

Ickniel High School

Health & Safety

2026-2027

ICKNIELD HIGH SCHOOL HEALTH AND SAFETY POLICY

The promotion of the safety, health and welfare of staff and pupils is considered to be a mutual objective for the Governors, Headteacher and staff. It is therefore the School's policy, so far as reasonably practicable, to take the necessary steps to ensure the safety, health and welfare of its staff and pupils and also the public and visitors.

The aim of the policy is to ensure that all reasonably practicable steps are taken to secure the safety, health and welfare of all persons using the premises.

In particular:

- to establish and maintain a safe and healthy environment throughout the School;
- to establish and maintain safe working procedures among staff and pupils;
- to make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transportation of articles and substances;
- to ensure the provision of sufficient information, instruction, training and supervision to enable all people working on site and pupils to avoid hazards and contribute positively to their own safety and health at work;
- to maintain a safe and healthy place of work and safe access to and egress from it;
- to formulate effective procedures for use in case of fire, bomb alert and other emergencies which require evacuation of the School premises;
- to lay down procedures to be followed in case of accident;
- to provide and maintain adequate welfare facilities,
- and to make special arrangements to ensure the health and safety of any disabled person using the School site.

The Headteacher has the overall responsibility for the application of the School safety policy. However, all staff within the School are responsible for implementing and maintaining compliance with the School safety policy in the areas for which they are responsible. Separate procedures will accompany this policy.

PROCEDURES

GENERAL RESPONSIBILITIES

Under the Health and Safety at Work etc., Act, 1974, the Local Authority (LA) has a partnership with the Governors/Headteacher when considering the overall responsibility for health and safety via the LA Health and Safety traded service.

The Governing Body also has a monitoring role on health, safety and welfare issues and responsibility under the Health and Safety at Work etc. Act, 1974, for delegated functions.

THE HEADTEACHER'S RESPONSIBILITIES

The Headteacher is the "de facto" manager and budget holder of the premises and is responsible for this policy being carried out on the premises at Icknield High School.

Deputy Headteacher & Estates Manager

A named Deputy Headteacher, will be responsible as his deputy and direct the Estates Manager, to oversee welfare, health and safety matters on a day-to-day basis and in particular the Estates Manager should be the focal point for day-to-day references on safety and give advice or indicate sources of advice;

- co-ordinate the implementation of the safety procedures in the School;
- maintain contact with outside agencies able to offer specialist advice;
- report all known hazards immediately to the Deputy Headteacher who should then inform the Headteacher and stop any practices or the use of any plant, tools, equipment, machinery, etc. he considers to be unsafe until satisfied as to their safety;
- make recommendations to the Deputy Headteacher who should in turn make recommendations to the Headteacher as appropriate for additions or improvement to plant, tools, equipment, machinery, etc. which are dangerous or potentially so;
- make or arrange for investigation of premises, places of work and working practices on a regular basis and ensure that he is kept informed of accidents and hazardous situations;
- review from time to time: the provision of First Aid in the School; the emergency provisions regarding fire, bomb alert and the evacuation of people with disabilities; and make recommendations for improving the laid down procedures;
- review regularly the dissemination of safety information concerning the School;
- recommend necessary changes and improvements in welfare facilities;
- inform the relevant authorities from time to time of the safety procedures of the School, and provide them with up to date reports and safety issues,

- and monitor the School policy on health and safety procedures and update them as new information becomes available.

HEADS OF CURRICULUM/SUBJECT

Heads of Curriculum/Subject are responsible for inspecting specialist accommodation so as to maintain a suitable level of health and safety. Should s/he lack the resources to maintain the required standard of health and safety within the area, the matter should be communicated in writing to the Estates Manager.

All booklets and information concerning health and safety are passed to the relevant Head of Curriculum Area/Subject Area who should ensure that they and their colleagues are fully conversant with the health and safety rules and the literature.

It is the Head of Curriculum Area/Subject Area's duty to ensure that all such literature is readily available and, where practicable, displayed in prominent locations in the working environment.

