



Tottington High School Academy



Health & Safety Policy 2021/2022

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Responsibilities of:

- Governing Body
- Headteacher – Ella Brett
- School Health and Safety Officer – Chris Stretton
- Heads of Faculty/Other Staff holding positions of special responsibility
- Class Teachers
- School Health and Safety Representatives
- All Employees



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PART THREE – PROCEDURES AND ARRANGEMENTS

- Risk Assessment
- Emergency Procedures
- Health and Safety Training
- Inspection and Testing of Plant and Equipment
- Health and Safety Monitoring

Appendix 1: Health and Safety Organisation Chart



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HEALTH AND SAFETY POLICY

PART ONE - STATEMENT OF INTENT

Tottenham High School

The Governing Body believes that ensuring the health and safety of staff, pupils and visitors is essential to the success of the school.

We are committed to:

- a) Providing a safe and healthy working and learning environment
- b) Preventing accidents and work related ill health
- c) Assessing and controlling risks from curriculum and non-curriculum work activities
- d) Complying with statutory requirements as a minimum
- e) Ensuring safe working methods and providing safe equipment
- f) Providing effective information, instruction and training
- g) Monitoring and reviewing systems to make sure they are effective
- h) Developing and maintaining a positive health and safety culture through communication and consultation with employees and their representatives on health and safety matters



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- i) Setting targets and objectives to develop a culture of continuous improvement
- j) Ensuring adequate welfare facilities exist at the school
- k) Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable

A Health and Safety Management System has been created to ensure the above commitments can be met. All Governors, staff and pupils will play their part in its implementation.

This policy is specific to Tottington High School and is intended to work alongside the Shaw Education Trust's policy.

Name

Signature

Date:

(Chair of Governors)



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HEALTH AND SAFETY POLICY

PART TWO

ORGANISATION

INTRODUCTION

To comply with the Academy Council's Statement of Intent the school's normal management structure have had additional responsibilities assigned, as detailed below.

An organisational chart showing the school's health and safety management structure is attached at Appendix 1.

Planners : Head teacher(there is reference to principal on the next page): Ella Brett

Academy Council H & S LEAD : Abbie Clark

"Planners" will ensure that detailed local policies are developed, which shall reflect local safety arrangements and align with the Trusts Corporate Health and Safety Policy. They contribute to the organisations health and safety management system by concerning themselves with management arrangements for the identification, elimination and control of hazards and risks within their academy.



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- Planners are required to:
1. Demonstrate visible leadership and commitment to health, safety & wellbeing and ensure that an effective and inclusive communication strategy is in place.
 2. Develop a local Health and Safety policy, aligned to the Trusts corporate policy.
 3. Ensure that responsibilities for health and safety are properly assigned, communicated and understood by employees and are referenced within job descriptions within their area of control.
 4. Ensure appropriate resources are available (including financial) to meet their academies obligations for health and safety matters, including the provision of equipment, clothing and training.
 5. Ensure the effective implementation of Health and Safety management arrangements and the Health and Safety Management System so that suitable processes exist for the identification, monitoring and review of risk control measures, in order to select the most appropriate means of minimising risk to staff, students/pupils and others.
 6. Support the Trust in promoting the Health and Safety Management System and a positive Health and Safety culture including participation in educational and promotional initiatives.
 7. Ensure Health and Safety issues are fully addressed and integrated into policy decisions, consideration of organisational changes, Plans and Strategies including setting targets to improve health and safety performance.
 8. Seek advice from Health and Safety specialists to ensure effective planning and implementation of Health & Safety policies.
 9. Provide the leadership and management and receive, as a minimum, a termly health and safety report from the academy Principal and take action as necessary. Items for inclusion should contain, although not limited to:-
 - Accidents/Near misses (including trends)
 - Safeguarding issues
 - Health and Safety Incidents
 - HSE communications (including RIDDOR notifications)
 - Incidents of violence
 - Occupational illness
 10. Ensure that the management structure provides challenge and support to the academy Principal.



