alarm Systems

The fire alarm system is tested on a weekly basis via a different alarm point on each occasion. Andrew Lownsborough is responsible for the weekly alarm test at this site.

The day and time of the test is **SATURDAY at 10.00HRS**. If the fire alarm cannot be tested on any WEDNESDAY, the alarm will be tested on the next available day at 18.00HRS. Where a link has been established between the alarm and monitoring service, this will be checked on each occasion to ensure it is fully operational. All tests must be recorded within the Fire Safety Log Book.

This will ensure that in addition to checking the system as a whole, all call alarm points are checked on a regular basis. Any sounding of the alarm outside of the agreed time should be treated as an evacuation. Any visitors or contractors should be informed of tests.

Emergency Lighting

A system function test including the operation of all emergency lighting should be undertaken on a **monthly basis**, with the results recorded within the Fire Safety Log Book

Fire Doors

Fire doors play an essential role in prohibiting the spread of smoke and fire, but only if they are closed and stay closed during a fire.

Fire doors are often wedged open or propped open with fire extinguishers or litter bins, therefore, such practices should be discouraged.

Weekly checks will, therefore, be carried out to inspect all fire doors as well as door furnishings such as hinges, glazing, push bar mechanisms and self-closing devices. Faults found in any mechanism will be reported for immediate attention.

6. Electrical Safety

Following the introduction of the Electricity at Work Regulations (1989), the Health and Safety Executive issued a revised edition of Guidance Note GS 23 Electrical Safety in Schools. The advice given includes the following points:-

- The fixed electrical circuits, etc, within the school are inspected and tested at least every **five years** by a competent person.
- Where wiring is subject to damage and abuse (e.g. surface wiring in temporary classrooms) and in external areas such as greenhouses, it will be inspected every **three years**.
- Any additions or changes to the school's wiring will be inspected and tested by a competent person before power is applied. (The prosecution of an LEA and a teacher in 1989 for allowing a pupil to do such work and then not having it checked is mentioned in the guidance note).
- The electrical circuits associated with stages/theatre halls are inspected **annually**.
- The School keeps a register of all electrical equipment and therefore it should not be possible for apparatus previously discarded as defective to slip back into use.
- Equipment which was not manufactured to current standards may require modification (e.g. pottery kilns with exposed elements that can be touched).
- Home-made or modified equipment is prohibited from use in the School.
- All electrical equipment operating at over 50 volts is visually checked each term and any defective items rectified.
- Any hand-held equipment that has an exposed metal case is inspected and tested by a competent person each year.
- Any double insulated equipment (i.e. no exposed metal casing) is visually inspected for any damage to the insulation of the item, cable sheath or plug each time it is used.
- Where equipment is used outside the building via flexible cable a residual current device (RCD) should be used in the supply circuit. (RCD's work by sensing any difference in the current flowing in the two power supply lines. If, because of an insulation failure, damage, etc., an additional current flows to earth from either line, possibly via a person, the power is switched off in a fraction of a second. The trip sensitivity is predetermined; up to 30 mA will provide protection against electrical shock to earth. RCD's do not, however, provide any protection against a shock caused by connection between live and neutral).

Portable Appliance Testing

The Electricity at Work Regulations (1989) require employers to maintain electrical equipment used at work so that it stays safe.

A detailed procedure on the testing and examination of portable electrical equipment is included within the Safety Policy and Procedures Manual available on the Life System.

The persons responsible for ensuring that departmental inventories of equipment are drawn up are Heads of Faculty. A central register of all equipment, and its last PAT test date, is held by the Site Manager and is available for inspection.

All electrical faults must be reported to Andrew Lownsborough or, if posing immediate risk to health, via telephone – Ext 125 or 308.

Electrical testing, where the needs for such has been identified, will be carried out by a competent person. This will be a member of staff such as a technician, who has been trained in the use of adequate test equipment, or a suitably qualified electrical contractor.

7. Control of Substances Hazardous to Health Regulations 2002 (COSHH)

The COSHH Regulations, as amended, require employers to assess the risks to the health of employees posed by the use of toxic, harmful and irritant and corrosive substances, these include many substances in use in CDT, Art and Science Departments.

