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Perowne**
Church of England College
Endeavour Forever

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C. Approval

This document is a controlled document authorized for release once all signatures have been obtained or has been approved for release at either a Full Governing Board meeting or relevant sub-committee meeting. Approval of this document constitutes approval of the content as described herein.

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1 OVERVIEW

1.1 Purpose

Refer to Section 3 Policies and Procedures

1.2 Scope

Refer to Section 3 Policies and Procedures

1.3 Related documents

Refer to Section 3 Policies and Procedures

1.4 Reviews

Refer to Section 3 Policies and Procedures

Review frequency: Governing body or proprietor or local authority free to determine.

Approval: Employer free to determine how to implement

1.5 Equality Impact Assessment

Under the Equality Act 2010 the College is obliged not to discriminate against people on the basis of age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and the Governing body believes that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil or any other connected party and it helps to promote equality at the College.

2 RESPONSIBILITY FOR THE POLICY AND PROCEDURE

2.1 Role of the Governing Board

The Governing Board has:

- delegated powers and responsibilities to the Headteacher to ensure all college personnel and visitors to the college are aware of this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring all policies are made available to parents;
- nominated a link governor to visit the college regularly, to liaise with the Head teacher and the coordinator and to report back to the Governing Board;
- responsibility for the effective implementation, monitoring and evaluation of this policy

2.2 Role of the Headteacher

The Headteacher will:

- ensure all College personnel, students and parents are aware of this policy;
- work closely with the link governor and coordinator;
- provide guidance, support and training to all staff;
- monitor the effectiveness of this policy;

3 POLICY AND PROCEDURES

3.1 Introduction: Governor's Statement

3.1.1 Complying with health and safety legislation

The Governors of Bishop Perowne C of E College recognise their responsibility under the Health and Safety at Work etc. Act (1974), so far as is reasonably practicable, to:

- Provide safe systems of work, plant and equipment;
- Provide for the safe use, handling, storage and transport of articles and substances;
- Provide such information, instruction, training and supervision as is necessary for staff and students to undertake their work safely;
- Provide a safe place of work with safe means of access and egress for all persons using the premises;
- Provide a safe and healthy working environment with adequate welfare arrangements;
- Provide for the health and safety of persons not employed by the College, but who may be affected by its activities;
- Encourage all staff to take reasonable care for their own health and safety and to co-operate with the management of the College in the carrying out of their statutory duty; and
- Require all staff to report through the appropriate channels, any problem, defect or hazard likely to lead to a lack of safe or healthy conditions for themselves or others.

3.1.2 Working together on Health and Safety matters

The Governors will ensure support for all staff in responding to the letter and spirit of the Health and Safety at Work Act – requiring employers and employees to undertake a process of risk assessment throughout all aspects of their work.

The Governors recognise their responsibilities to ensure that any significant risks arising from work activities, equipment or premises are assessed, as required under:

- The Management of Health and Safety at Work Regulations (1999);
- The Control of Substances Hazardous to Health (COSHH) Regulations (2002);
- The Manual Handling Operations Regulations (1992);
- The Provision and Use of Work Equipment Regulations (1998); and
- The Display Screen Equipment Regulations (2002).

This policy is available on the College website and will be circulated to new staff as a part of their induction.

3.2 Health and Safety Responsibilities

The Governing body is responsible for:

- All aspects of the health and safety of employees, students and other persons at the College (under sections 2 and 3 of the Health and Safety at Work etc. Act 1974);

- Ensuring that the College's Health and Safety Policy is implemented, monitored and regularly reviewed and revised as necessary;
- Monitoring the Health and Safety need for building maintenance in the College and implementing repairs as necessary;
- Monitoring structural defects that could adversely affect the Health and Safety of staff, students and other persons;
- Ensuring the safe condition, storage and maintenance of equipment, vehicles and plant at the College, and ensuring that such equipment can be used safely in the normal running of the College;
- Ensuring that the premises, the means of access and exit, and any plant or substance on the premises are safe and without risks to health;
- Appointing competent principal contractors where building or plant maintenance work is done;
- Appointing a competent person as Planning Supervisor in those works which fall within the scope of the Construction (Design and Management) Regulations 2007;
- Ensuring that sufficient funds are set aside for meeting their responsibilities for Health and Safety, in particular for the maintenance and upgrading of premises and equipment;
- Ensuring that safety rules concerning the use of premises and equipment are displayed at appropriate locations in the College and are enforced; and
- The adoption of safe working practices by staff and students, and by contractors on site.