Health and safety information warning of hazards and dangerous practices should be displayed in prominent positions in working areas. Heads of Curriculum/Subject are responsible for producing a Safety Statement, including safety procedures and practices which are a supplement to the main policy. This will be brought to the attention of staff and pupils under his/her charge and posted in a prominent position.

Any training requirements necessary to ensure the continuing safe working practice of the department should be identified, and reported to the Estates Manager who will ensure that all identified training needs are met by undertaking recognised training courses.

Any staff member requiring further information on health and safety should address enquiries to the Estates Manager.

TEACHING AND NON-TEACHING STAFF HOLDING POSITIONS OF RESPONSIBILITY

These staff have a general responsibility for the application of this safety policy to their own area of work and are directly responsible to their Line Manager as appropriate for the application of existing safety measures and procedures within that department/area of work.

Advice or instructions given by the Estates Manager, including the relevant parts of this statement, shall be observed;

- shall, where necessary, establish and maintain safe working procedures in their area of work including arrangements for ensuring, so far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances, (e.g. chemicals, boiling water, duplicating fluid, guillotines);

- shall make every effort to resolve any health and safety problem in their area of work which any member of staff may refer to them and refer to the Headteacher any of these problems for which they cannot achieve a satisfactory solution within the resources available to them;
- shall carry out a regular safety inspection of the activities for which they are responsible and, where necessary, submit a report to the Estates Manager, Deputy Headteacher/Headteacher as appropriate;
- shall ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own safety and health at work;
- shall, where appropriate, seek the advice and guidance of an Adviser or Officer;
- shall report to the Estates Manager, Deputy Headteacher/Headteacher requirements for safety equipment and additions or improvements to plant, tools, equipment or machinery which are dangerous or potentially so,
- and shall ensure that all cleaning materials used by the School are locked away in special stores when not in use.

SPECIAL OBLIGATIONS OF CLASS TEACHER

The safety of pupils is the responsibility of class teachers, because teachers have traditionally in law carried responsibility for the safety of pupils when they are in charge.

If for any reason, e.g. the condition or location of equipment, the physical state of the room or the splitting of a class for practical work, a teacher considers he/she cannot accept this responsibility, he/she should discuss the matter with the Curriculum Leader, Estates Manager, Deputy Headteacher or Headteacher before allowing practical work to take place.

Class teachers are expected to exercise effective supervision of the pupils and to know the emergency procedures in respect of fire, bomb alert, evacuation of people with disabilities and first aid, and to carry them out;

- to know the special safety measures to be adopted in their own teaching areas and to ensure that they are applied;
- to give clear instructions and warning as often as necessary;
- to personally follow safe working procedures;
- to identify the need for protective clothing, guards, special safe working procedures, etc. where necessary,
- and to make recommendations to their Curriculum Leader, e.g. regarding the safety of equipment and additions or improvements to plant, tools, equipment or machinery which are dangerous or potentially so.

All staff have a duty to ensure their own safety and the safety of those around them including colleagues, visitors and pupils. This means your actions should not place you, or others, at risk and that you should report immediately any defect in buildings, equipment or procedures to the member of staff.

OBLIGATION OF ALL EMPLOYEES

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 himself or herself and of 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 it is necessary to enable that duty or requirement to be performed or complied within."*

In addition further duties are contained within the Management of Health and Safety Regulations, 1992, which require employees to tell their manager or employer of any shortcomings in health and safety arrangements; and to advise them of any risks identified as being of a serious or immediate danger.

The 1974 Act also states:

"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".

In order that the laws be observed and responsibilities to pupils and other visitors to be School are carried out all employees are expected:

- (a) To know the special safety measures and arrangements to be adopted in their own working areas and to ensure they are applied:
- (b) To observe standards of dress consistent with safety and/or hygiene;
- (c) To exercise good standards of housekeeping and cleanliness for activities within their control;
- (d) To know and apply the emergency procedures in respect of fire and first aid;
- (e) To use and not wilfully misuse, neglect or interfere with things provided for their own safety and/or the safety of others;
- (f) To co-operate with other employees in promoting improved safety measures in their School;

- (g) To co-operate with the appointed safety representative within the School, and the Enforcement Officer of the Health and Safety Executive.

