

Herne Bay High School's Health and Safety Policy

Policy reviewed by	T. Eastwood Safety Manager	Date of last review	30 th June 2022	Date of next review	06.2023	Date of policy ratification by Governors	July 2022
Legislation that underpins this policy							
<ul style="list-style-type: none"> • Health and Safety at Work Act 1974 							
Key Personnel							
<ul style="list-style-type: none"> • Chair of Governors = Mrs A Ansell • Principal = Mr J Boyes • Director of Finance = Mrs J Butler • Governor Representative / Staff Safety Representative = Mrs K Molloy • Technical Director = Mr O Hickmott • Premises and Safety Manager / Fire Officer = Mr T Eastwood • Site Services Manager = Mr R Sinacola 							

Health & Safety Policy Statement

The Governors believe that the Health and Safety of its employees, students and visitors is of greatest fundamental importance.

It is the Governors policy that safe and healthy working conditions will be achieved by constantly monitoring working practices and procedures in order to identify and eliminate hazards and unsafe practices within the school.

The School's Health and Safety Committee has a crucial responsibility in assisting Governors implement this policy.

The Governors recognise their responsibility under the Health and Safety at Work Act 1974 as far as is reasonably practical to:

- * Provide plant, equipment and systems of work which are safe and without risks to health.
- * Make arrangements for ensuring, so far as it reasonably practical, and without risks to health, the handling, storage and transportation of articles and substances.
- * Provide adequate information, instruction, training, and supervision to enable all staff employed in the school to perform their work safely and efficiently.
- * To promote the development and maintenance of sound safety, health, and welfare practices.
- * To maintain the premises in a condition that is safe and without risks to health and the maintenance of access to and egress from the premises.
- * To provide and maintain a working environment that is so far as is reasonably practicable safe without risks to health and adequate as regards to welfare facilities for staff and students.
- * To ensure sufficient funds are available to provide necessary protective clothing/equipment to all staff employed in the school, for the safe use of machinery, equipment, and substances.

It shall be the duty of every employee at work including supply staff, assistants, and contractors:

- * To take reasonable steps for the Health and Safety of him/herself and of all persons who may be affected by his/her acts or omissions at work.
- * As regards any duty or requirement imposed on his/her employer to any person by or under any of the statutory duties to co-operate with the Governors so far as is necessary to enable that duty or requirement to be performed or complied with.

Introduction

This document is produced in respect of Herne Bay High School and forms the basis of future planning and implementation of Health and Safety matters within the school.

More detailed information may be found on Herne Bay High School Teams and the website along with a copy of the Health and Safety at Work Act 1974 and other useful material located in the admin office.

Staff will be kept informed of changes in policy at National, Local and Schools level wherever possible, but each member of staff is responsible for checking these documents for the areas of the school for which they are responsible, and in which they are working on a day-to-day basis.

All staff should use every opportunity to involve students in, and raise their awareness of, good Health and Safety practices.

The policy has been developed as a whole school approach and reflects the commitment to the process of consultation by the Governing Body to Health and Safety matters.

This policy forms part of the Employee Handbook and is endorsed by the Governing Body.

ROLES AND RESPONSIBILITIES

The following section details the roles and responsibilities of individuals and groups.

Health and Safety Committee

The Health and Safety Committee will consist of some of the key personnel listed above. A Union representative is welcome to attend meetings.

The Governors representative will meet termly with key Health and Safety & departmental personnel and report to the full Governing Body meetings on any Health and Safety issues.

The above people have a specific role to play on the establishing and monitoring of the content of this policy, however:

All employees have a duty under Section 7 of the Health and Safety at Work Act 1974 to ensure they work in ways which are safe and without risk to themselves, other staff, students, and visitors. They must also co-operate with other people who have Health and Safety duties.

The Governing Body

The Governing Body, as employers are responsible, under Section 2 of the Health and Safety at Work Act 1974 to ensure that, so far as is reasonably practicable, the health, safety and welfare of their employees and any other person within those premises are managed correctly.

The Principal

The Principal is responsible and accountable to the Governors for the implementation of the School Health and Safety Policy and for day to day management of health and safety matters.

The Premises and Safety Manager

The Premises and Safety manager is to manage any day-to-day health and safety issues that are delegated down to Mr Eastwood. He has a duty (**n.b. not responsibility**) to monitor such issues, liaise with the Principal and advise where required. A safety representative or employee may agree a course of action, but only the Principal can actually decide what is to be done.