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11. Participate in all elements of the health and safety audit process and ensure that action plans required as part of the audit processes are drawn up and their implementation monitored
12. Hold individuals accountable for their health and safety responsibilities. Ensure health and safety performance is taken into account in performance appraisals, and corrective action is taken in the case of deviation from health and safety standards/rules etc.
13. Engage in regular two way communication with employees about Health and Safety issues and taking appropriate action regarding any concerns that employees raise.
14. Ensure that sufficient training and development is in place to allow the Principal to undertake their duties effectively.
15. Nominate a named Premises Manager. (Premise managers must be competent, possess adequate knowledge, experience and relevant/current training, sufficient to conduct the tasks assigned.
16. Nominate a named Health and Safety Co-ordinator. (Health and Safety Coordinators must be competent, possess adequate knowledge, experience and relevant/current training, sufficient to conduct the tasks assigned.

Heads of Faculty, Line managers

Responsible for the day-to-day maintenance and development of safe working practices and conditions for staff, students, visitors and any other persons using the premises or engaged in activities sponsored by the academy. They will ensure that appropriate workplace precautions and safe systems of work are developed in order to identify and control hazards effectively. Whilst, the overall responsibility of the implementer may not be delegated, they may often be assisted by other designated and competent individuals for example Site Managers, teachers, Heads of Departments, are required to:-

1. Demonstrate visible leadership and commitment to Health and Safety and promote a positive health and safety culture by setting a good example, promoting good practice and challenging poor perceptions or attitudes towards health and safety.



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2. Ensure that responsibilities for health and safety are properly assigned, communicated and understood by employees and are referenced within job descriptions within their area of control.
3. Ensure employees and non-employees are provided with the necessary information, instruction and training to ensure they are competent to complete their tasks/roles safely and effectively.
4. Hold individuals accountable for their health and safety responsibilities. Ensure health and safety performance is taken into account in performance appraisals, and corrective action is taken in the case of deviation from health and safety standards/rules etc.
5. Ensure that hazards are identified, control measures implemented and that recorded Risk Assessments are up to date. Making sure that the review, monitoring and re-issue of Risk Assessments is carried out as and when necessary e.g. change in work practices, the introduction of new processes, machinery or people and at not less than 12 monthly intervals.
6. Assess work activities for risk, plan work activities in order to minimise the risk of accident or ill health to employees, non-employees and any identified at risk groups such as young persons. Communicate hazards to employees and detailing/explaining control measures.
7. Engage in regular two way communication with employees about Health and Safety issues and taking appropriate action regarding any concerns that employees raise.
8. Actively monitor and supervise work activities adequately to ensure good health and safety standards are maintained and compliance with Health and Safety procedures.
9. Ensure timely reactive monitoring takes place including investigating all reported hazard reports by employees, accidents, near misses, incidents of violence and occupational illness, in order to identify causes, to establish the facts and put in place measures to prevent a recurrence.



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10. Maintain records of accidents and incidents and undertake investigations of these in order to identify root causes. Use the information obtained from investigations in addition to other records of ill health and health and safety standards at local level and identify patterns and trends and address issues of concern.
11. Ensure that targets set on health and safety are being achieved with feedback to Managers regarding successes and failures in relation to performance, and advise of any deficiencies in plans, arrangements, systems or precautions.
12. Seek advice from Health and Safety specialists to ensure effective planning and implementation of Health & Safety policies.
13. Report to the "Planners", issues which are beyond their control, or where resources are insufficient to enable compliance with the Health and Safety Policies, and that extra resources are identified to maintain compliance.
14. Participate in all elements of the health and safety audit process and ensure that action plans required as part of the audit processes are drawn up and their implementation monitored
15. Demonstrate commitment to health and safety by carrying out regular health and safety inspections, supporting promotional campaigns and setting a personal example in their management.
16. Ensure that Health and Safety is an agenda item at a minimum of termly staff meetings.
17. Set targets to improve health and safety performance as part of the business planning process.
18. Ensure that adequate supervision, training and instruction is available so that all staff and students can perform their academy-related activities in a healthy and safe manner.
19. Identify and provide any necessary safety and protective equipment and clothing together with any necessary guidance, instruction so that all staff and students can perform their academy-related activities in a healthy and safe manner
20. Health and safety is a fixed item on departmental meeting agendas.