A risk assessment looks at the ways in which the use of a substance(s) can give rise to harm and the steps required to reduce that harm. The duty to carry out such assessment will normally rest with the Head of Faculty though the responsibility may be delegated to another person. In all but the most simple of cases the assessment must be recorded.

General risk assessments have been drawn up by CLEAPPS for most substances in use in Design and Technology and Science.

Secondary Schools should ensure that they have the latest version of CLEAPPS publications to refer to.

The School has COSHH assessments in place as part of Departmental Health and Safety Statements and risk assessments, which available in Faculty offices or via the Health and Safety Officer.

8. Asbestos Containing Materials

In accordance with the requirements of the Control of Asbestos at Work Regulations 2002, a survey has been conducted to determine the location and condition of asbestos containing material within the school.

The Headteacher, or appointed person on their behalf, shall ensure that:

- All site based staff must be made aware of the location of the report and understand its contents. (This should include existing, new and temporary staff). This must be on a recorded basis.
- The survey report must be referred to before ANY maintenance work that might potentially disturb suspect materials is undertaken.
- The laminated "Asbestos Alert" (where provided) must be displayed at an appropriate location – a copy in reception or where contractors sign in is usually acceptable.
- Contractors, Maintenance Workers and Employees etc. must complete the Confirmation of Access Report Form, to record that they have had access to the report and the associated floor plans.
- Staff must report incidents of damage involving suspect materials.

9. Glass and Glazing

A survey of all glass and glazing panels has been conducted in accordance with the requirements of Regulation 14 Workplace (Health, Safety and Welfare) Regulations 1992. The survey report shall be kept with the Safety Policy & Procedures Manual and be available for inspection by enforcing authorities.

10. Outdoor Education Activities and School Trips

This school recognises the importance of ensuring that outdoor education activities and school trips are planned and organised in such a way as to minimise risks to pupils, staff and helpers.

To this end the school will follow the LEA Guidelines on School Trips and Outdoor Education Activities (March 2009) and DfE Guidance about School Visits (July 2011).

Rob Owens is the designated Educational Visits Coordinator and has responsibility for on-site advice/co-ordination of off-site trips and educational activities.

The Officer responsible for the organisation of any educational visits or trips off school site must ensure that the information has been processed using the EVOLVE software which can be located on the staff shared G Drive. Rob Owens is responsible for ensuring that all information is completed – once this has happened, the Headteacher is responsible for giving final authorisation to the trip.

HEALTH AND SAFETY OF PUPILS ON EDUCATIONAL VISITS - (DFES Extract – Student/Adult ratios)

Ratios

69. It is important to have a high enough ratio of adult supervisors to pupils for any visit. The factors to take into consideration include:

- _ sex, age and ability of group;
- _ pupils with special educational or medical needs;
- _ nature of activities;
- _ experience of adults in off-site supervision;
- _ duration and nature of the journey;
- _ type of any accommodation;
- _ competence of staff, both general and on specific activities;
- _ requirements of the organisation/location to be visited;
- _ competence and behaviour of pupils;
- _ first aid cover.

70. Some LEAs set their own levels of supervision for off-site visits, which county and controlled schools must adhere to. In other schools decisions must be made, taking the above factors into consideration as part of the risk assessment. Staffing ratios for visits are difficult to prescribe as they will vary according to the activity, age, group, location and the efficient use of resources. However, a general guide for visits to local historical sites and museums or for local walks, in normal circumstances, might be:

- 1 adult for every 6 pupils in school years 1 to 3 (under 5s reception classes should have a higher ratio);
- 1 adult for every 10-15 pupils in school years 4 to 6;
- 1 adult for every 15-20 pupils in school year 7 and 8
- 1 adult for every 20-30 pupils in school year 9 onwards

71. The above are examples only. Group leaders should assess the risks and consider an appropriate safe supervision level for their particular group. There should be a minimum of one teacher in charge. For advice on ratios for swimming see Chapter 8, paragraphs 185 and 187.