The Heads of Departments

The Heads of Departments have a duty to ensure that the area for which he/she is responsible provides, so far as is reasonably practicable, the safest working environment. The Head of Departments must introduce and discuss the Health and Safety policy with new staff and inform supply staff of potential hazards specific to their areas. They should also carry out risk assessment where there is a perceived risk to staff and students.

Teachers

Teachers have a duty to monitor Health and Safety within the area in which they are working. Should a teacher discover a hazard, the law requires that that teacher should take steps to eliminate that hazard where possible. The teacher is to report the hazard to their Head of Department or directly to the Premises and Safety Manager or Site Services manager via the school staff portal Premises Support icon reporting system as instructed during the induction training. Teachers should familiarise themselves with the position and type of fire extinguishers in their area and the nearest exit routes, seek training where required.

Catering Manager

The Catering Manager is responsible for the safe operation of the catering facilities / area. He/she must be familiar with the school's Health and Safety Policy and prepare risk assessments for all catering activities. He/she is to ensure all kitchen staff are informed of and work in accordance with these documents. He/she is to inform the Premises and Safety Manager or Principal of any potential hazards or defects and be up to date regarding food safety legislation and its impact on the school.

Supply Teachers

Supply staff have the same duty of care as all teachers when working within the school and should therefore acquaint themselves with hazards specific to the areas in which they are working.

Learning Support Assistants

Learning Support Assistants must share the duty of Health and Safety and have the same duty of care as the teacher they are supporting, if needed they are to seek training where possible through the Head of Department.

Technical Support Staff

Technical support staff are to liaise with their line manager in order to share the duty of care regarding Health and Safety awareness with the staff and students in the areas for which they are responsible.

Administrative Staff

Administrative staff have a duty of care to maintain the Health and Safety in the area for which they are responsible.

Premises Staff

Premises staff must liaise with the Premises and Safety Manager and Principal in the event of Health and Safety hazards being discovered on the school site or contractors coming on site. They are to use equipment according to the manufacturer's instructions and use personal protective clothing provided. They must be aware of COSHH regulations pertaining to any products they use and follow instructions on those products e.g. Glue. They must take part in Health and Safety checks as requested by the Principal, the Health & Safety Governor, the Premises and Safety Manager and engage in relevant training courses, as appropriate.

Cleaners and Kitchen Staff

Cleaners and Kitchen staff must be aware of the Health and Safety standards required for the area for which they are working in and follow any guidelines for those areas. They must use warning signs when required, use equipment according to the manufacturer's instructions and use personal protective clothing and equipment provided. They must be aware of COSHH regulations pertaining to any chemical cleansers and follow instructions on those products. They must report any Health and Safety hazard to the Catering Manager, the Site Services Manager or the Premises and Safety Manager as soon as possible.

Students

Students have a duty of care to all staff and other students, ensuring that any activity they conduct whilst in school is completed safely and does not place anyone else in danger. Staff should use every opportunity to involve students in, and raise awareness of, good health and safety practices.

Visitors

All visitors to the school site must report to reception and complete the electronic visitors register on arrival and departure. Visitors will be provided with a health and safety information summary card which is available from Reception.

Contractors

Contractors commencing any work on site must provide the relevant safety documentation in the form of a risk assessment and method statement (RAMS) for that work being undertaken to the Premises and Safety Manager. Either prior to or on arrival at the school contractors must read the contractor's induction pack and sign to say they have understood and will obey the conditions in the document. Once this is completed a permit to work will be issued.

Contractors conducting hot works will be required to complete a hot works permit before that work commences. Contractors wishing to work on the roof must read and sign the safety brief prior to gaining access to the roof. Contractors working on the school site are also provided with the same health and safety information summary card as visitors detailing fire routes etc.

General

There will be annual checks of areas within the school. These checks will be made by Mr Boyes and/or Mr Eastwood.

Reporting and Monitoring

The reporting of Health & Safety issues and any maintenance requests should be done online using the link from the Managed Favourites staff "Open Support Call" icon as briefed on the staff fire, health, and safety induction brief. The Premises and Safety Manager or the site services manager will then consider the appropriate action and put into action any remedial work that need to be conducted and by who. So far as is possible health and safety issues will be acted upon immediately, maintenance issues may take longer.

Reporting a Fault and Risk Assessment

Everyone has a collective responsibility to maintain a safe working environment for staff, students, and visitors at Herne Bay High School. The identification, early reporting and rectification of any health and safety issue is important to maintain such an environment.

