



ALSOP HIGH SCHOOL

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Health and Safety Policy

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1.0 POLICY STATEMENT

1.1 LIVERPOOL CITY COUNCIL'S POLICY ON HEALTH AND SAFETY AT WORK (Health and Safety at Work Act 1974)

The policy of Liverpool City Council is to provide a safe place of work for each of its employees, service users, visitors and members of the public, by taking such reasonable steps as are necessary to eliminate hazards to health and eliminate causes of foreseeable accidents. To this end, the creation of a positive Health and Safety culture, which secures involvement and participation at all levels on all matters related to Health and Safety will be the main objective. This is essential in order to create a continually improving awareness of the obligations that all employees have in achieving a positive reduction in the incidence of accidents and hazards to health.

Therefore, under the provisions of the Health and Safety at Work Act 1974, the City Council recognises its managerial responsibilities and, so far as is reasonably practicable, will:-

1. Provide and maintain a safe and healthy workplace with due regard to statutory requirements.
2. Provide training and instruction to enable employees to perform their work safely and efficiently. Additionally, special training will be given where appropriate.
3. Provide necessary safety devices and protective equipment and supervise their use.
4. Operate a system of joint consultation to promote good practices covering Health and Safety.
5. Maintain a continuing interest in Health, Safety and Welfare matters applicable to the Council's activities.

Under the Health and Safety at Work Act 1974 employees have a corresponding duty to co-operate in the above objectives, individually and collectively, by:

- Working safely and efficiently, using the protective equipment provided, in accordance with the statutory obligations.
- Considering the safety of other employees, service users and members of the public on Council premises and reporting incidents to managers or supervisors which may have led or may lead to injury or damage.
- Familiarising themselves with, and adhering to, the Council's rules and procedures for securing a safe place of work.
- Co-operating in joint consultation exercises.
- Assisting in the investigation of accidents or incidents with the aim of introducing measures to prevent recurrence.

For and on behalf of
LIVERPOOL CITY COUNCIL

Chief Executive

September 2002

1.2 SUPPLEMENTARY STATEMENT

The City Council's General Statement of Health and Safety Policy is supplemented by this statement which has been drawn up to deal specifically with the organisation and arrangements made to implement that Safety Policy within Local Education Authority schools.

1.3 PREPARATION OF SAFETY POLICY

It is the duty of every employer (the Local Education Authority or, in the case of voluntary aided schools, the Governing body) to prepare and, as often as may be appropriate, revise a written statement of the general policy with respect to the health and safety at work of all its employees and the organisation and arrangements for carrying out that policy, and to bring the statement and any revision of it to the notice of those employees.

1.4 EMPLOYER'S DUTIES HEALTH AND SAFETY AT WORK ACT 1974

The statutory responsibility for health and safety will be substantially unchanged by financial delegation. The Local Education Authority will retain the primary responsibility as the employer for the health, safety and welfare of all its employees and of other persons (students and visitors) who use educational premises under Sections 2 and 3 of the Health and Safety at Work Act 1974, in respect of county schools or voluntary controlled schools. In the case of voluntary aided schools the governing body is the employer and will have the same duties and responsibilities.

It is also the legal responsibility of every employee, regardless of position, to take reasonable care for the health and safety of him/herself and others (both colleagues, students, and members of the public) whilst at work; and to co-operate with management or other authorised persons in complying with all Regulations, Codes of Practice, Safety Instructions and Statutory Requirements.

1.5 OVERVIEW

The Education Authority has statutory responsibility to ensure, so far as is reasonably practicable, the safety, health and wellbeing (welfare) of employees, pupils and others affected by its activities. However, this has to be achieved within the framework of The Education Reform Act 1988 and the Management of Health and Safety at Work Regulations 1999, the Fire Precautions Act 1997 as amended by the Fire Precautions (Workplace) Regulations 1999.

In essence, a partnership is required involving:

- a) the Local Education Authority providing advice and guidance on standards to be set and producing a suitable and effective system for the monitoring and review of health and safety practices and procedures within schools.
- b) School governors discharging their roles under the Education Acts and HSE Management Regulations, by agreeing to establish health and safety standards, and following advice and guidance from the Local Education Authority.
- c) Headteachers having responsibility for day to day operation of their schools with LEA guidance and governors' resolutions; and
- d) Employees and service users exercising personal care and co-operation with the LEA to secure their safety, health and wellbeing.

1.6 Also High School General Statement of Policy

The head teacher and governors of Alsop High School recognise that on behalf of the employer they have overall responsibility for certain aspects of the organisation and implementation of a Health and Safety Policy, and that key personnel in the management structure such as the Headteacher, some heads of departments and premises officers are identified and their health & safety roles defined within the area appropriate to their contract of employment. The duty to co-operate with the employer is recognised. The employer having responsibility for ensuring that any necessary detailed arrangements for safe working are drawn up, implemented and maintained.

The Alsop High School recognises the importance of health, safety and welfare in the successful operation of its activities and believes that the active participation of all members of staff is essential to maintain the highest practical standards of accident prevention.