72. In addition to the teacher in charge there should be enough supervisors to cope effectively with an emergency. When visits are to remote areas or involve hazardous activities, the risks may be greater and supervision levels should be set accordingly. The same consideration should be given

to visits abroad (see Chapter 9 paragraph 207) or residential visits (see Chapter 8 paragraph 195). Some non-residential visits with mixed groups will need a teacher from each sex.

Parents/Volunteers

73. Where there is more than one teacher/supervisor a group leader should be appointed who has authority over the whole group. If more than one school is involved an overall group leader should be identified, usually the person with the most experience in leading such visits.

74. Where a high adult:pupil ratio is required, it is not always feasible to use school staff alone. Parents/volunteers may be used to supplement the supervision ratio. They should be carefully selected and ideally they should be well known to the school and the pupil group. Anyone who has not had a criminal conviction check should never be left in sole charge of pupils.

CURRICULUM SAFETY MATTERS

11.1 Design and Technology (Woodwork, Metalwork and Heat Processes)

The Head of Faculty shall ensure that teaching staff and technicians operating/tutoring on woodworking machines are competent by virtue of them holding a recognised training award or having received approved training in:-

- a) the correct use of the machine;
- b) methods of using the guards and other safety devices connected with the machine.

Head of Faculty & Head of Department shall ensure that employees using gas or electric welding/cutting equipment are competent by virtue of them having received appropriate approved training.

Head of Faculty, Head of Department & Class Teacher shall ensure that pupils do not use the following woodworking machinery:-

- Circular saw
- Surface planer/thickness
- Single spindle moulding machine

Head of Faculty, Head of Department and Class Teacher shall ensure that pupils operating woodwork, metalwork or welding/cutting machinery are supervised at all times.

Head of Faculty and Head of Department shall ensure that teachers/technicians operating or tutoring on the use of woodwork, metalwork or heat process equipment have access to the following reference guidelines:-

BS 4163 2007 Code of Practice:- Health and safety for design and technology in schools and similar establishments.

CLEAPPS Risk Assessments for Technology in Secondary Schools.

Head of Faculty and Head of Department shall ensure that the names of those employees authorised to operate machinery are clearly displayed adjacent to the machine.

Head of Faculty and Head of Department shall ensure that local exhaust ventilation equipment is adequately maintained and within current test certification (14 months). The testing shall be

organised on behalf of the school by the Education Departments Property Services Officer. Copies of the tests results shall be retained for inspection.

Head of Faculty and Head of Department shall ensure that adequate provision is made for the storage of compressed gases in accordance with BS: 4163 (2000). Advice on storage of compressed gases can be obtained from the St Helens Health & Safety Department.

Head of Faculty and Head of Department shall ensure that pupils use the following protective equipment as required by the CLEAPPS guidance :-

Ear defenders/plugs
Eye protection
Gloves.

Teachers shall ensure that pupils operating machinery/equipment are issued with and wear the appropriate personal protective equipment.

11.2 Physical Education

The Headteacher and HR Manager shall ensure that supervising teachers have the appropriate qualification/training for the activities taught as outlined in the afPE Publication Safe Practice in Physical Education.

Head of Faculty shall ensure that gym equipment is within current test period and adequately maintained and inspected before use. The inspection shall be organised on behalf of the school by the Education Department Property Services Officer.

The Class Teacher shall carry out a cursory visual check of equipment and the playing surface/area prior to the commencement of Physical Education activities.

Head of Faculty, Head of Department and Class Teacher shall ensure that pupils using the equipment are adequately supervised in accordance with the guidance given in the BAALPE Booklet.

Class Teacher shall ensure that areas used for physical education are thoroughly inspected and any necessary preparation works carried out prior to the class commencing. This includes ensuring that landing areas such as sandpits are raked and softened and playing fields are cleared of obvious debris **immediately prior to use**.

Goalposts (rugby/football) shall be checked before use and on a regular basis.

11.3 Art

Head of Faculty shall ensure kiln(s) are separated from main teaching area by means of a specific kiln room or separation from the teaching area by a secure fence or cage providing a physical barrier.