Health and safety hazards vary greatly from a minor fault on a piece of equipment, to fire control equipment. They may also be found in areas of our day-to-day teaching where an action or process might cause injury.

Mental risk assessments are made in simple everyday activities such as driving or crossing a road. We trust our judgement. When that judgement, for whatever reason, becomes clouded, injury to the individual or others may occur.

In any case where there is a perceived risk to health it must be reported immediately, and a risk assessment carried out prior to proceeding with an activity where injury might occur through ignorance or misuse of equipment.

Minor risk may be addressed by simply educating individuals in correct procedures. That education should be recorded to identify that it has taken place. More complex risks require more consideration, continued monitoring, and review. E.g. PEEPs

The following advice, procedures and documentation will maintain a safe working environment and reinforce the duty of care we have to one another.

We must all be sensible in the consideration of risk and the completion of risk assessments. The correct format for any risk assessment at Herne Bay High School can be found on Teams.

General Risk Assessments

Risks may be seen as high, medium, or low. Most classroom activities pose a low risk to students and teachers and any perceived risk, such as using scissors may be overcome by simple instruction and no further action is required.

Whereas Science, Technology, Physical Education and OAA / DofE pose a high risk and risk assessment must be more rigorous.

A simple checklist for subject areas is available either hard copy or electronically from the Premises and Safety Manager. This checklist will identify some areas where a risk assessment or training may be required.

Formal Risk Assessments

Many areas in the school perform high risk activities on a regular basis such as Science, Technology, Physical Education and OAA / DofE, these activities must be risk assessed and formally recorded. Due to the nature of those activities' injuries may occur and the methods employed or the actions taken need to be reviewed to prevent a re-occurrence of the injury. These risk assessments must be reviewed if there is, 1. An incident or accident. 2. The activity is adjusted. Or 3. annually.

Annual Reviews will take place in the Summer Term to enable any changes to be in place prior to the commencement of the new academic year.

It is advisable to display 'Safe use' notices beside any piece of fixed equipment along with any personal protective equipment required.

Whole school assessments, i.e., Fire, working at height, slips trips and falls etc. will be carried out by the Premises and Safety Manager when required and reviewed as above.

Heads of departments are reminded to review these assessments annually.

Risk assessment formats are available electronically or hard copy from the Premises and Safety Manager. On completion they should be counter signed by the Head of the respective department with one copy retained by the department and another returned to Mr Eastwood be stored on a database. For certain subjects e.g. Tech, C & H, and Science Cleapps is a major online resource which the school is a member.

Faulty Equipment/ Fault Reporting

We have in place annual testing of portable electrical appliances (PAT), gas appliances, sports equipment etc., but faults may occur at any time and vary in level of risk.

It is therefore the minimum requirement that any electrical equipment brought on to the site is PAT tested for safety prior to use. In the case of microwave ovens these will also be tested for emission leakage. PAT testing is only to be conducted by a company hired to PAT test the school annually or by the Premises Team (Mr R Sinacola and Mr R Presley). Should a fault be detected in any piece of equipment, it is important that the fault is given consideration and not ignored.

There may be some occasions where a simple fault poses no risk to health but nevertheless that fault should be recorded, and the fault rectified where possible. An example of this might be when one function of a piece of testing equipment might go down. It may be seen to pose no risk, but it should be recorded by the department that the particular piece is not fully functional. If the continued use of that piece of equipment is necessary, then a formal risk assessment should be completed. On the other hand, if a fuse blows, there is a reason for it and that piece of equipment must be tested and the fault recorded prior to re-use. Any piece of equipment found to be faulty must be labelled immediately and taken out of use.

Major break down in equipment could inevitably cause injury. That piece of equipment must be **taken out of use immediately labelled and reported**. It should be disabled and marked accordingly to prevent re-use. This equipment is not to be used again until an investigation has taken place and it has been cleared for use by the Premises and Safety Manager. Should that item be fixed it is NOT to be used unless it has been tested and the Premises and Safety Manager has given permission for it to be use.

Only the school Premises and Safety Manager will determine the best course of action. Consultation with outside agencies may be required.

IT / Display Screen Equipment

Information Technology equipment will be installed safely, with due consideration given to ventilation for server rooms and computer suites and to hazards such as asbestos and working at height.

Where laptops are used, safe systems of work including charging and use of trolleys will be implemented. Assessments for users of Display Screen Equipment (DSE) will be carried out in accordance with the Health and Safety (DSE) Regulations 1992 (as amended in 2002).

