

Contents

	Page No(s)
Introduction	3
1. Statement of General Policy	4-5
2. Organisation	
2.1 Opening paragraph	6
2.2 The Head	6
2.3 The Site Manager	8
2.4 Heads of Department	9
2.5 Teachers / Supply Teachers / Technicians	11
2.6 Site Manager	13
2.7 The Catering Manager	14
2.8 Safety Representative(s)	14
2.9 School Staff / Support Staff	15
2.10 Role of Specialist Advisers	15
3. General Arrangements	
3.1 Accident Reporting / Investigation	16
3.2 First Aid Provision	16
3.3 Fire Precautions	17
3.4 Housekeeping	18
3.5 Health and Safety Audit / Risk Evaluation	18
3.6 Training Arrangements	19
3.7 Statutory Requirements	20
3.8 Checking of Portable Electrical Equipment	21
3.9 Plant Machinery / Equipment	22
3.10 Contractors / Sub-Contractors on Site	22
3.11 Field Trips / Excursions	23
3.12 Emergency Procedures	23
3.13 Work Experience	23
3.14 Use of School Premises Outside Hours	23
3.15 Security	24
3.16 Welfare	25
3.17 Access for disadvantaged users of the building	26
3.18 Cycle Safety	26
3.19 Ladders, Working at Height	26
4. Monitoring of Health and Safety Performance	27
5. Auditing	27
6. Appendices Pandemics	28

References:

(U:\School Policies\SCHOOL POLICIES\Health & Safety Policy and Appendices)

	PAGE	LINK
Accident reporting	15	Accident Policy
Asbestos register	12	Asbestos register
Balcarras emergency plan	21	Emergency Response Procedures
Departmental H&S policies	9	Departmental Policies
Drugs policy	22	Drugs Policy and Summary
Fire procedure	11	Fire Drill Procedure
H&S in the curriculum	5	H&S in the Curriculum
Health and safety audit	16	H&S Audit
Managing pressure at work	23	Managing Pressure at Work
Personal emergency evacuation plan	15	PEEP Procedures
Risk evaluation (trips)	18, 23	Educational Visits Policy
Safeguarding policy	15	Safeguarding Protocol Safeguarding Policy
Safety document for contractors	22	Safety Document for Contractors

Roles:

Sports Hall Manager:

Mr T Streeter

Site Manager:

Mr A McColm

Lead Teacher i/c Trips & Visits:

Mr M Dean

Catering Manager:

Mr I Cole

Introduction

This statement of Health and Safety Policy is produced with respect to Balcarras School (and The High School Leckhampton 2021-22) only and forms the basis of future planning and implementation of health and safety matters within the School. The Governors will seek to provide a pleasant, helpful and safe working environment for all staff, pupils and visitors to the school.

This is both for its own sake and in pursuance of their duty of care under the provisions of the Health and Safety at Work etc. Act of 1974 and subsequent legislation and regulation.

This document, in accordance with the Management of Health and Safety at Work Regulations 1999 and Approved Code of Practice, seeks to identify and manage risks. Every reasonable step will be taken to reduce risks to a minimum, although everyone should realise that personal safety and the safety of others also depends upon the responsible conduct and vigilance of the individual. The absolute safety of everyone cannot be guaranteed, and all actions contain some risk.

For the period Sept 2021-22, the High School Leckhampton will adopt this Health and Safety policy as the school will exist on the site at Balcarras. Teachers will teach pupils from both schools and all staff and pupils will have access to all facilities across the site.

Terms of references:

In this policy the following terms are used. A clear definition of the meaning of each term is detailed below:

- The Head (or The Headteacher): this refers to the CEO of Balcarras Trust.
- Governors: this refers to the Local Governing Body of Balcarras School which reports to the Balcarras Trust, on behalf of all pupils and staff on the Balcarras Site.
- The School: this refers to the whole pupil and staff population on the Balcarras Site.
- House Head: for The High School Leckhampton this role will be fulfilled by the Pastoral Lead Teacher.

