

# THOMAS MILLS HIGH SCHOOL



POLICY DOCUMENT 52 – APPROVED 21/10/2021

# HEALTH AND SAFETY AND WELFARE POLICY

## Vision Statement

*We, the staff and governors, aspire  
to ensure that all our students,  
irrespective of ability  
and regardless of anyone's doubts,  
achieve their potential in full;  
and we aspire in this way to make Thomas Mills High School  
the best in the country.*

Thomas Mills High School is an Academy and a company limited by guarantee incorporated in England & Wales under number 7605059

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### **1. INTRODUCTION**

The Academy Trust Board acknowledge that THOMAS MILLS HIGH SCHOOL (TMHS) has the prime responsibility for health and safety. However, the Trustees and Headteacher of TMHS have specific responsibilities to implement, manage and report on health, safety, and welfare at the school level. They also have responsibilities:

- to support the published policies and aims, and
- to promote continuous improvement in the health and safety performance of the school.

The Headteacher, has the principal duty within the school for ensuring the implementation of guidance, codes of practice and other advice is carried out. This duty extends to ensuring that:

- working conditions and environment
- substances used
- equipment provided, and
- working methods adopted

do not impair the well-being of any employee, or any other person including pupils, contractors, visitors, volunteers, and any member of the public who may be affected by the conduct of its work.

### **2. KEY PRINCIPLES**

A policy of this nature cannot cover every eventuality and procedures must be supported by other policies, risk assessments, handbooks as well as other operating procedures which

are needed from time to time. Nevertheless, it is helpful that we work with some key principles:

- Recognition that everyone contributes to a safe and safer environment;
- A key aim is prevention of accidents and cases of work-related ill health principally through adequate control measures;
- Where appropriate, training is provided so that employees are competent to do their work;
- To engage with employees on health and safety matters; and where appropriate, to seek advice from Occupational Health;
- Procedures cover emergencies or other significant incidents;
- Equipment must be maintained and stored effectively as are other substances;
- Any concerns are reported to the appropriate manager.

### **3. ORGANISATION**

#### **Responsibilities for the Academy Trust**

The Academy Trust will ensure that:

- a) The Headteacher produces a health and safety policy for approval and adoption by the Trust Board.
- b) Suitable and sufficient risk assessments of work activities are undertaken, and a written record of the assessments is kept.
- c) Sufficient funding for training is allocated for health and safety in respect of training, personal protective equipment etc.
- d) Regular termly safety inspections are carried out and outcomes reported to the trustees.
- e) An annual health and safety report is published and subsequent action plan reviewed and monitored by the Finance and Premises Committee.

#### **Responsibilities of the Headteacher**

The Headteacher has overall responsibility for management of health and safety issues within the school.

The Headteacher will ensure that:

- a) A health and safety policy is produced for approval by the Academy Trust and that the policy is regularly reviewed and revised as necessary, at least every two years.
- b) Suitable and sufficient risk assessments of work activities are undertaken. A written record of these assessments must be kept and reviewed at least annually or upon changes of circumstances.
- c) Information on health and safety is acted upon and all staff and trustees are informed in a timely manner.
- d) Regular inspections are carried out and reports submitted to the Academy Trust.
- e) An annual external Health and Safety report is issued to the Academy Trust. And detailed action plan drawn up in response.
- f) Staff have been suitably trained in order that they are competent to undertake the tasks required of them.

- g) Adequate equipment and other resources are provided for staff to undertake their role safely.
- h) Delegated responsibilities are clearly defined; those undertaking them are competent and suitably trained and have the resources available to them to deliver their role effectively.
- i) There is co-operation with trade union health and safety representatives.
- j) Appropriate tasks are delegated in accordance with the policy.

### **Responsibilities of the Senior Managers and Department Heads**

- a) Senior Managers may be required to undertake any of the Head Teacher's duties that have been reasonably delegated to them including health and safety management.
- b) The Business Manager will be expected to oversee health and safety matters relating to the school and its premises.
- c) The Premises Manager will be responsible for ensuring risk assessments are carried out for the site and updated according to new guidance or changes in procedures.

### **Responsibilities of the Premises Manager**

The Headteacher/Business Manager will delegate the day to day Health and Safety and Welfare matters to the Premises Manager. It is the Premises Managers duty to work closely with the Leisure Centre, all staff, and Union Representatives to implement the policies approved by the school academy trust.