All school activities will be conducted with due regard to all statutory requirements with appropriate safeguards being instituted to minimise the risk to the health and safety of our employees, pupils and all others who may be affected by our activities and operations.

These aims will be achieved as far as is reasonably practicable within the framework of the schools organisational structure and in accordance with school Health and safety policy detailed herein.

This policy will be brought to the attention of all employees and will be subject to review and revision as necessary.

Mr C. Wilson _____signature
Headteacher
Alsop High School

Mrs M. Fielding. _____signature
Chair of Governors
Alsop High School

2.0 ORGANISATION AND ARRANGEMENTS FOR THE IMPLEMENTATION OF THE POLICY

2.1 THE LOCAL EDUCATION AUTHORITY'S RESPONSIBILITIES

The principal responsibilities of the LEA are to provide:-

- a) professional leadership and advice in respect of the priorities and standards for health and safety based on up-to-date knowledge and legal obligations;
- b) guidance to promote a clear indication of the practical standards to be achieved;
- c) monitoring with regard to standards set by the LEA; and
- d) feedback on performance and, if necessary, the introduction of remedial action where serious failings arise.

The Executive Director of Education and Lifelong Services is ultimately responsible and accountable for achieving the objectives of the Health and Safety Policy within the education service in cases where the LEA is the employer. In particular, he will ensure that his officers know and accept their responsibilities under the Council's Health and Safety Policy and that they are equipped to carry out those responsibilities.

In practice the Executive Director will normally delegate operational responsibilities as follows:-

- i) Heads of Education Services will be responsible for all aspects of health and safety relevant to their own service areas and will:
 - a) ensure that all personnel are conversant with and accept their responsibilities under the Council's Health and Safety Policy and that they are trained and equipped to carry out those responsibilities; and
 - b) monitor and appraise the effectiveness of the arrangements made to implement the Safety Policies.
- ii) The Health and Safety Unit will act as liaison in dealing with matters raised by the Health and Safety Executive, Merseyside Fire Brigade or Trade Union Representatives.
- iii) The Health and Safety Unit will advise on all matters of safety and health and responsibilities under regulations and codes of practice and assist with such inspections as may be required.
- iv) The Heads of Department, and/or Technical Officers (craft, design, technology, science etc.) will advise on all matters of safety and health within their fields of responsibility.

2.2 THE DUTIES OF THE GOVERNING BODY

In the discharge of its duty the governing body, in consultation with the Headteacher, will:-

- Make itself familiar with the requirements of the Health and Safety at Work etc Act 1974 and any other health and safety legislation and codes of practice which are relevant to the work of the school, in particular the Management of Health and Safety at Work Regulations 1999.
- Ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school.
- Periodically assess the effectiveness of this policy and ensure that any necessary changes are made.
- Identify and evaluate all risks relating to:

- i. accidents;
 - ii. health;
 - iii. unsafe activities and unsafe conditions;
 - iv. school-sponsored activities (including work experience);
 - v. Any other hazards which may be present.
- Identify and evaluate risk control measures in order to select the most appropriate means of minimising risk to employees, pupils and others.
 - Create and monitor the management structure.

In particular the governing body undertakes to provide:-

- a safe place for employees and pupils to work including safe means of entry and exit;
- plant, equipment and systems of work which are safe;
- safe arrangements for the handling, storage and transport of articles and substances;
- safe and healthy working conditions which take account of all appropriate:
 - i. statutory requirements;
 - ii. codes of practice whether statutory or advisory;
 - iii. guidance whether statutory or advisory.
- Information, instruction, training and supervision so that all employees, pupils and others can perform their school-related activities in a healthy and safe manner. All employees will be offered the opportunity to receive such health and safety training as is appropriate to their duties and responsibilities, which will be given before an employee commences any relevant work. Wherever training is required by statute or considered necessary for the safety of employees, pupils and others then the governing body will ensure that such training is provided. Pupils will receive such training as is considered appropriate to the school-related activities which they are carrying out. All training will be regularly updated.
- Personal Protective Equipment and clothing together with any necessary information, instruction, training and supervision.
- Adequate welfare facilities.

2.3 THE DUTIES OF THE HEADTEACHER

As well as the general duties which all employees have, the Headteacher has responsibility for the day to day management of safe working practices and conditions for teaching staff, non-teaching staff, ancillary staff, pupils, visitors and any other person using the premises or engaged in activities sponsored by the school and will take all reasonably practicable steps to achieve this end through the heads of the appropriate departments, senior members of staff, teachers and others, as appropriate.

The Headteacher is required to take appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times.