THE STUDENTS

The students are expected:

- (a) To exercise personal responsibility for the safety of themselves and their classmates;
- (b) To observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear, and other items considered dangerous);
- (c) To observe all the safety rules of the School and in particular the instructions of teaching and non-teaching staff given in emergency;
- (d) To use and not wilfully misuse, neglect or interfere with things provided for their safety.

NB All students and parents should be made aware of the contents of this section and of other rules/expectations.

Parents are asked to ensure that children do not bring items to School which are hazardous or dangerous. If such items are found by any member of staff they will be confiscated and the parents asked to visit the School to collect them.

STUDENTS WITH DISABILITIES

e.g., visually handicapped, hearing impaired, etc.

Where it is identified that a pupil/pupils are in requirement of special needs, it is a duty that these requirements are met, e.g.

- ◆ Teacher training
- ◆ Specialist equipment
- ◆ Means of access/egress

SUPERVISION BEFORE AND AFTER SCHOOL

- Where possible, staff on "before School" duty should be in position no later than 8:20am and are expected to leave no earlier than 8:30 am.
- Parents are requested to ensure that children arrive at School as near to 8:25 am as possible and leave the premises at the end of the day as soon after 3:00pm as possible.
- Pupils who arrive early or leave late may contact any member of staff in an emergency.
- On wet days pupils are to arrive at School as near 8:25 am as possible and access the School buildings as normal.
- The School has a laid down programme for the supervision of students arriving and leaving by bus or coach.

SUPERVISION AT BREAK TIMES

- The mid-session breaks are legally deemed as directed time. The rota of supervision is designated, by the Headteacher.
- Cover is directed by the Cover Manager.
- No children should be allowed to practice activities in high risk teaching areas unless personally supervised by a teacher and in certain practical areas by a teacher qualified in that subject.
- Duty teachers are not expected to cover such activities.

LUNCHTIME DUTIES

The School will:

- ◆ check weather conditions and decide if in/outdoor break is appropriate;
- ◆ determine the availability of the hall and other classrooms;
- ◆ delegate specific supervisors to those areas within the terms laid down by Icknield High School, specific duties include:
- ◆ responsibility for all children on School premises between 1.10pm and 1.50pm including children returning from home;
- ◆ deal with all misbehaviour during the lunch time period, referring to teaching staff where necessary;
- ◆ perform all clerical duties related to the post, e.g. accident reports, etc.;
- ◆ obtain supply cover in the absence of a Lunch-time Supervisor.
- ◆ Liaise with Heads of Year when appropriate, and the Leadership Team if absolutely necessary;
- ◆ in the event of an accident supervisors will either obtain assistance or escort the injured person to the medical room where office staff will assume responsibility.

All telephone or emergency contact numbers, special medical details, etc. are available in the School Office.

DINING HALL - SUPERVISION

- ◆ Students(s) should be assembled in an orderly manner prior to moving to the dining hall, or agreed eating areas;
- ◆ Lunch-time supervisors will supervise the whole of the dining hall for as long as students are present;

- ◆ Lunch-time supervisors will control and maintain reasonable levels of noise, good order and table manners;
- ◆ Lunch-time supervisors will deal with any accident and ensure that hazards from spillage, breakage, sickness, etc. are kept to the minimum and dealt with immediately.

PLAY (SUPERVISORY ASSISTANTS)

- ◆ To ensure the safety of the pupils at all times, Lunch-time supervisors must patrol the whole School area and not remain in one place.
- ◆ Reduce fights, squabbles, gangs or rough games to a minimum.
- ◆ Note new pupils and help them settle in.
- ◆ Report breakages and hazards to the form tutor, Head of year, caretaker depending upon the nature of the breakage or hazard.
- ◆ Control the supervision of toilets.

DISCIPLINE

- ◆ During the lunch time period the Headteacher has responsibility for the conduct of the Lunch-time supervisors; the safety and well-being of all pupils and the encouragement of a happy and relaxed atmosphere in which to return to lessons.
- ◆ In the rare cases of persistent disobedience, rudeness and serious misbehaviour, students will initially be reported to and dealt with by the relevant Head of Year.