The Premises Manager will ensure:

- a) Safe means of access and egress are maintained.
- b) The premises are kept clean and that adequate welfare facilities are provided.
- c) That security arrangements are maintained including records of visitors and external contractors who have a requirement to be on site.
- d) Adequate fire safety measures are implemented.
- e) Safe working arrangements are in place for contractors.
- f) To ensure that all relevant policies, procedures, and risk assessments are updated according to changes in guidance or change of procedures.
- g) All premises-related accidents/incidents are reported, recorded and investigated and that Senior Management are alerted in a timely manner.
- h) A programme of regular inspections of the premises takes place and union representatives and appropriate member of the academy trust is invited to take part.
- i) A copy of the Health and Safety Law poster is displayed and in an easily accessible location.
- j) To ensure the schools H&S policy is appropriately updated in response to National, Local, and Trust guidance.
- k) To develop an annual action plan in response to risk assessments, external reports and update the Senior Management Team appropriately.

### **Responsibilities of all Employees**

The implementation of the policy is a management responsibility, but the co-operation of all employees is essential.

All staff should ensure that:

- a) They are familiar with, and comply with, the Health and Safety Policy.
- b) They have due regard to their own health and safety and that of others including pupils, clients, visitors, parents, and colleagues both at work and during off-site activities.
- c) They report immediately, to their Line Manager or Business Manager any serious or immediate danger which they become aware of.
- d) They report immediately. Or as soon as practicable, and defect noted with plant, equipment, machinery or workplace furniture, fixture, and fittings to the Premises Manager.
- e) There is no misuse of equipment that has been provided for health and safety purposes.
- f) They use the correct equipment and tools for the activity including any protective equipment that may have been supplied.

### **Responsibilities of all Students**

All students will be encouraged to follow safe working practices and observe safety rules. They will:

- a) Follow all instructions issued by any member of staff in case of emergency.
- b) Ensure they do not recklessly or intentionally interfere with safety equipment, e.g. fire extinguishers and fire alarms.
- c) Inform a member of staff of any situation which may affect their safety or that of other students, staff, or visitors.

## **4. ARRANGEMENTS**

### **Health and Safety Representatives**

Under the terms of the Safety Representatives and Safety Committee Regulations 1977, an independent trade union has the right to appoint a safety representative.

### **Health and Safety Committee**

Health and Safety is overseen by the Safety Committee which meets every term. Key points are reported to the Academy Trust Board. The Safety Committee includes a number of representatives including from the Trade Unions.

### **Health and Safety Policy and Procedures**

The Health and Safety policy is written by the Business Manager and is subject to review at least once every two years. Any new guidance published is reviewed and the policy updated and ratified by the Academy Trust as appropriate.

### **Health and Safety Policy Review**

The school's Health and Safety Policy is reviewed and updated at least every two years by the Headteacher and the Business Manager and the policy is then approved by the Academy Trust. Procedures are reviewed as incidents occur and any revised procedures written. Prior to any changes in the policy being adopted, staff and Union Representatives are to be consulted, including through the Safety Committee.

Departments such as Science, PE and Technology, where there are high risk activities, have their own departmental policies. Health & Safety issues/incidents are reported at each meeting of the Finance and Premises and the Safety Committee.

### **Health and Safety Training**

All staff receive appropriate induction training matched to their specific work area and responsibilities. Members of staff who are new to the school, particularly those with management responsibilities, have a comprehensive induction.

### **Induction Training**

The following checklist is covered during Induction Training for all staff:

1. Introduction to the schools Health and Safety Policy and organisational structure
2. Tour of the premises identifying fire exits, first aid points, storage areas
3. Be made aware of current health and safety priorities for the school - safety policy targets
4. Process and procedure for:
  - i. Incident Reporting
  - ii. Fire and evacuation procedures
  - iii. Notification of hazards
  - iv. Damaged equipment
  - v. Work-related injuries
  - vi. Asbestos Management
5. Communication and relationships with other departments, schools, and SMT
6. Where appropriate, curriculum specific guidance
7. Initial advice to women about the need for 'expectant and new mothers' risk assessment
8. Smoking restrictions
9. Introduction to recognised unions and the local representatives
10. Employee problems and concerns - specific duties and responsibilities for the management of staff welfare
11. Grievance procedures
12. Information on hazards that are specific to the school, and established controls or precautions
13. Use of equipment and/or tools including defect reporting and the correct use of guards (where relevant)
14. Materials and substances in use - handling and labelling systems/warning signs. COSHH requirements, risk assessments and health and safety data sheets
15. Use and care of PPE (personal protective equipment)
16. Housekeeping procedures for policy documents and local rules
17. Legal responsibilities and rights