In particular, the Headteacher will:-

- (a) be aware of the basic requirements of the Health and Safety at Work etc Act 1974 and any other health and safety legislation and codes of practices relevant to the work of the school; especially The Management of Health and Safety at Work Regulations 1999;
- (b) ensure, at all times, the health, safety and welfare of employees, pupils and others using the school premises, facilities, services, attending or taking part in school-sponsored activities;

- (c) ensure safe working conditions for the health, safety and welfare of employees, pupils and others using the school premises and facilities;
- (d) ensure safe working practices and procedures throughout the school including those relating to the provision and use of machinery, work equipment and other apparatus, so that each task is carried out to the required standards and so that all risks are controlled;
- (e) consult with members of staff, including the safety representatives, on health and safety issues;
- (f) carry out suitable and sufficient assessments of:-
 - the risks to the health and safety of employees and pupils to which they are exposed while they are on school premises or during school activities
 - the risks to the health and safety of persons not in the school's employment arising out of or in connection with the school's undertaking;
 - record the significant findings of the assessment;
 - formulate control measures to eliminate hazards identified during the assessment;
 - implement the control measures into the normal operating procedures of the facilities under their control;
 - monitor the effectiveness of the control measures to ensure they are working as planned;
 - review the effectiveness of the control measures and upgrade them if necessary
 - carry out regular formal safety inspections of each facility to ensure safe procedures are in place and check the integrity of all plant, equipment, fixtures and fittings. Keep suitable records of the findings of these inspections and any action taken as a result.
- (g) carry out periodic reviews and safety audits on the findings of the risk assessment;
- (h) identify the training needs of employees and pupils and ensure, within the financial resources available, that all employees and pupils who have training needs receive adequate and appropriate training and instruction in health and safety matters;
- (i) encourage employees, pupils and others to promote health and safety;
- (j) ensure that any defects in the premises, its plant, equipment or facilities which relate to or may affect the health and safety of employees, pupils and others are made safe without delay;
- (k) encourage all employees to suggest ways and means of reducing risks;
- (l) collate accident and incident information and, when necessary, carry out accident and incident investigations;
- (m) monitor the standard of Health and Safety throughout the school, including all school based activities, encourage employees, pupils and others to achieve the highest possible standards and discipline those who consistently fail to consider their own well-being or the health and safety of others;
- (n) monitor first aid and welfare provision;
- (o) monitor the management structure, along with the governors.
- (p) Retain documented proof of those employees that have seen and understood the School Health & Safety Policy.

2.4 THE DUTIES OF MANAGERIAL EMPLOYEES (Deputy Heads, Department Heads and other Key Personnel)

All managerial employees (e.g. heads of department, co-ordinators, science technicians, etc.) will make themselves familiar with the requirements of the Health and Safety at Work, etc Act 1974 and any other health and safety legislation and codes of practice which are relevant to the work of their area of responsibility; especially The Management of Health and Safety at Work Regulations 1999.

In addition to the general duties which all employees have, they will be directly responsible to the Headteacher or the member of staff nominated by the Headteacher to have overall day to day responsibility for the implementation and operation of the school's health and safety policy within their relevant departments and areas of responsibility.

They will take a direct interest in the school's health and safety policy and in helping employees, pupils and others to comply with its requirements.

As part of their day-to-day responsibilities, managerial employees will ensure that:-

(a) safe methods of working are implemented throughout their department, by supporting the Headteacher in carrying out suitable and sufficient assessments of;

- the risks to the health and safety of employees and pupils to which they are exposed while they are on school premises or during school activities
- the risks to the health and safety of persons not in the school's employment arising out of or in connection with the school's undertaking;

They will also assist the Headteacher to:-

- record the significant findings of the assessment;
 - formulate control measures to eliminate hazards identified during the assessment;
 - implement the control measures into the normal operating procedures of the facilities under their control;
 - monitor the effectiveness of the control measures to ensure they are working as planned;
 - review the effectiveness of the control measures and upgrade them if necessary
 - carry out regular formal safety inspections of each facility building/area for which they are responsible to ensure safe procedures are in place and check the integrity of all plant, equipment, fixtures and fittings. Keep suitable records of the findings of these inspections; and any actions taken as a result.
 - ensure health and safety regulations, rules, procedures and codes of practice are being applied effectively;
- (b) employees, pupils and others under their jurisdiction are provided with adequate information, instruction and training in safe working practices;
- (c) new employees working within their department are provided with adequate information, instruction and training in safe working practices;
- (d) regular safety inspections are made of their area of responsibility as required by the Headteacher or as necessary;

- (e) positive, corrective action is taken where necessary to ensure the health and safety of all employees, pupils and others;
- (f) all plant, machinery and equipment in the department in which they work is adequately guarded;
- (g) all plant, machinery and equipment in the department in which they work is maintained in good and safe working order; and regularly inspected by a competent person.
- (h) all reasonably practicable steps are taken to prevent the unauthorised or improper use of any plant, machinery and equipment in the department in which they work;
- (i) appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the department in which they work.
- (j) toxic, hazardous and highly flammable substances in the department in which they work are safely and suitably labelled, used, stored and disposed of;
- (k) they monitor the standard of health and safety throughout the department in which they work, encourage employees, pupils and others to achieve the highest possible standards of health and safety and discipline those who consistently fail to consider their own well being or the health and safety of others;
- (l) all the safety signs used meet the statutory requirements;
- (m) all Health and Safety information is communicated to the relevant persons;
- (n) they report, any Health and Safety concerns to the appropriate individual.