1. Statement of General Policy

- 1.1 The Governing Body, working in conjunction with information, procedures and codes of practice as defined in the School's Health and Safety documentation, is responsible for setting out the overall policy insofar as Balcarras School and THSL are concerned.
- 1.2 The planning and implementation of the policy is the direct responsibility of the Head and he should ensure that all employees fulfil their duties to co-operate with it. In the absence of the Head from school the responsibility devolves to the Deputy Headteacher. Arrangements will be made to bring the Policy to the notice of all staff, especially new employees and supply teachers.
- 1.3 The Governors recognise the need to consult staff on health and safety matters and the need to consult individuals before allocating or revising particular health and safety functions. This will be achieved through discussion with the Head and with the full staff body if necessary.
- 1.4 It is the Governors' policy to take all steps within their powers to prevent personal injury, health hazards and damage to property. It is also the Governors' policy to include this protection from foreseeable risks to pupils and members of the general public.
- 1.5 The Governors recognise their responsibility under the Health and Safety at Work Act so far as it is reasonably practicable:
 - (a) to provide plant, equipment and systems of work that are safe and without any risk to health;
 - (b) to make arrangements for ensuring, without risks to health, the handling, storage and transportation of articles and substances;
 - (c) to provide adequate training, information, instruction and supervision to enable all employees of the School and pupils to perform their work safely and efficiently;
 - (d) to promote the development and maintenance of sound safety, health and welfare practices;
 - (e) to maintain the premises in a condition that is safe and without risk to health. The school has been involved in local campaigns aimed at tidying the neighbourhood adjacent to the school. The Governors' Community Committee has as part of its remit to see that the school complies with national standards for keeping the school grounds free from litter, refuse and dog excrement.

- (f) to maintain in a condition that is safe and without risk to health, the access to and egress from the premises and to support road safety and cycling safety.
 - (g) to provide and maintain a working environment that is safe, without risk to health, and adequate as regards welfare facilities for staff and pupils;
 - (h) to ensure sufficient funds are available to provide as necessary protective clothing/equipment to all staff employed in the School for the safe use of machinery, equipment and substances;
 - (i) to maintain a close interest in all health and safety matters insofar as they affect activities in the premises under the control of the School;
 - (j) to ensure the teaching of safety procedures where appropriate as part of the curriculum
- 1.6 It is recognised by the Governors that they are responsible for obtaining professional advice and information in health and safety matters and that any change in those responsibilities may involve the School in seeking outside specialists/consultants.
- 1.7 The School Governors require that three meetings per year be convened of its Health and Safety Sub-Committee in order to regularly audit health and safety matters, to determine the strengths and weaknesses and to decide the way forward. The meeting Spring term must follow upon the yearly health and safety risk assessments made by the teaching staff and the maintenance team.

2. Organisation

2.1. The Governors recognise the need to identify organisational arrangements in the School for implementing, monitoring and controlling health and safety matters. The Governors must also ensure that the school budget reflects the finance necessary to manage health and safety matters of the first priority. Organisation and accountability are expressed in the following summary of individual duties and reporting arrangements.

2.2 The Head

- (a) The Head is responsible and accountable to the Governors for implementing the School health and safety policy and for all matters relating to health, safety and welfare within the school. The Head must ensure that the business of the Health and Safety Committee is reported to a meeting(s) of the School's Board of Governors at least once a year and, additionally, report on important issues as they arise.
- (b) The day-to-day management of health and safety matters may be delegated to the Health & Safety Co-ordinator. (NB. These are the duties, not the responsibility.)
- (c) The Head must be aware of all contracts and/or third parties entering the School to undertake maintenance, service or works contracts. This duty will be delegated to the Deputy Headteacher. The Finance Manager will liaise with Heads of Department where necessary re contracted work so that together they may ensure safety procedures and policy agreements are adhered to.

When building or plant maintenance work is carried out by contractors, it is the school's responsibility to ensure that a competent contractor/sub-contractor is employed and it is the duty of the Finance Manager to oversee the planning and safe execution of the work.

- (d) The Governors will require the Head to ensure the School's health and safety policy is effectively implemented and understood at all levels. The policy must be regularly monitored, effectively controlled and revised as necessary.
- (e) The Head is responsible for ensuring that all new, amended or updated material regarding health and safety matters is brought to the attention of the relevant personnel immediately upon receipt.

- (f) The Head must ensure that an agreed procedure for reporting all defects, hazards and problems regarding health and safety matters functions efficiently and effectively, including, as appropriate, reporting to the Health and Safety Executive.
- (g) The Head will be a member of the Governors' Sub-Committee. Meetings of the Committee are convened by the Health & Safety Co-ordinator.
- (h) The Head will seek advice when appropriate from outside agencies that are able to offer expert opinions.
- (i) Where the Head judges that the use of any plant, tools, equipment, machinery, etc is unsafe or that unsafe practices are in operation, such use and/or practice will be stopped.
- (j) The Head shall make arrangements for improvement to the premises and plant, tools, equipment etc. which are the school's responsibility, consulting appropriately with members of staff.
- (k) The Head shall, with the Health and Safety Co-ordinator, review from time to time:
 - the provision of First Aid in School
 - fire and evacuation proceduresreporting decisions to the Governors' Health and Safety Committee.
- (l) The Head will monitor and inform the Governing Body that appropriate training has been or will be given to staff to enable them to fulfil their responsibilities.
- (m) The Head will ensure that in all schemes of work for pupils there is adequate instruction, training and supervision for health and safety matters.
- (n) The Head will ensure that for work experience, arrangements are in place regarding the adequate information, instruction and training for health and safety matters, and that there is due supervision.
- (o) The Head will consult with approved trade union representatives on all health, safety and welfare matters and co-operate with them in the execution of their duties.