SUPERVISION AFTER SCHOOL

- ◆ Staff should be on duty at the end of School. Staff on this duty must be present at their duty by 3:10 pm. Staff who are on this duty and are teaching may dismiss their class just prior to 3:10 pm.
- ◆ If pupils are not collected, a member of staff should inform the office of the bus(es) that is/are yet to arrive or if students have missed the bus. A member of staff must wait until the bus arrives or alternative arrangements have been made. This duty is deemed to finish when the last bus load has departed.
- ◆ A student may be kept in detention after School without a formal evening detention has been arranged in advance. It should be conveyed to the Year room that the detention has taken place.
- ◆ Special care must be taken to ensure that no child leaves the School until 3:10 pm. The exception to this would be where they have special permission to sign out of School.

VISITORS

Visitors and other users of the premises (e.g. parent helpers/delivery people from specific companies), should be required to observe the safety rules of the School.

In particular, parents helping out in School should be made aware of the health and safety arrangements applicable to them through the teacher to whom they are assigned. All visitors should report to and sign in at the front office.

Similarly, they should sign out prior to departure from the premises. If any member of the public refuses to leave the premises, or constitutes a nuisance, dial the Police (999) and request immediate assistance.

REPORTING DEFECTS

Any teacher or adult, or student, discovering a defect in the building should report the matter to the Estates Manager. Ideally, this would be done via the 'Site support' email ticket system.

The Estates Manager should take immediate steps to render the area safe or out of bounds and should contact the Site Agent. He should inform the Estates Manager of their action(s).

DEFECTS IN EQUIPMENT

Any defective equipment should be taken out of use immediately and the Estates Manager informed. The Estates Manager should inform the Headteacher/Deputy Headteacher about the repair or replacement of the item.

Repaired equipment should be checked by the Estates Manager, before being brought back into service.

INFORMATION

All Health and Safety Circulars are referred to within the School's weekly bulletin and notices. A complete file of all such documents is maintained for reference and available to all staff in the staffroom.

ELECTRICAL SAFETY

A contract exists with Applitech to carry out regular checks on electrical equipment. The regulations governing the renewal of the School's Public Entertainment Licence, where applicable, ensures an annual check of electrical safety of earth leakage circuit breakers, emergency exit signs, fire alarms etc, to meet current legislation by the Environmental Health Department and Fire Brigade.

PROCEDURES FOR REPORTING ACCIDENTS

NOT INVOLVING PERSONAL INJURY

Where an accident or potentially dangerous situation occurs, it is essential that follow-up action is taken to prevent possible recurrence of the situation with more drastic consequences. The action taken in the first instance should be to inform the Curriculum Leader or, if deemed necessary, the Headteacher and/or Deputy Headteacher of the problem. It is then the responsibility of this individual to follow the problem through to achieve effective action. On occasions, a dangerous situation will be highlighted during a routine self-monitoring exercise. At other times, it may well be that an incident where personal injury was narrowly avoided would be the catalyst for health and safety action.

ACCIDENTS INVOLVING PERSONAL INJURY

Any incident involving personal injury will be followed up by the procedures already established by the School. If the incident involves a child during lesson time it is the immediate duty of the supervising teacher to create a safe situation thereby obviating the potential for further injury. To this end, it is vital that the teacher in charge of the situation should be aware of the health and safety requirements of that situation. It is evident, therefore, that in specialised situations involving chemicals or plant, a teacher not qualified to supervise work in such situations should not undertake to do practical work in the absence of specialised staff. Classes should not be left unsupervised whilst an injured party is being dealt with. The member of staff in charge of the situation at the time of the incident will obtain and fully complete the appropriate accident form from the main office. Whilst the form is straightforward enough to complete, staff should ensure that the information noted is accurate and as informative as possible. The accident record book is in the main office. If accidents occur an accident report must be completed in accordance with School requirements:

Report of Minor Injury (e.g. Bruising, Bangs, Grazes, etc.). Three copies are required, one to be kept on the premises, one sent to Education Health and Safety Service at Unity House, 111 Stuart Street, Luton LU1 5NP.