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21. Ensure that new line management reports (i.e. new employees working within their department) are given instruction in safe working practices
22. All plant, machinery and equipment in the department in which they work is adequately guarded and in good and safe working order.
23. Toxic, hazardous and highly flammable substances in the department in which they work are correctly used, stored and labelled

Specialist Duties – Site Staff

It should be recognised that a school environment is a designated workplace. The role, therefore of site staff – lead by the Facilities manager at Tottington, requires a significant amount of experience, knowledge and training in order to ensure that safety of the building users. Premise managers are required to:-

1. Understand the Academies arrangements for Health and Safety and have an awareness of relevant current health and safety issues, procedures and ensure operation within these requirements
2. Control contractors working on the premises, and ensure that hazard information has been exchanged and suitable risk control measures implemented.
3. Ensure adequate security arrangements are maintained.
4. Ensure the general cleanliness of the premises and that adequate welfare facilities are provided.
5. Arrange for regular inspection of areas of the premises for which they are responsible to ensure workplace health and safety standards are suitable and that a safe means of access and egress are maintained.



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6. Ensure that adequate fire safety arrangements and emergency procedures are implemented and maintained including for those individuals who require assistance.
7. Ensure that plant and equipment is adequately maintained including the regular testing and maintenance of electrical equipment.
8. Maintain records of plant and equipment maintenance, tests, fire evacuation drills, fire officer inspections and fire extinguisher maintenance.
9. Ensure the first aid requirements for the premises are formally assessed and adequate provision is made.
10. Ensure all premise related hazards are adequately identified, assessed and suitable and sufficient control measures implemented and monitored.
11. Undertake thorough investigation of all premise related accidents/incidents, including the identification of root causes and ensure the availability of an accident book at each premise.
12. Ensure the adequate provision of health and safety notices (including the Health and Safety Law Poster) and warning signs are prominently displayed, kept up to date and comply with the Health and Safety Regulations.
13. Maintain a health and safety file on the premises in relation to any construction work covered by the Construction (Design and Maintenance) Regulations and make this available to contractors upon requests.
14. Ensure adequate systems are in place for the management of asbestos, control of legionella and excessive water temperatures.
15. Respond promptly to notification of a defect resulting from a maintenance contact visit that could affect the health and safety of building occupants/visitors.



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Health and Safety Coordinator

Consistent with the Trust's Health and Safety ethos and in line with this policy, it is recognised that all members of the school community are instrumental in the delivery of good Health and Safety practice. It is not, therefore, the intention or inference that the duties associated with the delivery of good Health and Safety, fall to the Health and Safety Coordinator. The role of Health and Safety Coordinator should be considered more in terms of that of a facilitator, whereby the actions required in order to comply with the requirements of this policy are centrally coordinated. Duties of the Health and Safety Coordinators include:-

1. Investigate potential hazards and examine the causes of accidents in the workplace
2. Investigate complaints by employees relating to that employees health and safety at work.
3. Make representations to the Planners on general matters affecting the health and safety of employees.
4. Carry out workplace health and safety inspections or Ensure that workplace health and safety inspections are being carried out by the respective staff members.
5. Attend any safety committee meetings.
6. Co-operate with employers in promoting health and safety at work. What does this mean? Should it be employees?
7. Ensure that all risk assessments are reviewed by the necessary members of staff at relevant intervals, and that any new activities are suitably risk assessed with sufficient controls put in place.
8. Coordinate the completion of the annual Health and Safety Self Evaluation and subsequent monitoring and tracking of the resulting action plan.
9. Coordinate the completion of the annual Health and Safety Audit and subsequent monitoring and tracking of the resulting action plan.



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10. Assist in the delivery of externally conducted Health and Safety Audits.

11. Compile termly reports which are presented to and discussed with the Health and Safety Committee to report on any matter relating to health and safety.

CLASS TEACHERS

Class teachers are expected to:

- a) Exercise effective supervision of their pupils, to know the procedures for fire, first aid and other emergencies and to carry them out.
- b) Follow the particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant Code of Practice, if issued, and to ensure that they are applied.
- c) Give clear oral and written instructions and warnings to pupils when necessary.
- d) Follow safe working procedures and risk assessments
- e) Require the use of protective clothing and guards where necessary.
- f) Make recommendations to the H & S co-ordinator, Headteacher or Head of Department/Faculty on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.