Some locations where staff are at their computers for a prolonged periods during the day may be offered height adjustable desks to alleviate any DSE issues. These desks are installed on a case-by-case basis depending on any medical requirement and position held. These desks will not be installed in mainstream classrooms due to the potential risks of entrapment / crush injuries to students due to misbehaviour.

Due to the different arrangements of IT equipment for particular staff members and their roles any DSE issues should be reported via the reporting system to the Technical Director Mr O Hickmott and the Premises and Safety Manager where these issues will be rectified asap.

Legionella Management

The Premises and Safety Manager will arrange for a water hygiene risk assessment to be carried out in line with the statutory requirements and ACOP L8. This assessment will identify any areas where conditions are such that legionella bacteria could grow, list any required works and include details of future monitoring requirements that the school is responsible for.

Therefore, all identified remedial works will be incorporated into the school's maintenance program.

Monitoring of the water system is also a statutory requirement, and the Premises and Safety Manager will ensure this is undertaken. This will include taking temperature readings, recording these in the logbook and de-scaling spray outlets, servicing TMV's and regular flushing of all the systems.

Ventilation and Control of Airborne Viruses e.g.COVID 19

In the event of an outbreak of an airborne virus e.g., COVID 19 Herne Bay High School would always follow the guidance issued by the DfE. Following the two years of COVID 19 and the restriction it imposed certain steps remain in place to try and prevent and defeat any resurgence of this happening again. These include but are not limited to:

- a. Staff reminded to keep rooms / spaces ventilated even during the winter months.
- b. CO2 monitors installed in high-risk areas.
- c. General use disinfectant used by the cleaning department kills 99.9 % of germs including Covid 19
- d. PPE still available in main reception.
- e. The installation and maintenance of hand sanitizers at the entrance to every building.
- f. Information displayed for hand washing.

Asbestos Management

All asbestos across the site has been removed during the BSF rebuild which was completed in Feb 2012 except for three areas.

These areas are:

- a. The panels below the windows in TE01 and the link,
- b. Behind and above the heaters in Play away nursery
- c. Underground along the right-hand side of the corridor leading from reception to student services.

All three areas have been inspected by Medway Insulation 3rd June 2016.

As a result of that inspection report, a small amount of remedial work was completed in Aug 2016 and recorded. This asbestos report now forms part of the asbestos docubox and has transferred the information from that docubox into the Contractors Induction Pack. All contractors are to read and sign the Contractors Induction Pack before starting any work.

The Premises and Safety Manager will monitor and record these areas in the asbestos management plan / risk assessment. He will arrange for any remedial works to be carried out if necessary. All works undertaken will be conducted by a qualified person and will be recorded in the asbestos survey on completion.

Mini-Buses (Please refer to the Minibus Policy).

(1) INTRODUCTION

Herne Bay High School owns 5 minibuses and 7 trailers that are available to be used for the enhancement of curricular and extra-curricular activities throughout the school.

(2) ROLES AND RESPONSIBILITIES: Below are the roles and responsibilities of key personnel. Details for the drivers and passengers etc. can be found in the HBHS Minibus policy.

(a) The Principal and the Governing Body:

The Principal and the Governing Body are ultimately responsible for the safety of all staff, students and hirers using the school minibuses and trailers.

(b) The Director of Finance:

The Director of Finance is responsible for the following:

- The purchase and management of the school minibuses.
- Ensuring that the insurance on all minibuses and trailers is correct and in date.
- Ensuring all minibuses are taxed.

Off Site School Trips / Visits (Please refer to the Off-Site Visits Policy).

1. When planning a trip, staff are to discuss their plans with their Head of Department with a specific view to completing a SV1 form and producing a risk assessment and contingency plans and passed to the Principal for approval.
2. When planning a trip staff are to ensure they have a first aid appointed person per coach as well as least one First Aid at Work qualified person per trip. Best practise is also to have an Emergency First Aid at Work qualified person per coach.
3. A pre-trip visit should be conducted where possible. If this is not practicable then as much information about the location and activities should be gained.
4. A risk assessment must be produced and approved by the Principal. All members of staff participating in the trip are to read and sign to say they have understood the risk assessment.
5. All trips must have a nominated Team Leader and each member of staff is to know who this is. When a number of groups are being taken out, a deputy should be appointed.