2.5 THE DUTIES OF ALL OTHER EMPLOYEES

All employees will make themselves familiar with the requirements of the Health and Safety at Work, etc Act 1974 and any other health and safety legislation and codes of practice which are relevant to the department in which they work, especially The Management of Health and Safety at Work Regulations 1999. They should:

- (a) take reasonable care of their own health and safety and any other persons who may be affected by their acts or omissions at work;
- (b) as regards any duty or requirements imposed on his or her employer or any other persons by or under any of the relevant statutory provisions, co-operate with him or her so far as necessary to enable that duty or requirement to be performed or complied with.

All employees are expected to familiarise themselves with the health and safety aspects of their work and to avoid conduct which would put them or anyone else at risk.

In particular all employees will:-

- be familiar with the safety policy and any and all safety regulations as laid down by the governing body;
- ensure health and safety regulations, rules, routines and procedures are being applied effectively by both employees and pupils;
- ensure that all plant, machinery and equipment is adequately guarded;
- ensure that all plant, machinery and equipment is in good and safe working order;
- not make unauthorised or improper use of plant, machinery and equipment;

- use the correct equipment and tools for the job and any protective equipment or safety devices which may be supplied;
- ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled;
- report any defects in the premises, plant, equipment and facilities which they observe;
- take an active interest in promoting health and safety and suggest ways of reducing risks.
- Assist the Headteacher or his/her delegated representative to carry out suitable and sufficient assessments of;
 - the risks to the health and safety of employees and pupils to which they are exposed while they are on the school premises or during school activities;
 - the risks to the health and safety of persons not in the school's employment arising out of or in connection with the school's undertaking.
- Assist the Headteacher or his/her delegated representative to;
 - record the significant findings of the assessment;
 - formulate control measures to eliminate hazards identified during the assessment;
 - implement the control measures into the normal operating procedures of the facilities under their control;
 - monitor the effectiveness of the control measures to ensure they are working as planned;
 - review the effectiveness of the control measures and upgrade them if necessary;
 - carry out regular formal safety inspections of each facility to ensure safe procedures are in place and check the integrity of all plant, equipment, fixtures and fittings.
 - keep suitable records of the findings of these inspections: and any action taken as a result

2.6 THE DUTIES OF HIRERS, CONTRACTORS AND OTHERS

When the premises are used for purposes not under the direction of the Headteacher then the principal, or person in charge of the activities for which the premises are in use will have responsibility for safe practices.

The Headteacher or the co-ordinator will seek to ensure that hirers, contractors and others who use the school premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times.

When the school premises or facilities are being used out of normal school hours as long as they are being used for school-sponsored or school-run activities they are suitably insured. However, the organiser of a non-school-run or school sponsored activity, even if an employee, for the purposes of this policy will be treated as a hirer. The Headteacher or the Co-ordinator will ensure that hirers, contractors or others who use the school premises provide written confirmation of public Liability Insurance cover (ideally £2 million Indemnity) before hiring of the premises is allowed.

When the premises are hired to persons outside the employ of the Local Education Authority or the Governing body, it will be a condition for all hirers, contractors and others using the school premises or facilities that they are familiar with this policy, that they comply with all safety directives of the Local Education Authority or the Governing body and that they will not without the prior consent of the Local Education Authority or the Governing body:

- (a) introduce equipment for use on the school premises
- (b) alter fixed installations
- (c) remove fire and safety notices or equipment
- (d) take any action that may create hazards for persons using the premises or the employees or pupils of the school.

All contractors who work on the school premises are required to ensure safe working practices by their own employees under the provisions of the Health and Safety at Work Act 1974 and must pay due regard to the safety of all persons using the premises in accordance with ss.3-4 of the Health and Safety at Work Act 1974. Contractors will provide a written '**Method Statement**' describing how the work is to be carried out safely. The Contractor will also provide copies of any risk assessments which have been carried out, **prior** to any hazardous activities to be undertaken during the contract work.

In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe the Headteacher will take such actions as are necessary to protect persons in his or her care from risk of injury.

The Local Education Authority and the Governing body draws the attention of all users of the school premises (including hirers and contractors) to s.8 of the Health and Safety at Work Act 1974, which states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.

3.0 CODES OF PRACTICE AND SAFETY RULES

In consultation with the Local Education Authority and the Governing body (where appropriate) and taking into account the requirements of this statement the Headteacher will approve (where necessary) codes of practice for the observation of safety requirements in school.

From time-to-time, the Department for Education and Employment (DfEE), the Health and Safety Executive and other regulatory or advisory bodies will issue codes of practice on particular topics for the guidance of Headteachers and others who are in control of educational premises; who will then normally incorporate such codes into their health and safety policy and procedures. If the Headteacher considers the inclusion of all or any such documents into this policy to be inappropriate, he or she will be required to demonstrate to the satisfaction of the governing body that he or she has already introduced codes of practice and methods of working which achieve a similar or higher standard of health and safety.

3.1 EMERGENCY AND EVACUATION PLANS

The Headteacher will ensure that an emergency plan is prepared to cover all foreseeable major incidents which could put at risk the occupants or users of the school. This plan will indicate the actions to be taken in the event of a major incident so that everything possible is done to:

- **save life**
- **prevent injury**
- **minimise loss.**

This sequence will determine the priorities of the emergency plan.