2.3 The Site Manager

- (a) The Site Manager must ensure that strict procedures are laid down for building work such as roofing, excavation and drainage, alterations to building structures, refurbishments and renovations or remodelling schemes.
- (b) The Site Manager is to be responsible for grounds maintenance service contracts.
- (c) The Site Manager must ensure that the cleaning staff are aware of any implications of the School Health and Safety Policy as it affects their work activities (eg storage arrangements, equipment etc.).
- (d) The Site Manager will need to highlight to the cleaning staff supervisor the risks occasioned by 'Lone Working'. The supervisor should devise strategies (monitoring work through visits, etc.) for managing that risk.
- (e) The Site Manager must be aware of the Manual Handling Operations Regulations 1992 and advise the cleaning staff supervisor accordingly.

2.4 Heads of Department

- (a) Heads of Department are responsible and accountable to the Head for all matters relating to health, safety and welfare within their departments. Some departments require particularised policies (which are included as department policies: Departmental Policies).
- (b) In the exercise of this responsibility Heads of Department must ensure:
- That all staff for whom they are responsible receive instruction in their duties regarding health and safety matters.
 - That all staff for whom they are responsible are adequately trained to carry out their duties efficiently and effectively.
 - This is extremely important for (a) staff who operate, use or instruct in the use of plant, machinery, equipment or (b) staff who use, handle and store hazardous substances/chemicals.
 - Heads of Department must be aware of regulations, codes of practice and guidance notes appropriate to their specialist areas.
 - Heads of Department are responsible for producing their own departmental safety policy, in line with National standards and guidelines where applicable, defining safe working arrangements. They must bring the policy to the attention of all staff for whom they are responsible.
 - Departmental policies (Departmental Policies) should include specification of risks: their definition, how they may be minimised and what action is taken in the event of mishaps. Departments must also include details of their control of substances hazardous to health (COSHH).
 - Heads of Department should remain aware of their responsibilities under 'Training' (see 3.6).
 - The Head of Department is responsible for ensuring statutory notices, placards, regulations and safety signs are displayed as appropriate to their workplace. This responsibility will include arrangements for facilities such as first aid equipment, protective clothing/equipment, registers and logbooks etc (where applicable)

- (c) Under Section 6 of the Health and Safety at Work Etc. Act, Heads of Department are responsible for ensuring that everything received from suppliers - machinery, equipment, substances, etc - is accompanied by adequate information and instruction prior to use.
- (d) Heads of Department and Heads of House must ensure that a copy of the Fire Drill regulations is prominently displayed in all rooms and areas for which they are responsible.
- (e) Heads of Department must carry out regular safety inspections of the department. Priority must be given to plant, machinery, equipment, electrical appliances and risk assessments, to include use of substances. Heads of Department must also ensure storage areas are tidy and removed of clutter.
- (f) Heads of Department must report and, if appropriate, make recommendations to the Health and Safety Co-ordinator on any practices, premises, equipment etc which give rise to risks to health and safety.
- (g) Heads of Department must ensure that all newly appointed staff receive timely information, instruction and training on the school's Health and Safety Policy, procedures and arrangements.

2.5 Teachers / Supply Teachers / Technicians

This section applies largely to responsibilities within the department and should be read in conjunction particularly with Section 2.9, but also in relation to the whole document.

- (a) Teaching staff and Technicians are responsible and accountable to their Heads of Department for the implementation of the School's Health and Safety Policy in the performance of their duties.
- (b) Teachers and Technicians must be familiar with the School's Health and Safety Policy, the implications of that policy and equally any procedures, arrangements and practices relating to their department particularly, and to the school generally.
- (c) Teachers and Technicians must conform to responsibilities as laid down in their own departmental policy and to safe working arrangements.
- (d) They must ensure that where conditions apply, all pupils and persons working under their control receive instruction and are provided with on-the-job training to enable them to operate in a safe and efficient manner.
- (e) Teachers and Technicians must immediately report to their Head of Department all problems, defects and hazards that come to their notice.
- (f) Supply Teachers

Fire Procedure

- All supply teachers are fully acquainted with the arrangements should the Fire Alarm sound.
- If the supply teacher has been responsible for a tutor group during AM or PM registration, then they also act as a substitute for the tutor in checking the register again at the relevant location (Fire Drill Procedure).
- If the supply teacher has not been responsible for a tutor group then they report to the Headteacher for The High School Leckhampton or the Deputy Head for Balcarras School at the designated Fire Evacuation Location:

(f) (cont)

Hazards in Work Area

- The Head of Department is responsible for notifying supply staff of any hazards relating to the area in which the lesson is taking place.
- Consideration of this is particularly important in Science, Design Technology, Physical Education, ICT and Drama.
- Other curriculum areas may be required to warn of hazards associated with the use of any electrical appliances or trailing leads.