6. Each coach / bus is to have a nominated responsible person who is to report any occurrences to either the Team Leader or back to the school.
7. The Principal must approve all school visits, and the journey should be published in the staff bulletin.
8. Where students are to participate in "hazardous" activities all staff leading the activity must be fully qualified for that activity. Should the students be under instruction from someone other than a member of staff i.e. an external coach, then that person's qualifications must be checked prior to the lesson.
9. On arrival at any location, the Team Leader should make an assessment of the potential hazards and question these. If there are any concerns about the safety of the students, the programme must be altered with the Site/Activity Manager.
10. Staff are to carry emergency contact details of all students. All staff attending must be aware of all those students attending with any special medical requirements e.g., medication, allergies.
11. All Staff involved in the trip should be made aware of the closest A&E hospital and the nearest telephone to where the activity is taking place.
12. A travelling First Aid box should be carried at all times. If this is used it is to be replenished on return.
13. Plans are to be made with the students about what is to be done should they become separated from the party.
14. Should it be required; students are to carry their own medication where possible. Staff should be aware of the type and application frequency required. For trips over 8 hours a staff member is to be nominated to check that all medication has been taken at the correct time and amount.
15. Staff planning a trip taking place through the day are to ensure they book a packed meal for any students that are entitled to free school meals.
16. Prior to a trip of any description leaving HBHS an up-to-date register is to be handed in to reception.

Work Experience

All work placement locations are to be checked by the Head of Work-Related Learning to make sure they comply with the guideline laid down by the HSE and DfE ensuring that:

1. The placement provider (employer) is aware of the rules relating to work experience placements.
2. The placement provider has adequate public liability insurance cover.
3. That the placement only proceeds if we (the organiser / school) are certain that the premises, machinery, supervision, and attitude of the provider towards Health and Safety are acceptable. If there is any doubt about the location or the employer, the work placement is cancelled, and an alternative found.
4. The procedures followed by the head of work-related learning can be found in the Work Experience Policy.

High Risk Areas

These areas include: Technology, Catering and Hospitality, Main School Kitchen, Music, Art, Science, Physical Education / OAA.

General Statement

1. No students should be left in these areas unsupervised.
2. All areas must be locked when not in use.
3. No food or drink to be consumed in these areas (other than that which constitutes part of a lesson).
4. Students are to be instructed in the correct use of personal protective clothing / equipment and glasses where necessary.

5. All portable electrical equipment to be checked by the teacher before use and if there is any doubt removed from use and reported.
6. Supply, cover or support Staff should not be responsible for any practical lessons unless they are suitably qualified and should seek guidance and assistance from the Head of Department.
7. Students are trained in the use of machinery and equipment prior to use and records of this are to be updated and maintained by the head of department. Students are also to be made aware of equipment and areas that they are not permitted to use. Particular attention is to be paid to absentees and time allocated for them to receive the relevant training prior to using the equipment.

Technology

1. Staff, including support Staff are trained in Health and Safety by the Design and Technology Association (DATA). This training includes training on the Health and safety at Work Act 1974 and The Provision and Use of Work Equipment Regulation 1992.

DATA training qualifies the staff to use and teach on the following equipment:

These machines are:

Planer Thicknesser	Trained staff only to operate
Circular Saw	Trained staff only to operate
Band Saw	Trained staff only to operate

Other machines and equipment:

Pillar Drill	Trained staff and students after cascaded training
Brazing Hearth	Trained staff and KS4 students only after cascaded training
Lathes	Trained staff and KS4 and KS5 students only after cascaded training
Grinders	TBC Not currently in use
Foundry	Trained staff only to operate
Sanding Machines	Trained staff and students only after cascaded training
Spindle Moulder	Not currently in use
Router	Not currently in use
Laser Cutter	Trained Staff and students only after cascaded training

2. Students are made aware of the position and use of the emergency stop buttons.
3. Workshop rules displayed in each area are adhered to.
4. PPE is stored correctly and issued with instruction on how to use it.

Technology (Sewing Machines)

1. All sewing machines are serviced, and PAT tested annually by an outside contractor.
2. Staff and students are trained in the use of sewing machines and other equipment applicable to this department. A record of this is to be updated and maintained by the head of department.
3. Particular attention is to be paid to absentees and time allocated for them to receive the relevant training prior to using the equipment.

DATA training qualifies the staff to use and teach on the following equipment:

Sewing Machines	Trained staff and students after cascaded training
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Technology (Food)

1. Staff teaching in this area must hold the relevant Food Handlers Certificate.
2. All electrical equipment is PAT tested annually however staff are to ensure a visual inspection is carried out prior to use.
3. Staff and students are trained in the use of Cookers (Gas & Electric) and other equipment applicable to this department. A record of this is to be updated and maintained by the head of department.
4. Particular attention is to be paid to absentees and time allocated for them to receive the relevant training prior to using the equipment.