18. Trips and visits protocol
19. Physical examinations relating to statutory maintenance requirements (e.g. electrical equipment, fume cupboards and other exhaust ventilation equipment, lifts, hoists and lifting equipment, pressurised systems such as autoclaves and air compressors)
20. Trained first aid personnel and first-aid facilities
21. Fire extinguishers and blankets - location and use
22. Security
23. Restricted areas and equipment
24. Manual lifting and handling - general advice and risk assessment
25. Safe stacking of materials
26. Safety procedures for machines, including design technology equipment
27. General housekeeping and maintenance of access and egress
28. Safeguarding Procedures

### **Routine Updating**

Records are maintained for all health and safety training attended by staff. These records will be passed to the Headteacher's PA for safekeeping. (NB records should be properly validated by being countersigned and dated by the staff themselves)

## **5. GENERAL PRACTICES APPLYING TO ALL STAFF, PUPILS, VISITORS AND CONTRACTORS**

### **Supervision of Pupils**

It is the responsibility of **ALL** staff to supervise the students.

### **Safeguarding**

The current guidance is followed and supported by the school's Safeguarding Policy.

### **Visitors**

Visitors and contractors entering the school are monitored. All visitors sign in at reception and are issued with a Visitors/Contractors badge. Visitors are directed to use the main entrance to the school when entering or leaving the premises.

### **Fire Safety**

A fire risk assessment is carried out once per year at the start of the autumn term, by Safety Boss. An assessment is reviewed whenever there are significant changes to the premises or use of the premises.

Notices detailing the evacuation procedure and assembly points are placed around the school, with one in every classroom. Evacuation practice is carried out once a term.

All relevant staff are to be trained in fire extinguisher use to enable them to escape in an emergency. There is a check to ensure that all fire extinguishers have been examined during annual maintenance checks.

All relevant staff are to be trained in the use of fire-fighting equipment and other techniques to enable them to deal with a situation where a person's clothing is on fire.

All wheelie bins are locked behind gates for security and to prevent a potential fire risk.

Arrangements are in place to ensure no 'hot work' is undertaken in the school without permission.

### **Fire Alarms**

The Premises Manager ensures the weekly alarm tests are carried out and compliance tests completed. The details of the alarm and other tests, evacuation drills and fire precautions training are recorded in the fire log book. Weekly routine checks are undertaken on all fire exits and doors. Records are kept in the fire log book. All fire extinguishers are also checked on a monthly basis and recorded in the fire log book.

### **Critical Incidents**

Suffolk County Council guidelines with regard to critical incidents are followed and are detailed in the Business Continuity Plan. Staff are to be informed of such incidences by full staff emails or by full staff meetings when an incident has occurred that needs the attention of all staff. Following a critical incident, a full review of the school's response is undertaken and reviewed by the Finance and Premises Committee. The information is retained by the Business Manager.

### **First Aid/Illness**

All first aid equipment is appropriately located. There are crash boxes located around the school. There are also portable crash boxes available for use on trips and a crash box on the school's minibus.

Office staff monitor stock levels in first aid kits and ensure maintenance and replenishment is managed.

There is a satisfactory procedure for disposal of clinical waste, including incontinence and sanitary waste.

The School Office retain records of who is trained and when their certificates expire. All the school's staff have been briefed about the school's first aid provisions. A list of staff qualified to give first aid is retained in the school office, the staff room, and staff work areas and in the staff handbook.

The TMHS Incident form is used for reporting injuries and they are monitored by the Headteacher and Trustees.

A risk assessment is carried out in respect of first aid arrangements for visits and trips.

### **Administration of Medicines /Medical Treatment**

The latest guidelines are followed and supported by the school. The First Aid lead has the task of monitoring and reviewing the practices relating to the supporting of students with medical needs.

### **Incident Reporting and Recording**

An Incident Form is used within school. For each incident, the form must be completed in its entirety. If staff have any doubt about when to use this form, they should speak with Senior Management

The Headteacher signs every Incident Report form.

Every incident is subject to investigation, as appropriate, with a view to preventing recurrence. The school reviews relevant risk assessments after any incident or near miss.

The school's Academy Trust reviews key incidents and is updated on outcomes of the investigations, any subsequent actions and/or changes to policy and procedure to reduce the likelihood of future incidents.

### **Housekeeping:**

#### **Cleanliness**

Cleaning is managed in-house. Any issues are reported to the Premises Manager.