2.6 Site Manager

- (a) The Site Manager must ensure that he is familiar with the School's Health and Safety Policy as it affects his work activities.
- (b) The Site Manager is responsible and accountable to the Head for all matters relating to health, safety and welfare within the sphere of his activity. He must report all defects and hazards that are brought to his attention to the Head.
- (c) The Site Manager will test fire alarms, outside lighting, emergency lighting back-up batteries etc and keep records of tests in a log.
- (d) In the case of direct labour, the Site Manager is responsible for ensuring that staff under his control are adequately informed, instructed and trained in using machinery, equipment, substances etc (Asbestos register).
- (e) The Site Manager should also be familiar with:
 - the storage and use of steps, ladders and scaffolding
 - the handling of cleaning chemicals
 - the use of cleaning fluids on floors and the avoidance of the risk of slipping
 - the use of mats on floors
 - safety on stairways
 - safety in boiler rooms
- (f) The Site Manager must be very mindful of the risks occasioned by 'Lone Working'. Neither he nor his colleagues should undertake solitary working where the risk endangers them. It must always be the case that his whereabouts on site work is known and that others expect him at given times so that investigations will quickly follow upon his absence.
- (g) Following the Manual Handling Operations Regulations 1992, the Site Manager and his deputy should avoid hazardous manual handling operations where reasonably practicable. An adequate risk assessment of any hazardous operation that cannot be avoided must be made in collaboration with the Head.
- (h) Site Manager must establish and implement comprehensive arrangements that all contractors and sub-contractors working on site have appropriate Health and Safety management systems in place.

2.7 The Catering Manager

- (a) The kitchen is managed by an outside the school's Catering Manager who is responsible for Health and Safety in the kitchen.
- (b) The Catering Manager must be familiar with the Health and Safety Policy and how it relates to work activities.
- (c) The Catering Manager must work in conjunction with any policy statement, health and safety rules and guidance issued by the school.
- (d) The Catering Manager will ensure that all kitchen staff are instructed and informed to work in accordance with this document.
- (e) The Catering Manager should be familiar with the Food Safety Act 1990 and the implications as far as the School is concerned.
- (f) The Catering Manager must inform the Health and Safety Co-ordinator of any potential hazards or defects.
- (g) It is extremely important that new entrants/employees or part-time assistants are aware of health and safety practices and procedures in the kitchen.

2.8 Safety Representative(s)

- (a) Unions operating within the School may wish to appoint individual safety representatives. The staff as a whole may also wish to appoint a safety representative not specifically attached to a union.
- (b) Any representative will be entitled to inspect the School in accordance with the Trade Union agreement.
- (c) The Safety Representative(s) has the right to receive any subsequent reports regarding accidents, injuries and any inspections carried out by the Health and Safety Executive or other authoritative bodies.

2.9 School Staff / Support Staff

The Health and Safety at Work Etc. Act 1974 states

"It shall be the duty of every employee while at work:

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

Also that::

"No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions."

The school has the same expectations of pupils as of employees in respect of the foregoing.

- (c) All staff should be aware of what is expected of them, in particular in relation to the department in which they work. Departmental procedures and practices must be clearly defined, with adequate instructions and training provided as required.
- (d) All staff have responsibilities under the Health and Safety at Work etc. Act and are asked to report any possible hazards or defects to their Head of Department who will inform the Health and Safety Co-ordinator where necessary.
- (e) A copy of the School Health and Safety Policy is available for staff on the school 'U' drive

2.10 Role of Specialist Advisers

The Governors recognise that there will be occasions when the School will require specialist advice.

3. General Arrangements

3.1 Accident Reporting / Investigation

The reporting procedure is as defined in the School's Accident Policy.