Further information can be sort from the Technology Departments risk assessments.

Art

1. Only trained staff should operate the following:
Kiln (Mrs J Bishop & Miss D Laming)
2. Spray mount and fixers should only be used under **strict supervision** and in a well-ventilated area.
3. Student may only use Glue Guns after instruction and under **strict supervision**.
4. Oil paints may only be used by 6th form students after instruction and in well ventilated areas.

Further information can be sort from the Art Department risk assessment.

Science

1. All substances are used following the CLEAPSS, COSHH and Hazardous materials guidelines.
2. Students only use the gas taps when instructed. Gas taps to be isolated at mains when not in use using the merlin key.
3. All hazardous materials should be kept in a locked cupboard suitably marked.
4. Untrained staff should not use any of the equipment in this area.
5. Herne Bay High School's RPS (Radiation Protection Supervisor) is Mr Heaney. Mr Heaney is responsible for all matters pertaining to the small quantity of radiation held within the science department its use and safe storage.

Further information can be sort from the Science Department risk assessment.

Physical Education

1. Only trained staff may use the large apparatus in Gymnasium and Sports Hall.
2. Staff using the fitness centre facility are to ensure that all students are inducted and shown how to use the individual pieces of exercise equipment correctly. Records of this are to be maintained and updated by the head of department.
3. Students are to be made aware of equipment and areas that they are **not** permitted to use.
4. Particular attention is to be paid to absentees and time allocated for them to receive the relevant training prior to using the equipment.
5. Cover, supply and support staff may only use small items such as balls, cricket equipment etc. unless they are suitably qualified.
6. Students should wear correct clothing and footwear at all times for reasons of safety. This provides freedom of movement, protection in some cases and a means to maintain correct body temperatures.
7. Showers must always be supervised by a member of Staff who must remain until the last student is through.

8. Staff should be aware of those students requiring asthma pumps or any other types of medication.

Swimming

All swimming parties **MUST** have a person who is formally in charge of the party.

1. If it is known that Life Savers are not available, the students must not swim unless the person formally in charge holds a current Life Saving Certificate at Bronze level. This must be renewed every 3 years.
2. The teacher formally in charge must be aware of the safety facilities and procedures for the particular pool they are using (including the nearest telephone, Life Saving Equipment, First Aid Equipment, Fire Evacuation Procedure).
3. The school currently uses Herons Leisure Centre, Herne Bay.

Further information can be sort from the PE Department risk assessment.

Music

1. The increasing amount of electronic equipment has created a potentially hazardous situation. This equipment will be checked annually and only the Premises Staff should fit plugs to new equipment or check fuses. That piece of equipment should then be re- PAT tested by a member of the Premises staff (Mr R Sinicola or Mr R Prisley).
2. The department head is to monitor the levels and the duration of noise. Any queries should be directed to the Premises and Safety Manager.

Fire Precautions (For the full procedure please refer to the School Fire Evacuation Procedure).

1. Every area of the school has a "In Case of Fire" notice clearly displayed.
2. Fire drills to be held a minimum of 3 times a year plus additional one for the new intake.
3. A call point check is to be conducted by the Premises Team weekly each Friday at 1545 - 1600hrs.
4. Smoke detectors are tested by an external company annually. (Turnkey)
5. The school's emergency lighting is tested five time a year for 1 hour each time. Any faults are logged, and a plan put in place to rectify those faults either internally or externally. Turnkey oversea these checks.
6. Fire Extinguishers checked weekly by the Premises staff for signs of interference.
7. Fire Extinguishers checked annually by the Fire Engineer Contractor. (Currently Kent Commercial Services)
8. Any member of staff or student who notices a defective extinguisher should report it to the Premises and Safety Manager who will arrange for its replacement.
9. The Fire Logbook is kept and completed by the Premises and Safety Manager as and when necessary.
10. Staff are to inform students that it is an offence to interfere with any firefighting equipment and as such the matter will be dealt with seriously.
11. All regular lettings are to conduct either a fire drill or a walk-through talk with the premises and safety manager annually. This is to be recorded.
12. Evac Chairs are inspected and serviced annually.