Head of Faculty, Head of Department and Class Teacher to ensure pupils using equipment are adequately supervised.

Head of Faculty and Head of Department shall ensure COSHH assessments have been carried out on substances within their department and that information on their use, storage and disposal has been given to staff. Where COSHH assessments are not available the Head of Department must notify the St Helens Health & Safety Department who will carry out a COSHH assessment.

Head of Faculty and Head of Department shall ensure that teaching staff and technicians have been issued with suitable personal protective equipment when working with dry clay and powdered glazes:-

Respiratory protection
Eye protection
Gloves

11.4 **Science**

Head of Faculty and Head of Department shall ensure that teaching staff and technicians have access to CLEAPSS (Consortium of Local Education Authorities for the Provision of Science Services) Science Handbook and CLEAPSS Hazcards.

Head of Faculty and Head of Department shall ensure that equipment including fume cupboards is adequately maintained and tested by a competent engineer and is within the current test period. The testing shall be organised on behalf of the school by the LEA Property Services Officer. The results of tests shall be retained for inspection.

Head of Faculty and Head of Department shall ensure that each member of staff is issued with employee guidelines on safety in science labs which is found in the CLEAPSS Science Handbook.

Head of Faculty and Head of Department shall ensure that the CLEAPSS hazcards are kept up to date and COSHH assessments have been carried out when required.

Head of Faculty and Head of Department shall ensure gas pipework is visually inspected annually by a competent person and a programme to check soundness of gas supply paperwork once every five years. The testing shall be organised on behalf of the school by the Education Department Property Services Officer.

Head of Faculty, Head of Department and Class Teacher shall ensure that gas taps/valves are checked at regular intervals for ease of operation, soundness and damage and that the appropriate signs are in place.

Class Teacher shall ensure gas isolation valve is operational at the start of each class.

Head of Faculty and Head of Department shall ensure that a trained Radiological Protection Supervisor is made responsible for the effective supervision and storage of sources of ionising radiation in accordance with LEA Guidelines. Head of Faculty and Head of Department shall ensure that the radiation source log book is kept up to date.

Head of Faculty and Head of Department shall ensure that all relevant staff have access to CLEAPSS science handbook L93 Managing Ionising Radiation's and Radioactive Substances 2001.

11.5 **Drama Theatres**

Head of Faculty and Head of Department shall ensure that staff and technicians operating/tutoring on theatre lighting/equipment are competent by virtue of them holding a recognised training award or having received approved training.

Head of Faculty and Head of Department shall ensure that all theatre lighting and associated equipment is thoroughly examined and tested on an annual basis.

Head of Faculty and Head of Department shall ensure that all hired electrical equipment is within current certification (12 months).

Head of Faculty and Head of Department shall ensure that staff erecting/using temporary access equipment are competent by virtue of them holding a recognised training award or having received approved training.

Head of Faculty and Head of Department shall ensure that the use of the following equipment is under the control of a person competent in its use and the activity subject to a specific risk assessment:

Smoke and Vapour effect units
Lasers
Strobe Lights
Pyrotechnics

**Guidance: Smoke/vapour effect units must only use water based fluids.
The use of Dry Ice Units is prohibited.**

11.6 Work Experience/Placements

This school recognises the importance of ensuring that work experience/placements are planned and organised in such a way as to minimise risks to pupils.

Placement providers shall be vetted prior to use by a qualified and experienced person qualified to undertake adequate vetting procedures.

To this end, the school will follow the HSE guidelines on Young people and work experience (INDG 364 rev1)

12. COVID-19

A risk assessment has been written by the Health and Safety Officer with the purpose of mitigating, as far as is reasonably practicable within the Government guidance and health and safety legislation, the risks associated with COVID-19.

A copy of the latest risk assessment, which has been approved by the Board of Trustees, is on the School's website and can be obtained from R.Owens as the head of Health and Safety

Whilst the COVID-19 risk assessment is in force, the contents of it supersede any instructions and/or guidance contained within this policy