3.2 First Aid Provision

- a) The school has first aiders trained to the St John's Ambulance 'three day' standard.
- b) The location of all first aid qualified staff is displayed clearly in every Department Office
- c) First aid boxes, the contents of which are in accordance with advice received, are distributed across the school and a member of the support staff regularly maintains them.
- d) The location of first aid kits (in the wardrobe in medical room) is well advertised and known by all staff
- e) Travelling first aid kits are provided in school mini-buses and carried to off-site activities e.g. to school sports fixtures.
- f) An accident book is kept at the Balcarras main school office and filled in for all accidents
- g) A thorough care plan is written and distributed to staff for every student with an illness/allergy
- h) Emergency supplies for diabetics are kept at the Balcarras main school office
- i) Spare Epi pens are kept at the Balcarras main school office and the location of these is well known by staff

3.3 Fire Precautions

- (a) Procedures for evacuating the building are published for display in each classroom. These are subject to change from time to time as the experience of fire drills informs our policy. A personal emergency evacuation plan is prepared for each disabled person in the school (PEEP Procedures). A log for recording tests of equipment is kept by the Site Manager.

Fire evacuation procedures are distributed to all staff at the start of each academic year, before the first fire drill of the autumn term.

(b) The General Principles

- The safety of users of the building over-rides all other considerations.
- All occupants of the building must follow the evacuation procedure.
- Teachers with pupils in their charge should ensure that no unsupervised pupils are left in parts of the building for which the teachers are responsible.
- Teachers should endeavour to ensure that pupils remain calm.
- Even if it is realised that the alarm has turned out to be false, the drill should be continued to the end.
- In accordance with instructions published in each classroom:
 - The High School Leckhampton pupils and staff assemble on the front playground
 - Balcarras Pupils (Years 7 to 11) and staff assemble in Green MUGA and Blue Tennis Courts.
 - The Sixth Form and staff assemble on the Astro pitch.
- If a fire occurs during school hours when classes are not in session then everyone should assemble as above and carry out the published procedures.

A fire drill is carried out every term. The day and time of the first, in the autumn term, are broadcast to staff and pupils. The date of the second is just known by staff. The date of the third is only known by SMT

3.4 Housekeeping

- (a) There are risks where doors become worn and unsafe. All personnel - pupils, staff and cleaners - must report any damage (to teachers, to Heads of Department/Health and Safety Co-ordinator and to the Cleaning Supervisor respectively). A routine inspection will be carried out periodically.
- (b) Similarly, windows should be checked. They should open safely. Windows on upper storeys should have limited aperture.
- (c) Pupils should not open blinds, for experience shows that this causes excessive wear and tear. Teachers using blinds should inspect them to ensure that they are securely fixed.
- (d) The surfaces of floors, corridors and stairs must be free from obstruction. Pupils must be trained to recognise the risk caused by their carelessly discarding their properties in other people's way. The pupils should discuss with teachers where their bags may be most safely stowed.
- (e) Pupil movement about the school must be orderly, to avoid the risk of pushing and jostling. This point is well documented in the Year 7 handbook.

3.5 Internal H&S Audit / Risk Evaluation

All staff are required to assess risks in the rooms in which they work on a daily basis. Once a year, ahead of a meeting of the Governors' Health and Safety Committee, they must complete an audit and return it to the Health and Safety Co-ordinator (H&S Audit).

A more particularised Risk Evaluation form is used where circumstances require it (Educational Visits Policy).

3.6 Training Arrangements

- (c) Training must be viewed as a constant requirement, based on the ability to recognise who requires it and when. New employees/entrants and supply staff will require either a level of awareness relevant to their task or a more in-depth training programme.

New technology, legislation, regulations and standards are all factors which determine a fresh approach to training requirements and a re-training programme for some staff. Heads of Department and Line Managers should assess this need.

- (d) There are various categories of training requirements in school. They can be defined as induction training, informative/awareness training and specific 'hands-on' training.

(e) **Induction Training**

This will apply to new employees or transfer of employees to another place of work within the building. They will need to be shown over the department, made aware of policies and procedures, fire precautions, first aid, etc.

(f) **Informative/Awareness Training**

A more in-depth approach, in-house training, showing staff what they must and must not do. This includes providing supervision until they gain understanding of what is required, making them aware of their tasks and providing written details of procedures and arrangements.

(g) **Specific Training**

This is a 'hands-on' training approach where it is recognised by the Governors that employees will require an accepted level of competence to perform their tasks, e.g.:

- **Design and Technology** teachers who have to use, instruct and operate dangerous machinery/equipment, e.g. woodwork, metalwork, heat treatment, will be required to hold appropriate certification.
- **Science:**
 - *Microbiology* - Staff will be required to be trained in biological hazards and also in accordance with COSHH regulations 1988.
 - *Radiology* - Staff will require training to be competent in the use of radioactive sources. (The School Radiation Officer is the Head of Science.)
- **Art** teachers need to be aware of hazardous substances and materials such as glazes, adhesives and chemical reactions in plaster.

3.7 Statutory Requirements

(a) **CoSHH (Control of Substances Hazardous to Health)**

The Governors recognise the need for the School to carry out risk assessment of all areas in accordance with the regulations.