Personal Emergency Evacuation Plan (PEEP)

Staff

1. Any member of staff arriving at school with a temporary or long-term injury / disability which impairs their mobility in the event of an emergency is to complete a PEEP with their head of department / line manager and the Premises and Safety Manager as soon as possible.
2. Any questions regarding the PEEP should be directed to the Premises and Safety Manager
3. On completion of the PEEP a review date will be set so that the PEEP can be modified should the need arise.
4. A blank / electronic staff PEEP can be obtained from the Premises and Safety Manager.

Students

Short Term

1. Students arriving at school with a temporary injury / disability which impairs their mobility are to complete a Personal Emergency Evacuation Plan (PEEP) as soon as possible.
2. Mentors are to liaise with Year Managers as soon as possible informing them of the student's name. Between the mentor and the Year Managers the PEEP is to be completed ASAP.
3. On completion of the PEEP a review date will be set so that the PEEP can be modified should the need arise.
4. The relevant Year Managers will be responsible for writing the PEEP and passing these onto the Premises and Safety Manager once the signature box is complete.

Long Term

1. Students arriving at school with a long-term injury / disability which impairs their mobility are to if possible, inform the school prior to their arrival. This will allow any building alterations to be completed in good time.
2. If a PEEP has been complete at a previous school, it should be presented to the school on arrival.
3. As soon as possible a PEEP for Herne Bay High should be completed by the Year Managers.
4. On completion of the PEEP a review date will be set so that the PEEP can be modified should the need arise.
5. The relevant Year Manager will be responsible for writing the PEEP and passing these onto the Premises and Safety Manager.
6. A blank / electronic pupil PEEP can be obtained from the Premises and Safety Manager.

First Aid (Please refer to the School First Aid Policy).

It is important that for the school to have a First Aid policy that ensures all staff are aware of how and when they should manage an acute or emergent health need of student or staff.

The procedures that the policy outlines need to be adhered to in order that staff and students remain safe in the event of an emergency. Having a policy will ensure compliance to Government guidelines and legislations and create a shared understanding of how the safety of every student is a shared endeavour and not the responsibility of one set of personnel.

The policy does not suggest that all members of the school community are responsible for the administering of First Aid, but it does stipulate that all members of the school's community are

responsible for referring staff or student for First aid should the need arise, as is the case with safeguarding. In order to ensure this, all members of the school community need to be aware of the processes for accessing First Aid on the behalf of themselves or a casualty in their care.

Arrangements for Cleaning up Medical Hazardous Substance

The Premises and Safety Manager is to be informed of any cleaning up of "body fluids". A member for the premises team or the cleaning team will then be tasked to clean the area in question. If Staff need to clean up for safety reasons, then they **MUST** wear gloves and a face mask and use sterilising fluids or disinfectants.

General

In the interests of general safety, staff and students should note the following guidelines:

Staff

- a. All visitors should be met in reception asked to sign in and given instructions on the fire evacuation procedure.
- b. Staff must be aware of their duty areas and actively perform that duty.
- c. Students should not be given keys to run errands.
- d. Classrooms should be locked when not in use.
- e. Staff are asked to stand outside their classrooms to maintain order at lesson changes whenever possible.
- f. Trip hazards such as piles of books, coats and bags should be avoided.
- g. No student should use equipment without instruction.
- h. Plugs and fuses should not be fitted by untrained Staff. Should a piece of equipment come into the school requiring a plug, it should be passed to the Premises Team for Mr R Sinacola or Mr Prislely to fit and test first.

Students

Students should be made aware of the need to maintain a safe, healthy environment by:

- a. Being aware of the needs of others and respecting those needs.
- b. Only discarding unwanted litter and food in the bins provided.
- c. Washing their hands after using the toilet.
- d. Not using the toilets as a meeting area.
- e. Not running inside the building.
- f. Not tampering with School or other student's equipment.
- g. Riding a safe cycle to School and wearing a safety helmet.
- h. Avoid placing coats and bags in a position likely to cause a trip hazard.
- i. Students are not to use electrical sockets or computers for charging personal items, e.g. phones, hair straighteners
- j. Reporting any unsafe behaviour to a member of Staff.
- k. Being aware that sharing earpieces can cause infection.
- l. Being aware that the sharing of Asthma inhalers is dangerous.

Visitors

All visitors entering or exiting the school site by vehicle are requested to:

- a. Not to exceed 5 mph.

- b. To park only in the designated parking areas unless previously agreed with the Premises and Safety Manager.
- c. To park courteously.