The plan will be agreed by the governing body and be regularly rehearsed by employees and pupils, once every half-term. The result of all such rehearsals will form part of the regular risk assessment survey and the outcome will be reported to the governing body.

3.2 VISITORS

School Management will meet its statutory obligation to visitors arising under criminal liability from the Health and Safety At Work Act 1974 and Regulations issued hereunder and civil liability to lawful and unlawful visitors under the Occupiers Liability Act 1984.

Lawful Visitors

School Management will ensure that the:-

- Premises
- All the plant
- Equipment
- Systems

are safe for the purpose for which the visitor is present by carrying out risk assessments and implementing any remedial action identified as being necessary.

Visitors should report to the Administration Office to sign in and receive instructions/visitor badges.

Verbal / written instructions should be provided to each visitor; appropriate as to what is expected of the visitor to ensure their health and safety and that of others with them. This should also include instructions to drivers of vehicles delivering or collecting items from the school premises. The information given should include safe driving speeds while on school premises, parking, safety in loading/ unloading etc.

Unlawful Visitors

School Management will take all reasonably practicable steps to prevent unauthorised access to school premises and discourage the presence of unlawful visitors through signage and internal security measures. School employees should co-operate with the Headteacher in discouraging unlawful visitors by verbally challenging persons identified as trespassing on the school premises, making it clear that they leave.

When unlawful visitors are known to be/suspected of being present on school premises, employees are to refrain from any hazardous activities or taking action which may put themselves or such unlawful visitors at risk. The City Council Security Force and / or the Police should be called if necessary.

4.0 FIRST AID PROVISION

4.1 FIRST AID

The Health and Safety (First Aid) Regulations 1981 place a general duty on employers to make adequate first aid provision for their employees if they are injured or become ill at work. They include the appointment of qualified first aiders and “appointed persons”.

The approved Code of Practice and Guidance published in 1997 states:

The arrangements for first aid provision must be adequate to cope with all foreseeable major incidents. It should be remembered that there are two levels of first aid training:-

The first level is the full four-day course that upon completion qualifies the holder as a full first aider for a period of three years. As the full first aid qualification is only valid for three years, full first aiders must undergo refresher training prior to the three year deadline, failure to do this will invalidate the qualification and require the person to undertake the full first aid training course again

The second course is the one-day Emergency first aid course, which upon completion qualifies a person as an emergency first aider (which is suitable for an appointed person). Emergency first aiders should

update their skill levels and competency by undertaking the emergency first aid course at least once every three years.

The number of certificated full first aiders will not, at any time, be less than the number required by law and all must have valid/current certificates.

To establish the level of first aid provision required, a suitable and sufficient risk assessment of first aid needs must be carried out.

When carrying out this risk assessment, the first aid 'needs' for employees, pupils and visitors need to be included, as do the following points;

- The size of the facility
- The layout e.g. split site, number of levels, outlying buildings etc
- The location (is it remote from emergency services, as the response time will be slower)
- Are there any specific hazards on site e.g. chemicals, dangerous tools/machinery etc

There is a guidance book available from the Department for Education and Employment (DfEE) entitled 'Guidance on First Aid for Schools – A good practice guide' (contact details given on page 51 of this document).

At the discretion of the Headteacher or Governing body; other employees will be given certificated training in emergency first aid techniques as required to give them a basic, minimum level of competence (a one-day course). The governing body will determine the number of such trained Emergency first aiders, as that being sufficient to meet the needs for all foreseeable circumstances.

Supplies of first aid material will be held at various locations throughout the school. These locations will be determined by the Headteacher. They will be prominently marked and all employees will be advised of their position. The materials will be checked regularly and any deficiencies made good without delay.

Adequate and appropriate first aid provision will be made available for all out of school activities.

A First Aid kit should be available on mini-buses or other vehicles used to transport employees, governors and pupils.

When summoned to an accident, the First Aider will, as far as is practicable take charge, render such first aid as is advised or authorised for certificated First Aiders and, as required, call the emergency services or ensure that the emergency services have been called.

On no account should injured persons be left alone or allowed to go to hospital by themselves. Should an ambulance be required, the First Aider is to stay with the injured person until it arrives and to give full details to the ambulance staff. Where possible the First Aider should accompany the injured or sick person to the hospital, doctor or their home.

A record will be made of each occasion any employee; pupil or other person receives first aid treatment either on the school premises or as part of a school-related activity, using the Corporate accident/incident report form (form ACC1).

4.2 NUMBERS OF EMPLOYEES AND APPOINTED PERSONS

In any undertaking the more employees there are, the greater is the probability of injury or illness occurring at work. The number of employees should not be regarded as the only factor in deciding whether First Aiders are needed and, if they are, how many would be appropriate.

The employer has to provide, as a minimum, an appointed person at all times when employees are at work. In low risk situations, e.g. schools, an employer will need one First Aider during normal working hours for every 50 employees. In hazardous situations the employer should decide what number of

First Aiders will be adequate and appropriate, but this should not be less than one for every 50 employees. An employer may provide any number of First Aiders in addition to the requirements of this Approved Code of Practice even in situations where a First Aider is not identified as being essential.