- (b) Each Head of Department must make an audit of substances used (to include items such as glues and Tippex as well as more obviously hazardous substances) and outline provision for safe usage in the departmental policy.

For guidance, Heads of Department are advised to consult the Gloucestershire County Council website <http://www.gloucestershire.gov.uk/index.cfm?articleid=14121>

- (c) The Governors recognise there will be occasions to refer to outside specialists for air monitoring and checking of ventilation systems already installed for the removal of dusts, vapours, gases, etc (e.g. fume cupboards, woodwork extraction, heat treatment, soldering, etc).

Heads of Department must make provision to ensure that this takes place every fourteen months. Heads of relevant departments must keep a register of all such tests.

3.8 Checking of Portable Electrical Equipment

- (a) All members of staff using portable electrical equipment or asking pupils to use it should make a visual inspection to ensure that there is no obvious deficiency. Equipment should not be used if it has not been subject to the checking in accordance with HSE guidance.
- (b) Staff should not bring in their own electrical equipment without authority. Where pupils bring in electrical musical equipment the responsible teacher should take all steps to ensure that it is safe to use.
- (c) Vigilance must be exercised in respect of potential hazards in the use of electrical equipment, e.g. the overloading of socket outlets. The trailing of cables must be prudently managed.
- (d) Teachers giving pupils electrical equipment to use must recognise the risk involved and caution pupils appropriately. All appliances must be switched off at the mains before plugs are removed.
- (e) Teachers using headphones and microphones in their teaching must ensure that these are regularly disinfected. Heads of Department can request technicians to carry out the work.
- (f) All portable equipment is checked by a qualified member of the school's site team or, when necessary, a qualified outside contractor.

3.9 Plant Machinery / Equipment

- (a) The Governors recognise that initially it may be required to seek specialist advice in determining the safety requirements for:
- Adequate and correct guarding of machinery.
 - General inspection of plant, equipment and machinery.
 - Storage and transportation of toxic substances, gases, etc.
 - Disposal of toxic and other waste substances and materials.
- (b) Heads of Department will be responsible for carrying out ongoing checks within their departments.
- (c) Heads of Department are responsible for defining safe systems of work for cleaning and maintaining plant machinery and equipment.
- (d) Heads of Department are also required to select and provide suitable protective clothing/equipment where appropriate.

3.10 Contractors / Sub-Contractors on Site

- (a) The Deputy Head must discuss with the Site Manager in advance the safety implications of work being carried out on the premises so that appropriate precautions may be taken (Safety Document for Contractors).
- (b) All contractors/sub-contractors entering or working on the School premises should report to the Site Manager before commencing work.

3.11 Field Trips / Excursions

The School operates a policy on excursions that is fully compliant with HSE guidance and the LA policy. It has been investigated and approved by the Governor's Community Committee.

Organisers of visits and excursions must discuss their plans with Lead Teacher i/c Trips and Visits. A copy of the generic risk assessment form used is included with this policy (Educational Visits Policy) – although each trip leader is asked to think about their own trip needs and devise their own assessment.

Leaders of foreign trips, residential visits and hazardous activities are now required to enter details of the trip into the Gloucestershire Authority 'ego' web site for checking and approval.

3.12 Emergency Procedures

In the event of accidents, fires, explosions and spillages the Head (or Senior Management Team Member) or Finance Manager must be informed immediately (Emergency Response Procedures).

3.13 Work Experience

- (a) The Head of Careers refers to guidance from Gloucestershire County Council regarding placement and inspection procedures.
- (b) All pupils embarking on Work Experience will be inducted into Health and Safety issues through a teaching programme in Careers.

3.14 Use of School Premises outside Hours

- (a) When any outside agency hires the premises the Deputy Head will ask for the name of the person who will be responsible for Health and Safety. The applicant will be required to complete appropriate forms, which include an indemnity clause.
- (b) Use of the Sports Hall and Pavilion outside of school hours is overseen by the Sports Hall Manager, who will ensure that all reasonable care is taken to see users comply with this policy and that issues arising are dealt with in accordance with school procedures.

3.15 Security

- (a) **Buildings**
Should the alarm system indicate that there may be intruders on the premises out of hours, the security company is alerted automatically.
- (b) **Personal**
The House system has at its core the protection and welfare of pupils, and House Heads operate an open door system to those in their charge who feel at risk.

If a crime against a person takes place within the school day, then preliminary investigation may take place by the pastoral team. This may occasion police investigation. It will always be the case that the police are advised where drugs are involved. The School publishes and operates a Drugs Policy (Drugs Policy and Summary).

House Heads advise tutors and subject teachers in their teams about the conduct of interviews with parents, particularly the inadvisability on some occasions of meeting parents alone.