#### **Waste Disposal**

Refuse collection is normally done by 8.30am prior to commencement of the school day. This is carried out by a contractor on a twice weekly basis

#### **Storage**

Storage is allocated to each department, it is their responsibility to keep the space free from rubbish and a clear access is kept at all times. Any issues are reported to the Premises Manager.

#### **Pedestrian Routes and Classrooms**

All pedestrian routes are checked daily for any trip hazards etc. Classrooms are checked daily for any trips or hazards etc. making sure that there is a clear route. Any issues are reported to the Premises Manager.

#### **Electrical Safety**

On a rotation basis, a PAT qualified person checks all the electrical equipment annually. Staff are advised to undertake a simple and informal visual inspection of any electrical equipment they (or their class) are about to use. Technicians or other support staff may perform this task in advance of lessons for the relevant subjects, provided they have been advised of the need.

If any equipment is found to be faulty, this must be reported to the Premises Manager via the Helpdesk.

#### **Contractors on Site**

Any contractors on site must report to reception where there is a signing-in book. New contractors are provided with separate instructions e.g. no-smoking, details of evacuation procedures and information with regard to suitable clothing and safeguarding procedures.

All contractors who make deliveries must first report to the school office.

Areas to avoid for the duration of any work are fenced off and all staff are advised to avoid the area.

The Site staff are responsible for monitoring the contractor's safety performance in order to prevent danger to people other than the contractor's staff. This includes checking the contractor's site is adequately fenced and that materials are stored reasonably safely. The Premises Manager needs to be aware of the need to ensure that the contractor is behaving reasonably safely in respect of her/his own staff, i.e. following common sense safety precautions, and avoiding reckless behaviour.

### **Premises Security and Safety**

The current TMHS guidance is followed. Suitable arrangements are in place to ensure adequate supervision exists when visitors (including parents and children who are not pupils of the school) are on site.

### **Food and Food Hygiene**

All catering staff are trained up to food hygiene Level 2. The Environmental Health Officer attends site every two years for inspections.

### **Moving and Handling**

Risk Assessments to identify precautions to minimise manual handling tasks, staff must be trained in manual handling and use of lifting aids if required.

### **Vehicular Access**

Routine deliveries are properly programmed and controlled. All deliveries are made at the front of school.

There is designated parking for staff, sixth formers and visitors.

Supervision for busy high-risk times such as beginning and end of the school day is adequate.

## **6. SPECIFIC ARRANGEMENTS**

### **Inspection of Premises, Plant and Equipment**

TMHS appoint an external company to inspect all plant and equipment annually. Any issues are reported to the Premises Manager. All reports are kept in the file on the reception desk in the main building.

### **Repairs and Maintenance**

In line with the adopted Health and Safety Policies, it is the departmental head's responsibility to:

- be aware of and assess any risks relating to their specific area
- visually check any equipment that staff or students are using

- label any defective equipment "not for use" and remove from area if possible
- report any problems as soon as possible

All repairs, such as but not limited to, leaking pipes, unsafe electrical equipment, dangerous fittings should be reported to the Premises Manager immediately via the online helpdesk facility.

Routine repairs, i.e. loose door handles, locks etc. should be notified to the Premises Manager and Caretakers on the online helpdesk system.

### **Communication and Information Management**

Heads of Department are responsible for managing curriculum subject-specific information and for subsequent updates in policy. It is their responsibility to inform the Business Manager of relevant updates. The Business Manager is responsible for keeping the school's Finance and Premises committee informed about new information and guidance received and subsequent changes to policy. The schools Health and Safety Policy is available to all staff on the website.

The Business Manager has overall responsibility to ensure that the Health and Safety Premises Log Book is maintained but the Premises Manager has day-to-day responsibility in ensuring it is kept up to date.

Trade union representatives and trustees are fully consulted on health and safety matters and invited to a 'walk around' of the school and actively contribute to the risk management process.

### **Subject Risk Assessments and Procedures**

Each of the following Departments have within the department a separate Risk Assessment.

#### **Physical Education and Games**

#### **Science**

#### **Design and Technology**

Electrical Plant and Equipment

Sewing Machines

#### **Activities Outside the School Site**

Please refer to the Educational Visits Policy.

#### **Transport /Minibus**

The TMHS guidelines are followed. The Business Manager ensures the legal requirements relating to the minibus take place, this includes: road tax, MOT and records of routine checks done by the school/driver. All bookings are made with the Finance Office.

The school uses Zurich Insurers and all potential minibus drivers have to bring in their driving licence prior to driving the buses. Drivers without part D1 on their licence (post Jan 1997) must take their PSVL licence.