3.2.1 The Headteacher

The Headteacher is responsible for:

- The overall implementation of the College's Health and Safety Policy;
- Advising the Governing Body of the need to review the College's Health and Safety Policy;
- Carrying out Health and Safety inspections every term with the School Business Manager;
- Ensuring that all problems or defects affecting the health and safety of staff, students or other persons in the College are dealt with;
- Emergency procedures, including evacuation in case of fire or bomb threats;
- Ensuring that adequate provision is made for the administration of first aid;
- Facilitating the meeting of a College safety committee, if it is requested by staff or approved trade union safety representatives, and for attending such meetings; and
- Consultation with approved trade union safety representatives on matters affecting the health, safety or welfare of any members of staff and for facilitating the carrying out of their duties, including safety inspections and attendance at training courses.

3.2.2 The School Business Manager

The School Business Manager is responsible for:

- The day to day implementation of the College's Health and Safety Policy;
- Ensuring that members of staff receive appropriate Health and Safety training, including instruction in the use of any equipment or materials that they are expected to use;
- Ensuring that risk assessments are carried out in accordance with the Management of Health and Safety at Work Regulations 2006 in all areas of significant risk, as well as those required under the Control of Substances Hazardous to Health (COSHH) Regulations 2002, the Manual Handling

Operations Regulations 1992 as amended, the Provision and Use of Work Equipment Regulations 1998 and the Display Screen Equipment Regulations 2002;

- Commissioning Health and Safety audits of the College facilities once every two years;
- Notifying either the Health and Safety Executive (HSE) or the Local Authority Health and Safety Adviser as appropriate of any serious accidents to students, staff or other persons and any "near miss" situations, in accordance with the Reporting of Incidents, Diseases and Dangerous Occurrences Regulations;
- Ensuring that all legislative updates or new requirements are brought to the attention of any relevant persons promptly; and
- Ensuring that the first aid supplies and first aid kits are replenished as required; and
- Monitoring the total number of qualified first aiders to ensure adequate levels of first aid cover at all times

3.2.3 Heads of Department/Curriculum Leaders

Heads of Department/Curriculum Leaders are responsible for:

- All matters of Health and Safety in their respective subject areas;
- Bringing to the notice of the School Business Manager any problems or defects affecting the health, safety or welfare of staff, students or other persons in their area;
- Having a working knowledge of regulations, guidance materials and codes of practice in their subject areas;
- Producing a departmental safety policy where there is deemed a risk and revising it as necessary;
- Ensuring that staff have received adequate training on Health and Safety aspects of their specialist areas (particularly where use of potentially hazardous equipment or substances is undertaken);
- Ensuring that necessary personal protective equipment (e.g. eye protection or protective clothing) is available and kept well maintained;
- Ensuring that any risks specific to their area of work are adequately assessed (e.g. risk assessments for the use of tools or equipment and COSHH assessments for the use of hazardous substances); and
- Ensuring that relevant safety signs and notices are displayed (e.g. signs requiring use of eye protection, restricting the use of machines to teaching staff, the positions of gas, water or electrical isolators etc.).

3.2.4 Other teaching staff, teaching assistants and technicians

Other teaching staff, teaching assistants and technicians are responsible for:

- Ensuring that they are familiar with and comply with the College and, where applicable, the departmental Health and Safety Policy;
- Reporting any defects or problems affecting the health and safety of staff, students or any other person, via their Department or Curriculum leader, to the School Business Manager; and
- Co-operating with the College to enable them to comply with the requirements of the Health and Safety at Work etc. Act 1974.