On parents' evenings staff are advised to guard against being left in the meeting venue alone at the end of the evening. A member of the Senior Management Team will remain until the end of each meeting.

3.16 Welfare

- a) There is a dedicated medical room near the Balcarras main school reception. The medical room has chairs, a bed and an appropriate first aid kit.
- b) There is a group of first aid trained staff, located strategically around the school, to give first aid should it be required. In the event of a pupil falling ill or suffering an injury, there is always liaison with parents and the ambulance service is summoned promptly when required.
- c) The Personal, Social and Health Education lessons promote pupils' awareness of health-related issues, such as the need to go for medical and dental treatment. The School Nurse operates a weekly drop-in facility.
- d) The school works closely with the School Nurse, who oversees the medical and vaccination programme, and with the School Dental Service to ensure compliance with their requirements for inspections.
- e) There is a discrete dining room, with a cafeteria system that sensitively provides meals for pupils to purchase or, should they be entitled, receive free of charge. There is a meal provided daily at reasonable cost that is designed to be nutritionally balanced. There is a designated area for those who opt to bring packed meals.
- f) The school responds sensitively to occasions when issues of school uniform may require flexibility, e.g. because of religious or cultural differences. Financial assistance is available from the school in hardship cases.
- g) The pastoral system, operating through form tutors and Heads of House is sensitive to suspected cases of child abuse. The DCPO is identified in the Child Protection Policy. The school has good relationships with outside agencies.
- h) Successful candidates for teaching or support staff posts are required to be vetted by the Criminal Records Bureau.

3.17 Information about access for disadvantaged users of the building

To provide safer access for disadvantaged users of the building the school has:

- dropped kerbs and disabled parking bays
- ramps to doors
- grab rails to steps
- doors with lower vision panels
- lifts to the library, maths corridor and art block
- disabled toilets in each block
- an induction loop in reception for those with hearing difficulties

3.18 Cycle Safety

Balcarras School positively encourages all pupils to walk or bike to school each day. Wherever possible pupils are encouraged not to commute by car.

Balcarras School aims to make cycling to school as safe as possible. To achieve this aim, the following action points are followed:

The High School Leckhampton will offer all pupils in Year 7 the opportunity to take part in Level 3 bike-ability.

1. All pupils at Balacrras School are offered the opportunity to take part in the bike-ability scheme in Year 8. This is an excellent scheme that promotes safe cycling and safe bike maintenance.
2. It is a requirement for all pupils who cycle to school to wear a helmet. This requirement is made clear to all pupils in assemble in Year 7 and regular reminders are given out throughout the pupils time at Balcarras.
3. Pupils caught not wearing a helmet while cycling are seen by their Head of House and appropriate reminders and punishments are issued.
4. Balcarras School will provide plenty of secure cycle sheds for pupils to keep their bikes protected while at school.
5. Pupils are not allowed to cycle across the school grounds
6. Cyclists are encouraged to use the Beeches gate, near to the large cycle shelter, to enter and leave the school. This is close to the main cycle shelters.
7. Cycle passes are issued from the House Heads, provided helmets are always worn and bikes are of road worthy conditions. If these conditions are not met, the cycle passes can be withdrawn.

3:19 Ladders, Working at Height

Staff at the school are **not permitted to use ladders** or stand on tables, chairs or other items to work at height. Any staff member who needs to work at height is required to first seek permission from the Deputy Head and permission will only be given if the staff member has recently successfully been trained to safely work at height. In other circumstances, a member of the site team who has been "Ladder Trained" will be asked to complete the necessary work.

4. Monitoring Health and Safety Performance

The Governors will require a commitment by the Head that departmental self-inspection has been carried out. The termly meetings of the Governors' Health and Safety Committee will regularly address departmental health and safety issues.

Some key departments, eg Design, are particularly subjected to changing and improved legislation and are pro-active in bringing matters to the Committee's attention. The awareness of others may be raised as a result of directives from the EFA or government. All teachers complete formal health and safety audits of their rooms once a year and are encouraged to report deficiencies on a day to day basis.

Additional monitoring of Health and Safety performance within the school is monitored by the Governors Health and Safety Committee ie:

- Monitor external local authority Health and Safety Audit action points at termly meetings.
- Review the Health and Safety Policy annually.
- Review a sample of risk assessments annually – to monitor their production & implementation.
- The proposed register that all staff are to sign at the beginning of the year to say they have read and are aware of the Health and Safety Policy and its requirements.

The Accident Book is discussed as a standing order at Committee meetings to see if there are trends to identify and to which to respond.

5. Auditing

The Governors will ensure that a competent Health and Safety professional will conduct an annual audit of the school and provide a written report.

The Governors' Health and Safety Committee will take consultancy advice from a competent Health and Safety professional.