- g) Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education.
- h) Avoid introducing personal items of equipment (electrical or mechanical) into the school without prior authorisation.
- i) Report all accidents, defects and dangerous occurrences to their Head of Department/Faculty/Line Manager.



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TRADES UNION SCHOOL HEALTH AND SAFETY REPRESENTATIVES

The Governing Body recognises the role of Health and Safety Representatives appointed by a recognised trade union. Health and Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time but, wherever practicable, outside teaching time. They will also be consulted on health and safety matters affecting all staff.

They are also entitled to certain information, e.g. about accidents and to paid time off to train for and carry out their health and safety functions. However, they are not part of the management structure and do not carry out duties on behalf of the Headteacher or Governing Body.

- a) Co-operate with appointed Trade Union Health and Safety Representative(s).

Health & Safety Assisters External

, competent persons have been appointed to assist the Trust in meeting its statutory duties. Where appropriate, other specialists may be appointed as necessary in order to access specialist advice.

Employees

Irrespective of their position within the organisation, every individual is regarded as an employee and therefore the employee responsibilities within this policy apply to everyone. Employees have an important role to play in achieving a healthy and safe work environment and maintaining and improving Health and Safety standards. All employees will:-



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1. Take reasonable care for the health and safety of themselves and of other persons who may be affected by what they do or neglect to do whilst at work.
2. Be familiar with and follow instructions (verbal and written), safe working practices and systems, control measures (including the use of PPE) and guidance given to ensure personal safety and the safety of others including fire evacuation procedures.
3. Only use machinery, equipment, substances and materials for the purpose intended and in accordance with guidance, training and instruction provided.
4. Not intentionally or recklessly interfere with or misuse anything provided in the interests of Health and Safety.
5. Report unsafe conditions, methods of work, practices, tools, plant, premises or equipment immediately.
6. Be suitably dressed for the particular work conditions and activities and conduct themselves in an appropriate manner in the workplace, refraining from any horseplay.
7. Co-operate fully in the reporting and investigation of any accident/near misses, dangerous occurrences or incidents of violence, including reporting them to the line manager as soon as possible and entering the details in the accident book.
8. Co-operate in occupational health screening and the completion of any occupational health surveillance activities.
9. Participate in events and attend training courses designed to further the needs of health and safety as required including fire evacuation practices.
10. When operating in a work environment outside the direct control of their immediate supervisor, identify and report to the person controlling the site so as to be informed of site safety rules or special requirements e.g. protective clothing;



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11. Suggest areas for improvement to their manager and support improvement measures that are introduced.
12. Seek advice on health and safety responsibilities and best practice where necessary. All employees have a duty to co-operate at all times in the furtherance of the policy objectives. The Trust insists on safe working methods and employees disregarding safety rules and procedures drawn up for their and others' benefit will be liable to disciplinary action not excluding dismissal.

PUPILS

Pupils, allowing for their age and aptitude, are expected to:

- a) Exercise personal responsibility for the health and safety of themselves and others.
- b) Observe standards of dress consistent with safety and/or hygiene.
- c) Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
- d) Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.



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PART THREE PROCEDURES AND ARRANGEMENTS

INTRODUCTION

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

Asbestos Policy – Asbestos register can be found in reception and electronically on the staff shared drive

Electrical Safety – PAT testing records can be found on hard copy in FM managers office or electronically on the staff shared drive

Gas Safety – Gas tightness records can be found on hard copy in FM managers office or electronically on the staff shared drive

Management of Contractors –

Building Maintenance Control of Contractors



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All contractors must possess Enhanced DBS clearance for works during school hours. Only emergency works allowed during school hours.

All contractors must be approved by completing contractor vetting process as per Shaw Education trust policy
All contractors must report to the main school office, where they will sign the visitors' book and wear an identification badge and complete a hazard exchange form for the works they are completing and to be advised of any hazards on site such activities, exams, asbestos or any other health and safety issue which may be relevant.

Health & Safety Training – All training documented and filed on personal files

Waste management – Waste transfer notes filed in FM managers office

Water Hygiene (inc. Legionella) - A water risk assessment is completed bi-annually by IWS (Shaw Education Trusts approved contractor)

Water managed by HSL and flushing completed internally via site teams.

All records can be found in the FM managers office and/or electronically via the Entrust PPM portal.