3.2.5 The Site Team

Members of the Site Team, working under the supervision of the School Business Manager, are responsible for:

- Ensuring that they are familiar with and comply with the College's Health and Safety Policy;
- Bringing the College's Health and Safety Policy and risk assessments to the attention of any contract or other staff working under their direction, in so far as it affects the work of such persons (e.g. in the use and storage of equipment and materials);
- Ensuring that all equipment and potentially hazardous materials received have adequate Health and Safety information;
- Ensuring that safe procedures are followed when undertaking work of a potentially hazardous nature. This will include working at heights on steps, ladders or scaffolding, using electrically powered machines, using chemicals and carrying out repair or maintenance work;
- Ensuring that due warning is given of any site operations that could be a hazard to other users of the premises (e.g. by the use of signs to warn of potential hazards, etc.);
- Informing School Business Manager (or, in the School Business Manager's absence, the Headteacher) of the arrival (or expected arrival) of contractors for maintenance work;
- Informing contractors of any hazards that could affect their Health and Safety while working in the College;
- Ensuring the safe use and maintenance of all plant and equipment and the safe use and storage of all materials used for such maintenance; and
- Ensuring that all College minibuses are roadworthy and that transport maintenance, including servicing and MOT tests, are carried out.

3.2.6 First Aiders

The College's First Aiders are responsible for:

- Recording accidents and incidents requiring first aid treatment;
- Maintaining the first aid boxes;
- Alerting the School Business Manager when first aid supplies in the medical room need to be replenished; and
- Checking when they require refresher training and informing the School Business Manager so that this can be arranged.

3.2.7 Safety representatives (appointed by trade unions and professional associations)

Safety representatives have the right to:

- Carry out termly inspections of the premises and submit a written report to the Headteacher;
- Receive any reports of inspections or accident investigations made by the HSE or other regulatory bodies;
- Represent their membership to the Headteacher (as representative of the employer) on matters affecting the health, safety or welfare of staff;
- Represent the staff / union membership on College safety committees and
- Receive such training as may be necessary for them to perform their duties.

3.2.8 Catering Manager

The Catering Manager is responsible for:

- Being familiar with and complying with the College's Health and Safety Policy;
- Ensuring that all kitchen staff receive the training, instruction and information they need to undertake their duties safely and without risk to themselves or others;
- Ensuring that they are familiar with the requirements of the Food Safety Act 1990 (and the regulations published under it) and that they and staff working under them comply with these requirements; and
- Bringing to the attention of the School Business Manager any problems or defects affecting the health and safety of any person in the area for which they have responsibility.

3.2.9 The Educational Visits Coordinator

The Educational Visits Coordinator is responsible for:

- Ensuring that College policy, procedure and practice with regard to educational visits is adhered to by all staff;
- Ensuring the provision of support and training for staff who wish to lead educational visits;
- Consulting B&S Educational Systems and Training Limited (the College's outsourced school visits advisers) regarding any issues about trips and giving them appropriate notice of any residential or hazardous trips; and
- Monitoring all visits.

3.2.10 Finance Officer

The Finance Officer is responsible for:

- Maintaining a system for the booking of College minibuses;
- Maintaining a record of transport use for each journey; and
- Arranging driving tests for staff as required so that all minibus drivers are suitably qualified

3.3 Health and Safety Arrangements

The College's Health and Safety arrangements are set out in alphabetical order below.

3.3.1 Access and exit

The Site Team ensures that College procedures for access to and exit from the College buildings and grounds can be followed. For example, in the event of snow or ice, the first priority will be to clear paths leading to the main entrances for both pupils and staff, before car parks, playgrounds or roadways. The Site Team is responsible for leaf clearance. Access and exit issues are monitored as required at the Site Team's weekly meeting with the School Business Manager.

3.3.2 Accident and near-miss recording and reporting

The College has adopted and complies with the advice given in the relevant WCC 2017 Guidance (summarised in the Compendium to the Bishop Perowne Health and Safety Policy, Section 1).

3.3.3 Blood-borne diseases

The College has adopted and complies with the advice given in the relevant WCC 2017 Guidance (summarised in the Compendium to the Bishop Perowne Health and Safety Policy, Section 2).

3.3.4 Building repairs and contractors

The College has adopted and complies with the advice given in the relevant WCC 2017 Guidance (summarised in the Compendium to the Bishop Perowne Health and Safety Policy, Section 3).