### **Lettings**

A list of bookings is kept by the Finance Office. Prior to each letting the area is checked by the Sports Centre Supervisor to ensure that it is in a suitable condition.

Different fire procedures are available for evenings, the hirer will be instructed of these, in advance, by the Sports Centre Supervisor or Finance Office.

A member of staff is always available by phone when the site is let. The hirer is requested to sign to acknowledge receipt of the information pertaining to health and safety or security information relating to the site.

The school enters into an agreement with the lessee with regard to first aid and equipment, fire procedure, telephone access and emergency procedures

## **7. MISCELLANEOUS PROCEDURES**

### **Management of Stress and Wellbeing**

The school has taken positive action to manage stress and well-being issues. Stress and workload management issues are discussed and recorded during routine performance review/appraisal discussions and during return to work interviews.

### **Alcohol and Drugs**

Please refer to the Drugs Policy

### **Smoking**

TMHS is a No Smoking site.

### **Home Visits**

If home visits are required, then there should always be two members of staff attending.

### **Display Screen Equipment**

DSE risk assessments are carried out when needed by the Headteacher's PA/Business Manager. Guidance on the regulations can be found on the HSE website.

### **Control of Substances Hazardous to Health (COSHH)**

Refer to COSHH regulations 2002. A copy can be located in the Premises Managers office or on the HSE website.

## **Asbestos Management**

The Headteacher and Business Manager must ensure the arrangements for duties relating to asbestos management are fulfilled and that the asbestos survey report is available.

All relevant staff trustees have been advised about the asbestos survey report, which can be located in the main reception.

## **Lone Working**

Lone working is rarely the norm but there will be occasions (out of hours) when this is the case. In these cases, it must be authorised by a Senior Manager and risk assessed.

In order to ensure the safety of lone workers (such as: Premises Manager, Caretakers, cleaning and catering staff, PE teachers and staff who come in during the school holiday period) they are all required to sign in and out. Radios are available for on-site use to aid communication.

Guidance is given through the Business Manager.

## **Risk Assessment**

A Risk Assessment will take place for any activity that could cause harm. All departments such as Science and PE etc. will have their own Risk Assessments in place for all their activities, these will be retained within the department. It is the Premises Managers responsibility to monitor these and make sure that the departments are keeping them up to date. This will be reported back to the Finance and Premises Committee, alongside this policy.

A specific risk assessment may be required to assist with identifying measures the school should take to assist staff returning after a period of absence.

## **Training**

All training records are kept with the CPD Co-ordinator. All new staff are fully inducted a record of this is kept in their personnel files.

## **Violence and Aggression to staff**

Violence is defined as any incident in which an employee is abused, threatened or assaulted by a student, pupil or member of the public in circumstances arising out of the course of their employment. This includes verbal abuse and threats, rude gestures, sexual or racial harassment.

Any such violence or aggression is unacceptable. It is not considered to be acceptable part of any job in this school.

In the event that a member of staff finds themselves dealing with aggressive behaviour, consider:

- Getting help, preferably from a senior and/or experienced member of staff;

- Avoiding confrontation in front of an audience;
- Staying calm, speaking slowly, or not at all;
- Avoid aggressive body language such as hands on hips, wagging fingers;
- Contacting the Police in the event of actual violence or threats of harm;
- Reporting all concerns and incidents to the Senior Management Team.

## **8. PLANNED SAFETY CHECKS**

### **Equipment**

The following equipment is subjected to a formal, appropriate, programmed and recorded maintenance check:

- All indoor and outdoor sports equipment
- The school's water system(s) - hygiene, temperature, and legionnaires disease checks
- Mechanical equipment used in design technology
- Fume cupboards and other exhaust ventilation equipment (e.g. design and technology machines, toilets, and reprographic areas)
- Ladders, stepladders, and mobile scaffold/access equipment
- Door closers, running gear and catches
- Lifting gear, winches and hoists, lifts, and stays
- Printing and reprographic machines
- Autoclaves, compressors

### **Premises**

Visual checks are carried every day by the site team. This will include making sure fire exits are clear, that the boilers are all running etc. Any issues will be reported to the Premises Manager.

## **9. LOCALLY ORGANISED PREMISES MAINTENANCE, REPAIR, AND IMPROVEMENT**

Service specifications are adequate and contractors (or the Premises Manager) work to appropriate standards.

## **10. EDUCATION VISITS CO-ORDINATOR (EVC)**

The current County Council advice is followed.

The Deputy Headteacher is the co-ordinator who ensures that LA training has been completed.