RISK ASSESSMENTS – whole school

Reviewed by the Health & Safety co-ordinator annually – Hard copy filed in FM managers office/Staff Room and electronic copy found on staff shared drive.



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Risk assessments for Curriculum Activities

Risk Assessments for Curriculum activities will be carried out by relevant Heads of Department/Heads of Faculty and subject teachers using Health and Safety Codes of Practice supplied by the LA.

Fire

A fire risk assessment will be carried out by the fire officer or a representative from Staffordshire County Council annually

All records can be found in the FM managers office and/or electronically via the Entrust PPM portal.

Hazardous Substances

Relevant Heads of Department/Faculty and/or the Site Supervisors will identify hazardous substances for which no generic assessment exists.

Only authorised substances should be used in school. Staff and pupils must not introduce any substances without authorisation.

Each hazardous substance must have a material safety data sheet which is accessible to relevant staff.

Each substance must have a COSHH assessment completed for each different use and the contents shared with relevant staff.

Appropriate control measures must be followed including wearing of appropriate PPE where required.



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EMERGENCY PROCEDURES

Fire and Evacuation

Fire and evacuation procedures are detailed in the School Fire & Evacuation Policy – Hard copy in reception and FM managers office and electronic copy on staff shared drive

Emergency procedures are given in employee inductions and located in staff handbook

Visitors are informed of evacuation procedure upon signing in.

Accidents and Incidents.

First aiders to complete incident report and forward to Health and safety co-ordinator (Chris Stretton).

H & S co-or to input info to 'My Health and safety' (Staff CC website).

Review to be completed following investigation by H&S co-or.

Incident escalated following review/findings (RIDDOR) if required.

Incident analysis information provided by H & S co-or for Academy Council/Headteacher review.



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First Aid

The following staff are available to provide first aid:

Staff	First Aider	Location
Mrs Catterall	Yes	Taylor
Mr Faulkner	Yes	Taylor
Mr Stretton	Yes	Lofthouse
Mr Hesketh	Yes	Science prep
Mrs Carter	Yes	PE office
Mrs Pollitt	Yes	Student services
Miss Greatholder	Yes	DT
Mr Thompson	Yes	Site
Mr Winson	Yes	Science prep



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Mr Mlynarski	Yes	Site
Mr Handley	Yes	Staff Room
Miss Stretton	Yes	Taylor
Lady Hare	Yes	Taylor
Mrs Warburton	Yes	Taylor
Mr Scholes	Yes	PE
Mrs Cooper	Yes	Student Services

In event of needing first aid assistance, either: -

Locate the nearest first aider or Contact the school office who will locate a first aider. The identified first aider will then decide the next course of action.



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Bomb Hoaxes, Bomb Alerts and emergency procedures.

Responses to bomb threats will follow the school Fire evacuation policy and protocols. Evacuation sites have been arranged with other secondary and primary schools in the area.

Gas Leaks

Any member of staff discovering a suspected gas leak should make an informed judgement based on how strong the smell is as to whether they immediately evacuate the building and telephone the National Gas Emergency Service (National Grid) on 0800 111 999.

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

Chemical Spills

All Science teachers and technicians should follow guidance contained in the [Health and Safety Code of Practice for Science](#).

HEALTH AND SAFETY TRAINING

Health and safety induction training will be provided for all new employees



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INSPECTION AND TESTING OF PLANT AND EQUIPMENT

Statutory Inspections

Completed on a scheduled PPM planned maintenance program managed via the Trusts designated contractor (Entrust) via Staffs County Council. Works include Fire safety, Water (Legionella), lightning protection, LEV, Roller shutters, Asbestos, gas checks.

Portable Electrical Appliances

Inspection and testing of portable electrical appliances will be carried out following guidance from SET, by trained external provider.(currently PTSG)

Equipment Maintenance – PE equipment, DT equipment, Kitchen ventilation,

Annual inspections arranged by the facilities manager on a PPM planned maintenance schedule
Records of inspection are kept in the FM manager's office for auditing purposes

Ladders and Access Equipment

Caretakers will be responsible for inspection and maintenance of ladders and other access equipment. Records of inspection are to be kept in the FM manager's office for auditing purposes



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HEALTH AND SAFETY MONITORING

Inspection of Premises

Open and closing check sheets completed daily AM/PM

Site staff carry out weekly health and safety checks of the site, findings reported to FM manager for action.