The College recognises the need for appropriate separation of workmen and students, provision for adequate day to day communication between the College and its contractors and the provision of adequate facilities for workmen. All workers on the site must inspect the College's asbestos register to ensure that existing asbestos will not be damaged or disturbed. This register is kept near the medical room on the ground floor of the Perowne Building.

3.3.5 Cleaning and waste disposal

The School Business Manager has overall responsibility for the cleanliness of the College and for ensuring that levels of cleanliness meets basic health and safety standards. In addition:

- The Site Team and contract cleaners are responsible for ensuring the premises are kept clean and that bins are regularly emptied;
- The contract cleaners are responsible for ensuring that wet floor signs are clearly visible when floor cleaning is undertaken (and removed when the floor has dried);
- General liquid spills are to be reported to the School Business Manager and the Site Team is responsible for clearing the spills to minimise the risks of slips, trips and falls. (Liquid spills and escapes of gas and vapours in the science classrooms are subject to the special procedures described in the Science Department's health and safety policy and are not to be dealt with by the Site Team); and
- The Site Team is responsible for disposing of glass and other sharp objects in a safe manner.

The College has adopted and complies with the relevant WCC 2017 guidance on COSHH risk assessments (summarised in the Compendium to the Bishop Perowne Health and Safety Policy, Section 4). Instructions for the use of common cleaning materials are to be followed at all times.

3.3.6 Communications

All members of staff are responsible for informing the School Business Manager of any problems or defects with telephones, broadband and wireless internet communications. The School Business Manager will give appropriate instructions to the Site Team or to the staff and contractors responsible for IT provision.

3.3.7 Consultation (staff / trade union safety representatives)

The College has adopted and complies with the advice given in the relevant WCC 2017 guidance (summarised in the Compendium to the Bishop Perowne Health and Safety Policy, Section 5).

3.3.8 Contractors

The School Business Manager is responsible for:

- The overall managing of work performed by contractors;
- The selection of contractors using best value principles and checking appropriate qualifications and insurance as required;
- Co-ordinating the exchange of information with contractors and agreeing safe working arrangements as required;
- Acting as the point of contact for contractors to report Health and Safety related concerns;
- Ensuring the adequate segregation of contractors and students; and
- Ensuring adequate day to day communication between the College and contractors.

All contractors must sign in and out at the College reception and wear a visitor ID badge at all times.

3.3.9 Design and Technology

Design and Technology comprises creative studies, engineering, food preparation and nutrition (including catering), graphics, resistant materials and textiles.

The DT department follows the Health and Safety framework laid out in the British Standards Institute's Health and safety for design and technology in educational and similar establishments – Code of practice (2014).

3.3.10 Display screen equipment (VDU's)

The College has adopted and complies with the advice given in the relevant WCC 2017 guidance (summarised in the Compendium to the Bishop Perowne Health and Safety Policy, Section 6).

3.3.11 Educational journeys and visits

The College has adopted and complies with the advice given in the relevant WCC 2017 guidance (summarised in the Compendium to the Bishop Perowne Health and Safety Policy, Section 7).

3.3.12 Emergency plans

The Headteacher is responsible for calling the emergency services and coordinating the evacuation together with the School Business Manager. In the Headteacher's absence, the Deputy Heads and the School Business Manager will be responsible. Details of fire evacuation procedures are contained in the Staff Manual. The School Business Manager is responsible for undertaking and reviewing the fire risk assessment and the College's emergency plans for fires, explosions, bomb threats, floods and intruders.

3.3.13 Fire alarms

The College has adopted and complies with the advice given in the relevant WCC 2017 guidance (summarised in the Compendium to the Bishop Perowne Health and Safety Policy, Section 8). The regular testing of fire alarms and record keeping for tests are the responsibility of the Site Team, working under the supervision of the School Business Manager. Where emergency lighting has been installed it is regularly tested.

3.3.14 Fire appliances (extinguishers, fire blankets and hose reels)

The College has adopted and complies with the advice given in the relevant WCC 2017 guidance (summarised in the Compendium to the Bishop Perowne Health and Safety Policy, Section 8).

Arrangements for regular visual inspections and annual examinations are implemented by the Site Team, working under the supervision of the School Business Manager.