When this policy was reviewed, an equality impact assessment was conducted to ensure any changes did not have an adverse effect under the terms of the Equality Act 2010. Should you have any comments regarding this policy, please contact the school.

Appendix 1

Additional Health and Safety Measures in the event of a pandemic or significant disease outbreak.

In the event of a pandemic or significant disease outbreak, the school will ensure that all government guidelines about school openings and safe practices are followed. The school recognises that all reasonable measures should be put in place to minimise the risk of contagion and illness. However, absolute safety of pupils and staff cannot be guaranteed and risk is inherent in all actions.

The following appendix outlines some important practices and guidance for teachers to minimise the risk of illness.

Podz or Bubbles

Pupils will be split into groups (Podz) or Bubbles to enable pupils to maintain safe distance and reduce the risk of contagion. The size of these Podz or Bubbles will depend on the severity of the pandemic and the latest government advice. The school will follow national advice when creating the Podz/Bubbles – in severe cases they might be limited or half a class, but as the severity decreases they could be increased to entire Year Groups. Teachers should ensure that safe distance is always maintained between staff and pupils. This will entail a different approach to teaching for many staff – close contact and help for pupils will not be possible. A more lecture style approach, with the teacher at the front and pupils sat at separate desks, safely distanced, will be necessary.

Lessons

Good hygiene will be vital. Teachers should wash hands regularly and encourage pupils to also do the same. At the start of each lesson, teachers should ensure that their teaching area (keyboard, mouse, equipment etc.) is wiped down with an effective disinfectant wipe and encourage pupils to do the same.

Classrooms

Depending on national guidelines it may be necessary for pupils not to be allowed to move about the room.

Where guidelines recommend it, pupils should sit at the same desk in the same room every lesson and every day. This does mean that group work, computer work etc. will not be possible. Lesson plans will need to be adapted to allow for a more lecture style approach.

Where guidelines allow movement between rooms, a one way system will be adopted throughout the school. This will be clearly signed and enforced by staff. This should minimise the cross-over between separate Podz or Bubbles.

Equipment

Pupils will not be allowed to share equipment. Teachers should not hand out equipment for use (glue sticks, scissors, spare pens etc.) Departments will be asked to consider how marking and feedback will be carried out. It might not be sensible for books to be collected in at the end of the lesson. Pupils should be

encouraged to bring all their own equipment and carry their books with them in their school bag.

Break Time

Social distancing between staff will be important to minimise contagion. Staff must maintain social distance between them and colleagues at all times, including when using social spaces such as the staff room. Staff should not sit close to each other at break times and should not have conversations with colleagues at close quarters. This does mean that staff will have to change their practises and make use of other spaces around the school for break times. Staff should take care not use/share cups, plates etc. for eating and ensure that any food and drink implements are clean and disinfected before use.

Corridors

As staff move between classrooms, careful social distancing must be maintained. Disease can be spread by close contact and staff must ensure that their movements around the building are not bringing risk to themselves or to others. Staff should act professionally and courteously at all times. An appreciation that others may be very nervous or upset about contagion is most important. Sensible safety practises such as not coughing or sneezing out loud, always using a tissue and binning it carefully and generally following all national hygiene advice are vital to everyone's wellbeing.

Canteen

If the school considers it unsafe to open the canteen, then staff will need to bring in packed lunches and provide their own refreshments during the day to minimise the risk of spreading the disease.

Report Concerns Early

Staff should report any concerns they have early. Any staff member worried about the practices being implemented or concerned about what they are being asked to do must speak to a member of the senior management immediately and not wait for the worry to increase or illness to occur. Many problems can often be solved with a conversation, but it might be that a staff member has identified a potential safety concern that needs remedying, and so early reporting is crucial.

Illness

If a pupil becomes ill, they will need to be sent home quickly. They will need to follow all of the most current guidelines on testing and tracking. Pupils should be sent to main reception via the shortest possible route, where reception can phone home. It is the responsibility of the class teacher to ensure that the pupil has safely reached reception and has been dealt with safely. No pupil who has been ill will be allowed to return to school until all of the most up-to-date guidelines on testing, tracking and isolation are fully completed.

Teaching Assistant (TA) Support

TAs should follow the above guidelines and should, wherever possible, provide support and reassurance from a safe distance. Where this is not possible, TAs

should ensure they follow the good hygiene measures noted in the sections above.

If 1:1 support with a student is unavoidable, this should be done, with social distancing, in a classroom in the Individual Learning Department (ILD). TAs should follow all of the steps detailed in the above sections for **Lessons, Classrooms** and **Equipment** when working 1:1 with a student.

TAs must also note the above guidelines for the social distancing of staff when using communal spaces in the ILD building.