General Workplace Inspections will be co-ordinated by the FM Manger/Health and Safety Officer Monthly. Headteacher.

Monitoring inspections are completed annually

Individual departments will be carried out by Heads of Department or nominated staff. Department staff are responsible for reporting health and safety issues via the internal helpdesk.

Security and Visitors

All visitors must report to the main school office where they will sign in and be issued with an ID badge.

School is secured via Paxton security systems on external gates and internal doors

G4S provide 'out of hours' alarm monitoring.

Vehicles on Site/Parking

Staff cars must be parked in designated areas

Delivery/contractor vehicles must park at the front of school, or near the kitchens if delivering to that area.



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Lettings

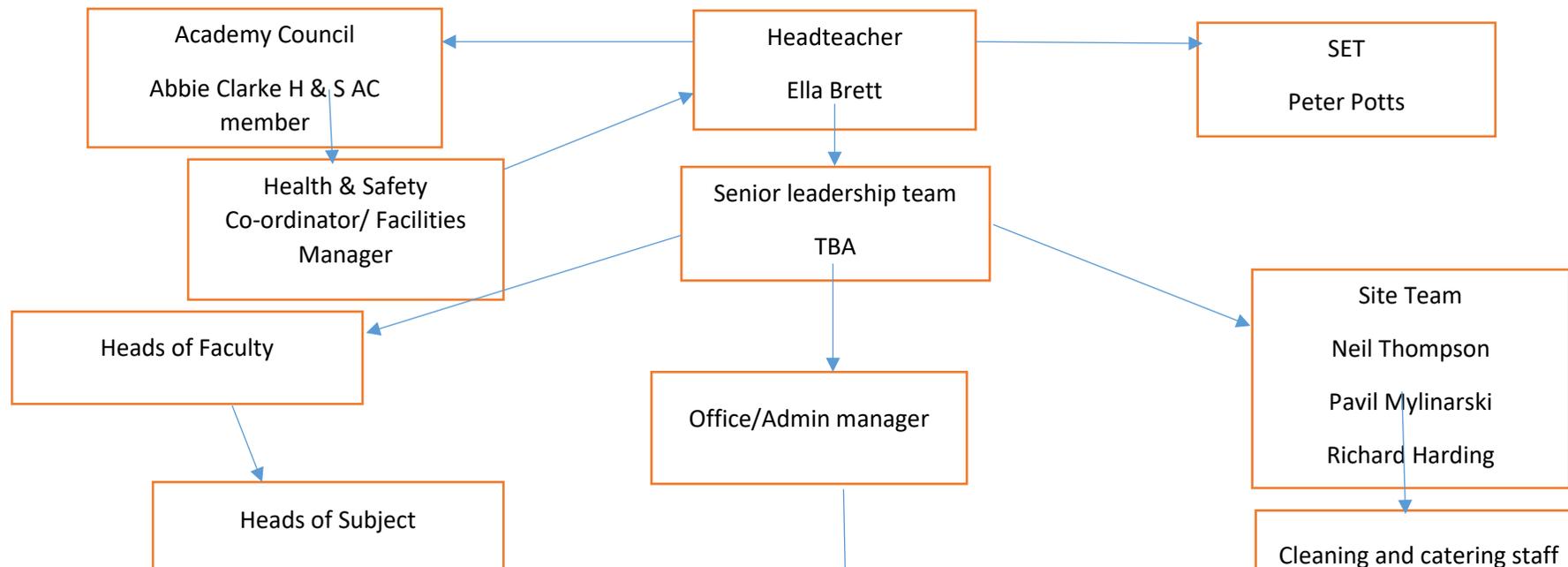
Lettings are managed by TBA

Educational Visits

Educational visits will be organised following guidance from the LA's EVC.

The Educational Visits Co-ordinator is TBA (due to Covid 19 no trips are allowed until further notice)

Appendix 1 : ORGANISATIONAL CHART





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Signed: _____ (Chair of Governors)

Date: _____

Review due: Summer 2019.

*With acknowledgement to various schools' Health and Safety Policies.



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Next review date July 2021