3.3.15 Fire evacuation and fire drills

The College has adopted and complies with the advice given in the relevant WCC 2017 guidance (summarised in the Compendium to the Bishop Perowne Health and Safety Policy, Section 8). Drills are usually held at least once a term. The School Business Manager is responsible for arrangements for emergency evacuation drills and for checking and updating the Fire Evacuation Notices. The Site Team, working under the supervision of the School Business Manager, is responsible for the inspection and maintenance of fire exits and escape routes.

3.3.16 Fire prevention

The College has adopted and complies with the advice given in the relevant WCC 2017 guidance (summarised in the Compendium to the Bishop Perowne Health and Safety Policy, Section 8). Good housekeeping is encouraged through the support and advice of the School Business Manager and the Site Team.

3.3.17 Fire risk assessment

The College has adopted and complies with the advice given in the relevant WCC 2017 guidance (summarised in the Compendium to the Bishop Perowne Health and Safety Policy, Section 8). This is a legal requirement that requires the services of a trained specialist. The most recent assessment took place in November 2016. The Fire Risk Assessment will need to be reviewed when there are significant alterations to the College buildings.

3.3.18 First aid

The College has adopted and complies with the advice given in the relevant WCC 2017 guidance (summarised in the Compendium to the Bishop Perowne Health and Safety Policy, Section 9). Note that gloves should be worn whenever blood or other body fluids are involved (see the Compendium to the Bishop Perowne Health and Safety Policy, Section 2).

3.3.19 Flammable substances

The College has adopted and complies with the advice given in the relevant WCC 2017 guidance (summarised in the Compendium to the Bishop Perowne Health and Safety Policy, Section 10).

3.3.20 Good housekeeping

The build-up of clutter is a major cause of accidents and is relatively simple to prevent. Organised working and regular clear-outs are encouraged to prevent its spread. See also: Slips, trips and falls, prevention of.

3.3.21 Hazardous chemicals

The College has adopted and complies with the relevant WCC 2017 guidance on COSHH risk assessments (summarised in the Compendium to the Bishop Perowne Health and Safety Policy, Section 4).

3.3.22 Information and publications

The School Business Manager will help staff needing access to the Handbook of Safety Information, Off-site Visits, Field Studies and Outdoor Education Guidelines and other safety publications (e.g. the DfE Safety

Series). The School Business Manager will ensure that safety information is circulated to the people who need to see it.

3.3.23 Lettings

The School Business Manager is responsible for Health and Safety arrangements with lettings customers of the College, assisted by the Finance Officers who handle bookings and have day to day contact with third party users of the College's facilities.

A written lettings agreement is entered into between the hirer and the College. The Finance Officer will discuss the following with hirers:

- Standard operating procedures;
- Fire and emergency arrangements outside normal College hours;
- The responsibility of the hirers to see to their own first aid provision; and
- The responsibility of the hirers for their own insurance cover (although the College holds its own public liability policy for which a small recharge is made).

3.3.24 Medicines, administration of

Reference should be made to the College's separate Policy for supporting students with medical conditions.

3.3.25 Monitoring of Health and Safety

This is carried out via analysis of safety performance and accident records and trends. Periodic health and safety audits of the College are also carried out by external specialists. All monitoring is led by the School Business Manager and is presented to the Effective Leadership and Management (ELM) Committee of the Governing body.

3.3.26 Near misses

The College has adopted and complies with the advice given in the relevant WCC 2017 Guidance (summarised in the Compendium to the Bishop Perowne Health and Safety Policy, Section 1). Systematic consideration of near misses that occur is carried out by the ELM Committee.

3.3.27 Playground safety and supervision

The College has adopted and complies with the advice given in the relevant WCC 2017 Guidance (summarised in the Compendium to the Bishop Perowne Health and Safety Policy, Section 11).

3.3.28 Physical Education

See PE departmental policy. The PE Equipment is inspected regularly by an independent firm of safety checkers.