It is the policy of the Education Authority to ensure prompt and correct attention for all persons, pupils, visitors and employees associated with its activities who are injured or become ill.

To this end the authority's policy for schools is as follows:

1. The person(s) chosen to be the First Aider(s) should be selected on the basis of being competent, able to act in an emergency and having a degree of organisational ability. The criterion of 'being available' does not always imply practitioner skills.
2. There should be one First Aider in each school or in each separate wing of the larger secondary schools, with sufficient appointed persons to be available in case of absence or for 'cover' purposes.

Whilst this is sufficient in terms of legislation, it should be noted that there are particular 'high risk' areas of schools and colleges. Certain areas, e.g. home economics, gymnasia, laboratories and workshops, would benefit if employees are suitably trained in first aid procedures.

3. First aid notices should be posted in prominent positions in the school, and should contain details of the names of the First Aiders and appointed persons and the location of the first aid boxes.
4. Properly stocked first aid boxes should be available.
5. The Headteacher should make an overall assessment of the arrangements to ensure that they are suitable and sufficient.

4.3 SCHOOL ORGANISATION FOR FIRST AID

First Aid Notices (to be completed by Headteacher)

Names and locations of First Aiders are posted on notice boards in:

The School Office

First Aid Boxes

First Aid boxes are located in:

**School Office, with all first aiders,
all Preparation Rooms, all Technology rooms,
6th Form, Heads of Faculty and Mentors**

Portable first aid boxes for use on school visits are obtainable from the school office.

The Supervisory Assistants hold a portable first aid box, for use during the lunch hour.

Children will not have free access to first aid boxes.

Accident Reports

Accidents must be reported to the Headteacher or acting Headteacher and the Accident Book filled in carefully and accurately. Accident report forms will be completed by the Headteacher where appropriate as soon as possible.

Transportation

In general, if a patient requires hospital treatment for injury or illness, an ambulance should be called by dialling 999 or 9 - 999 if calling through a switchboard. At the Headteacher's discretion, an injured

or sick adult or child may be taken home by taxi or car, provided they are accompanied by a person other than the driver.

If private transport is to be used the Headteacher or acting Headteacher must authorise a nominated member of staff as the driver; ensuring that the driver is adequately insured (business use insurance cover) to drive the vehicle. These checks should be carried out and documented as part of an emergency plan.

Medication in School

If children need to take medication during school hours, parents must inform the Headteacher of this requirement either in writing or in person. Medication must be kept in the medical stock room, where the child should attend at the stated time(s).

Emergency Details

When a child is admitted, the parent should complete the emergency detail pro forma, including details of telephone numbers for contact. **These form are kept on the School Admin System. Changes of address and telephone numbers must be noted.**

5.0 FIRE AND EMERGENCY PROCEDURES

5.1 PROCEDURE IN CASE OF FIRE

ON DISCOVERY OF FIRE:

1. Operate the nearest fire alarm immediately.
2. Call the Fire Brigade by dialling 999 on the telephone, give the operator your telephone number and ask for 'Fire Brigade'. When the Fire Brigade replies give them your location and the location of the fire distinctly. **DO NOT** assume that the call has been received until it has been acknowledged by the Fire Brigade.
3. Tackle the fire with an extinguisher only if safe to do so.
4. If not, proceed to the **Assembly Point according to Fire Plan**

FIRE FIGHTING

Hand fire appliances appropriate to the risk are provided. Employees should make themselves aware of their location. However, it is emphasised that these appliances are provided for 'FIRST-AID' fire fighting on small outbreaks that can be tackled safely. Where any danger to life, however slight, exists the door to the affected room should be closed and employees, pupils and visitors should leave the building by the nearest safe exit. (The fire alarm will have been operated on the discovery of the fire).

FIRE AND EMERGENCY EVACUATION

General Instructions

The laid down fire procedure requires the complete evacuation of any building, either in case of fire, or any other emergency affording a risk to life.

The fire alarm is the recognised signal for evacuation and must never be used for any other purpose. Unless previously informed of testing or maintenance, evacuation must take place on the sounding of the alarm.

THE OBJECTIVES of the exercise, whether a drill or a real fire, are:

- i) to prevent panic and ensure the safe, orderly and efficient departure of all occupants from the building, and

- ii) to train pupils and other personnel to react rapidly and rationally when confronted with a fire or other emergency, whether at school or elsewhere.

THE SEQUENCE of events is:

- i) Alarm
- ii) Dial 999 or if going through a switchboard 9 999
- iii) Evacuation
- iv) Assembly
- v) Roll Call
- vi) Tackle the Fire

All employees have an important part to play in evacuation procedure. They should make themselves aware of the following:

- i) location, method of operation and nature of fire alarm.
- ii) location of emergency exits and staircases. Details of any patent locks and bolts fitted to the exits.
- iii) alternative route from the working area to safety, particularly on upper floors
- iv) assembly point for the building

Evacuation procedure

When the alarm sounds the following action must be taken by all employees, without exception:

- i) check all classrooms in the area as well as toilets of both sexes, staff and storerooms, offices, etc.
- ii) instruct all occupants to leave the building. (This includes pupils, visitors, outside workers and members of the public)
- iii) leave the building by the nearest safe staircase and exit and go to the Assembly Point.