Contractors

- a. During term time contractors should be DBS cleared to allow them to work without an escort.
- b. Long term contract work on site will require the contractors wear an orange Hi Vis Vest.
- c. Contractors working on site will be required to comply with the School's Health and Safety Policy.
- d. All contractors will complete a permit to work on site form from the Premises and Safety Manager.
- e. Any contractor carrying out work on the fabric of the premises will need to produce a risk assessment and scheme of work detailing the work being undertaken. The contractor will be requested to sign the Asbestos Register at Reception.
- f. Contractors carrying out hot works on the premises will also be required complete a hot works permit to work.
- g. Contractors wishing to work on the roof will complete a permit to work form from the Premises and Safety Manager and sign to say that they have read and understood the written briefing.
- h. All accidents and injuries must be reported to the Premises and Safety Manager.

Reporting

A standard form is available from the Premise Office for any day-to-day Health and Safety hazards which are identified by any member of staff throughout the year that does not have access to a computer.

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS 2002 (as amended 2009)

These regulations apply to:

- i Any substance designated as either toxic, harmful, irritant, corrosive, flammable or explosive.
- ii Any micro-organisms
- iii Substantial quantities of dust/fumes

Herne Bay High School, in common with all other Secondary schools, recognises that COSHH regulations apply to a vast range of substances; from cleaning fluids to radioactive sources and that these may be located anywhere in the school.

The following list is of substances in Herne Bay High School to which COSHH regulations must be applied (it is not exhaustive).

Small scale use of white spirit
Wood dust
Aerosol fixative
Cleaning materials used in kitchens
Small scale work with glass reinforced plastic
Aerosol from cleaners
Correction fluid solvent
Paint spray
Small scale use of adhesives
Substances used in Printing
Hot glue guns
Plastic moulding equipment
All chemicals as used in Science

Each substance identified as subject to COSHH regulations should be issued with the appropriate MSDS sheet. These provide information on safe storage, limitations of use, disposal, treatment of spillage and procedures following accidental contamination.

It is the employer's responsibility through the COSHH representative to ensure that this information is provided, that adequate safe storage facilities exist and that staff training is provided where appropriate.

It is the responsibility of each employee to ensure that the guidelines provided are followed.

ELECTRICAL TESTING

Under the Electricity at Work Regulations 1989 and The Provision and Use of Work Equipment Regulations 1998 all portable electrical appliances must be regularly tested (at least annually) to ensure that they are in proper working order. Any appliance found to fail MUST be removed from site as soon as possible or if possible repaired and retested before entering back into circulation.

At Herne Bay High School these tests are carried out only by qualified technicians hired by the school or by Mr R Sinocola (Site Services Manager) and Mr R Prisley (Premises Team). The majority of appliances are tested annually but some "Double Insulated" devices need only to be checked every 4 years. See Note 1.

The majority of appliances require a visual inspection, an earth bond test and an insulation test. Details can be found in Note 2.

After an appliance has been tested, a tag is attached to the device showing when the next test is due. Records of when the testing was carried out are kept by the Premises and Safety Manager Mr T Eastwood.

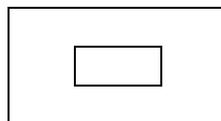
Note 1

Equipment to be tested annually:

All earthed handheld portable electrical equipment including drills, saws, irons, lamps, microscopes, transformers, kettles, computers, printers etc.

Other portable earthed equipment with exposed metalwork such as OHP's, washing machines, driers, cookers and fires.

N.B. Double insulated devices are those with no metal surface exposed and should carry the Double Insulated mark:

**Note 2****Earth Bond Test**

The purpose of this test is to ensure that any exposed metalwork on the appliance under test is securely connected to a safe earth potential. If the exposed metalwork is securely connected the resistance will be low. To be acceptable it must be between 0 Ohms and 0.1 Ohms (0.5 Ohms for low current appliances, i.e. if it has a 3 or 5 amp fuse and a power rating less than 1Kw). Carry out the test as specified in the Portable Appliance Tester instructions. Log the results (P for pass and the actual reading if this is indicated on the particular tester being used).

N.B. A long lead or extension cable may have an appreciable resistance and can affect the result.

INSULATION TEST

This is to test the insulation between any live parts within the appliance and the parts of the casing that the user could touch.

It should be noted that different Portable Appliance Testers vary in the way they test insulation. The test should be carried out according to the Portable Appliance Tester instruction. Log the results (P for pass and the actual reading if indicated by the particular tester being used). No Bay Sports Arena equipment should be PAT tested as this is undertaken by them.

Any Questions regarding Health & Safety are to be directed to the Premises and Safety Manager who has useful information etc on current legislation.