3.3.29 Portable electrical appliance (PAT) testing

A cycle for testing electrical equipment is maintained by the School Business Manager. Members of staff are encouraged to perform visual inspections. Defective equipment should be reported to the School Business Manager immediately. All defective equipment should be removed until repaired or replaced. A regular testing and inspection cycle is carried out by a competent person for all equipment used by

students and staff. The PAT records are kept in the School Business Manager's office. See the Compendium to the Bishop Perowne Health and Safety Policy, Section 12.

3.3.30 Public Performances

See Performing Arts Health and Safety Policy.

3.3.31 Records

These are maintained by the School Business Manager, including records of accidents, boiler inspections/repairs, fire alarm tests, fire drills, fire appliances, machinery inspections, portable electrical appliances, pressure vessels etc., except where already dealt with under other headings.

3.3.32 Risk Assessments

The College has adopted and complies with the advice given in the relevant WCC 2017 guidance (summarised in the Compendium to the Bishop Perowne Health and Safety Policy, Section 13). Curriculum related risk assessments are stored in the relevant departments.

3.3.33 Safety Inspections

A College health and safety inspection is carried out by the Headteacher and the School Business Manager at least once a term. This forms the basis of instructions given to the Site Team to make good any deficiencies. The College commissions Health and Safety audits of the College site on a regular basis, in consultation with Place Partnership, the College's advisor on property services including statutory health and safety obligations.

3.3.34 Science

See Science Health and Safety Policy.

3.3.35 Security

The College has arrangements for visitor passes to be obtained from the reception desk. External fire exits can be opened from the inside only.

3.3.36 Slips, trips and falls, prevention of

The HSE leaflet Preventing Slip and Trip Incidents in the Education Sector considers the serious nature of slip and trip accidents (approximately a third of all serious accidents in schools to both students and staff) and gives many practical suggestions for reducing risks. Removal of clutter, prompt clearing up of spills and the wearing of appropriate shoes (by both students and staff) can have at least as much effect as the provision of specialist surfaces. The College recognises and complies with this advice.

3.3.37 Smoking

The entire College site is a 'no smoking site'. Smoking is prohibited on the College campus.

3.3.38 Stage lighting

The College has adopted and complies with the advice given in the relevant WCC 2017 Guidance (summarised in the Compendium to the Bishop Perowne Health and Safety Policy, Section 14).

3.3.39 Stress and staff well-being

Teaching staff experiencing problems should refer their concerns to the Headteacher. Support Staff experiencing problems should refer their concerns to their line manager.

3.3.40 Training – induction

Arrangements for Health and Safety training of new staff are part of the induction package led by the Senior Leadership Team.

3.3.41 Training – specific

Arrangements are made for providing staff with specific training needs, e.g. legionella and manual handling for caretakers.

3.3.42 Violent incident reporting

This takes place by means of the College's accident reporting procedure. The College has adopted and complies with the advice on accident reporting given in the relevant WCC 2017 Guidance (summarised in the Compendium to the Bishop Perowne Health and Safety Policy, Section 1).

3.3.43 Working alone on site

Various personnel need to work alone (e.g. site team members and contract cleaners) or choose to work at College when others have gone home. The College has adopted and complies with the advice given in the relevant WCC 2017 Guidance (summarised in the Compendium to the Bishop Perowne Health and Safety Policy, Section 15).

3.3.44 Working at height

The College has adopted and complies with the advice given in the relevant WCC 2017 Guidance (summarised in the Compendium to the Bishop Perowne Health and Safety Policy, Section 16).

4 DISSEMINATION

4.1 Promoting Awareness

We will raise awareness of this policy via:

- The College website www.bishopperowne.co.uk
- Meetings with College personnel and volunteers
- Reports such as the annual report to parents and Headteacher reports to the Governing Board

4.2 Training

All school personnel:

- Receive training on induction which specifically covers:
 - All aspects of this policy
- Receive periodic training so that they are kept up to date with new information;
- Receive equal opportunities training on induction in order to improve their understanding of the Equality Act 2010 and its implications.

4.3 Monitoring the Effectiveness of the Policy

This policy will be reviewed annually or when the need arises.

5 GLOSSARY

Glossary of terms used within this policy and procedure document. For the full Glossary of terms used at Bishop Perowne CE College, please refer to the document “REF-02 Glossary of Terms”.

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