LIFTS MUST NOT BE USED.

Teaching staff should assume the duties of Fire Marshals.

Fire Marshals should:

- i) bring up the rear and ensure all persons leave the area;
- ii) wait on staircase landings to be joined by Marshals from any floors above;
- iii) keep traffic moving steadily and calmly. **DO NOT ALLOW RUNNING OR NOISE.**
- iv) be prepared to direct occupants to an alternative route if nearest route is impassable;
- v) prevent re-entry to a cleared area for any reason;
- vi) prevent any movement against the traffic flow;
- vii) report to the Headteacher at the Assembly Point.

Office Employees

In office areas the senior employee present will be responsible for evacuation of the area under his/her control.

Assembly point

Control at the Assembly Point is an essential feature of an effective fire procedure. Pupils, and all other persons, must proceed to the fire Assembly Point where class teachers should check the roll and inform the Headteacher that all are present or unaccounted for.

In the case of fire, it is the Headteacher's (or his/hers health and safety appointed person) task to meet the Fire Brigade appliance and inform the Senior Fire Officer whether or not all persons have safely left the building. He/she should also:

- i) receive reports from Fire Marshals and complete the building check list;

- ii) arrange where necessary for the attending fire crews to be assisted, including the provision of guides to affected areas;
- iii) keep road ways clear for emergency traffic;
- iv) permit re-entry only when clearance has been received from the Senior Fire Officer attending; (employees at the Assembly Point should be co-opted to assist if necessary); and
- v) arrange for first aid treatment and, if necessary, conveyance to hospital for any injured evacuees.

FIRE DRILLS will be held frequently – i.e. at least once each half term.

Particular areas of the school where fires could break out will be blocked off on some occasions. Pupils should be aware of correct procedure (i.e. find nearest alternative unobstructed route). Drills will also be held on occasions when parts of the building are blocked off for major repairs.

Dates/times of drills will not be notified in advance.

ALL EMPLOYEES must treat a fire drill as if it were the real thing.

It is important to remember that:

FIRE FIGHTING MUST ALWAYS BE SECONDARY TO LIFE SAFETY.

FIRE ALARMS will be tested weekly from different call points.

All drills and fire alarm tests must be recorded in the 'Fire Log Book' in the Headteacher's office, together with details of any other action relating to fires and fire safety equipment.

STATUTORY REQUIREMENT

The Fire Precautions (Workplace) Regulations 1999 require that a ***FIRE RISK ASSESSMENT*** must be carried out for all workplaces. This includes schools and is irrespective of whether they already hold a *Fire Certificate*.

Standard documentation which will assist the Headteacher and/or Governing body in carrying out Fire Risk Assessments and Fire Safety Inspections is available from the;

**Health and Safety Unit
5th Floor Venture Place
5 Sir Thomas Street
Liverpool
L1 6BW
Tel N° 0151 225 2273**

**ALL EMPLOYEES MUST TREAT EVERY FIRE
EVACUATION DRILL AS IF IT WERE THE REAL THING**

Important Security Note

It should be included within the school emergency plan, how to get Pupils and Employees BACK into the building from outside areas QUICKLY & SAFELY (Ref; Dunblane).

It is advised that the most appropriate time to practice such a drill is immediately after a Fire Evacuation Drill.

6.0 GENERAL SAFETY ARRANGEMENTS

6.1 AIDS

The booklet 'AIDS and Employment' has been issued to all employees. Appropriate protection for first aiders should be contained in the first aid box.

6.2 ASBESTOS REGISTER

An asbestos register is maintained in the personnel section of the education offices (4 Renshaw Street) into which any employee can have his/her name entered if they have been in circumstances where they believe they have been in contact with airborne asbestos fibres during the course of their employment with the City Council.

Note:

- (a) the employee is to have his/her name entered as of right, together with the circumstances of the alleged exposure to airborne asbestos dust;
- (b) the Director of Education will investigate, where necessary, the circumstances of each alleged exposure to airborne asbestos dust and record any relevant comments in the register;
- (c) the register is kept in a secure place in the Personnel Section and is available for inspection by employees/employees' representatives.

6.3 THE CONTROL OF LEGIONELLA

It is known that Legionella and other micro-organisms are more likely to proliferate in water where the temperatures are between 20° centigrade and 45° centigrade.

Or if the supply;

- is used intermittently,
- stands for a long time without use (e.g. school holidays)
- has dead-legs in the system (underused supply lines)

in such circumstances lukewarm water can stand for long periods and legionella may proliferate in them.

The risk increases where there is a chance of water droplets or aerosol being released, such as in showers, or taps splash back.

During the school holidays, to help minimise the risk to health posed by legionella, the Headteacher (or their nominated safety person) will ensure that all the non drinking water taps in the facility are run for at least two minutes per day and all toilets are flushed.

The Headteacher (or their nominated safety person) will ensure that, **prior** to the school re-opening after any high risk period (school holiday) that the above measures are carried out, **BEFORE ANY EMPLOYEES OR CHILDREN ENTER THE BUILDING OR USE THE FACILITIES**.

6.4 HAZARD REPORTING

Any employee who notices a health or safety problem which he/she is not able to put right, must report it to the Headteacher (or their nominated safety representative) immediately, who will then contact the relevant CONTRACTOR for remedial action to be taken.

6.5 HEALTH AND SAFETY OF PUPILS ON EDUCATIONAL VISITS

The Department of Education and Employment produce a 'good practice guide' on the Health and Safety of Pupils on Educational Visits, which is free on request from

**DfEE Publications
PO Box 5050
Sudbury
Suffolk
CO10 6ZQ**

**Tel N° 0845 6022260
Fax N° 0845 6033360**

Headteachers and Governing Bodies are strongly recommended to obtain a copy of this guide prior to any visit being planned or arranged. The good practice guide includes information, advice and guidance on;

- responsibilities (including the LEA, the Headteacher, Governing Body, Group Leader, Teachers, Adult Volunteers, Pupils and Parents)
- planning the visit (including transport)
- supervision during the visit
- preparing pupils
- communicating with parents
- insurance
- types of visits (including visits abroad)
- emergency procedures
- model forms

6.6 SAFETY TRAINING

Training will be provided, where necessary, to ensure that employees understand their responsibilities under the requirements of the Health and Safety at Work Act 1974, and are able to carry out their duties in a safe and proper manner.

6.7 SCHOOL SAFETY ORGANISATION

This page should be copied, completed and issued to key personnel only

1. Name and address of establishment
Alsop High School
Queens Drive

Walton
Liverpool
Post Code: L4 6SH

Tel No: 0151 525 2600

2. Title, official address and telephone number of the Headteacher of the establishment and where he can be contacted away from the premises in an emergency:

Emergency No:

Tel No:

3. Title, official address and telephone number of at least one person designated by the Headteacher of the establishment to act in his/her absence:

Emergency No:

Tel No:

4. Key personnel in the line management structure. The following are nominated as the School's contact for the areas of employment and activities stated below:

Location	Name
School fabric, boiler house, playground, etc	Site Manager
Physical Education & Sports Equipment	Head of PE
Office	Office Manager
Science	Head of Science
Home economics	Head of Technology
CDT	Head of Technology
School visits	Collin Fagan
Kitchen and dining room	Catering Manager
General supervision of classrooms, corridors, stairwells, playground, etc	Duty and Patrol Staff /Site supervisory assistant
Accidents and sickness of pupils	Site Manager
Furniture and fittings.	Site Manager

7.0 SUPPLEMENTARY CODES OF PRACTICE

7.1 GENERAL GUIDANCE MATERIAL

The Alsop High School pays particular attention to the following guidance material:-

- The Education Service Advisory Committee's document - Managing Health and Safety in Schools

- The Education Service Advisory Committee's document –Safety Policies in the Education Sector
- The Education Service Advisory Committee's document – Contractors in Schools
- The DfEE's good practice guide for the Health and Safety of Pupils on Educational Visits
- The DfEE's DES Safety Series N° 6, Safety at School: General Advice
- The Control of Legionellosis including Legionnaires Disease
- The Safe Use of Automatically Controlled Steam and Hot Water Boilers
- The Safe Treatment and Quality Of Swimming Pool Water
- The Safe Operation of Swimming Pool Disinfection Systems

Directions for the safe erection and operation of sports and other equipment, as identified by :-

- Relevant governing and other sporting bodies;
- Manufacturers and suppliers of equipment.
- The British Amateur Gymnastics Association
- The British Trampoline Federation
- The British Association of Advisors and Lecturers in Physical Education

Particular attention is given to all relevant advice from;

- The Education Services Advisory Committee (ESAC)
- The Health and Safety Executive (HSE)
- The Department for Education and Employment (DfEE)
- The Consortium of Local Education Authorities for the Provision of Science Services (CLEAPSS)

7.2 ADDITIONAL POLICIES AVAILABLE ON REQUEST FROM SLT AND HEALTH AND SAFETY OFFICER

7.21 ADDITIONAL POLICIES

- VIOLENCE POLICY
- MINIBUS POLICY
- STRESS MANAGEMENT POLICY
- CRISIS POLICY
- ENVIRONMENT AND ENERGY POLICY

7.22 ADDITIONAL SAFETY ARRANGEMENTS

- A PRACTICAL GUIDE TO THE CONTROL OF SUBSTANCES
- ACCIDENT - INCIDENT REPORTING PROCEDURE
- BOMB THREATS AND SUSPECT PACKAGES PROCEDURE
- CONTRACTORS WORKING ON SCHOOL PREMISES
- KITCHEN SAFETY PROCEDURES
- LADDERS AND STEPS SAFETY PROCEDURES
- MANUAL HANDLING OPERATIONS
- PAT TESTING ARRANGEMENTS
- SAFE WORKING WITH DISPLAY SCREEN EQUIPMENT
- SAFETY IN THE OFFICE
- SHARP SAFE
- FIRE DRILL PROCEDURES