Report of an Injury or Dangerous Occurrence. Staff and pupils – e.g. broken bones, hospitalisation for more than 24 hours, absence from work/School for more than 3 days. In addition to the above circulation list, the original one must be sent to the Health and Safety Executive, within 7 days.

Depending on the severity of the accident you must inform Education Health and Safety Section (01582 548042) immediately by telephone and the HSE (01582 444200) within 24 hours.

IN CASE OF ACCIDENT

If the accident is of a minor nature, deal with it as a first aid case and follow the procedures in this Section. In serious or doubtful cases, call an ambulance (999) and attempt to contact the parent/emergency contact. A pupil must be accompanied to hospital by a parent or

member of staff, if the latter, parents must be informed as soon as possible. An accident report must be completed in accordance with the procedures in this Section.
All accidents must be reported, noted in the accident book and an accident report completed in line with the procedures in this Section.

Do not hesitate to call an ambulance if in doubt about the seriousness of the injury to visitors, pupils, adults or staff.

GENERAL ARRANGEMENTS

First Aid

First aid will be in accordance with School guidelines.

First Aid Provision

The First Aid room is located on the North side of the School next to Student Reception. The School is mindful of the need to provide basic First Aid facilities for staff and pupils. As a general rule First Aid supplies are kept in all Science Laboratories and Practical Rooms or in adjoining Preparation Rooms.

In addition First Aid supplies or First Aid Boxes are situated in other Departments in different parts of the campus, so that an effective overall coverage is maintained.

First Aid supplies are also kept by the PE Department and in the Year Rooms, the latter to facilitate use by First Aiders.

Medical Room:

- ◆ The School Medical Room should contain chairs and a folding bed, to be used as required;
- ◆ First Aid supplies are also kept in this room for use by teaching staff or Lunchtime Supervisors;
- ◆ A book is kept in the Medical Room and any treatment given to pupils is written in it, noting: name, date, injury sustained and treatment given. Each entry has to be signed;
- ◆ In addition to normal First Aid supplies a 'resuscitator' is also provided for use in mouth to mouth resuscitation.

School Trips and Field Courses, etc.

- ◆ First Aid supplies are available to be taken by staff in charge of outside School trip or field courses as deemed appropriate.
- ◆ Responsibility

The trip leader is responsible for ensuring adequate First Aid provision is provided.

A list of designated first aiders is available from the Medical Room.

Disposable gloves and aprons should be used in line with hygiene guidelines.

Emergency Services - telephone 999 (on extension telephones dial 9 first for an outside line).

FIRE

Fire	Precautions	(Workplace)	Regulations	1997
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The Fire Precautions (Workplace) Regulations apply to the School in their entirety, to this end fire risk assessments have been undertaken in accordance with the above Regulations, copies of which can be found in the Estates Manager's office. Fire drills/bomb alerts are held regularly during the School year. It is in the nature of the drills that they occur without warning to staff or pupils. In the fire drill or emergency procedures special consideration is given for the evacuation of pupils/staff/visitors who may be disabled. This achieves two objectives in that a degree of realism is present in the exercise and equally the results of the exercise can be assessed more accurately and measures taken to improve future performance.

Pupils are instructed in their first week at the School and at regular intervals thereafter, as to the exact procedures to follow in the event of a drill or an emergency. This work is done during tutorial time when attention is also drawn to the fire drill/bomb alert notices displayed in each room in the School. At this time, the importance and seriousness of the fire drill bomb alert is stressed to pupils. The possible consequences of vandalism and the deliberate activating of alarms are discussed with tutor groups. Responsibility for administration of the fire drills/bomb alerts rests with Estates Manager who has been appointed by the Headteacher to undertake this task. All members of staff participate in fire drills/bomb alerts and report to year heads or the appointed person for the purpose of checking pupils.

GENERAL FIRE SAFETY

Ensuring fire safety rests with the:	Headteacher
Escape routes:	all doors to be unlocked when the premises are in use
Fire doors:	must never be fastened open. Must never be obstructed by desks, etc. which impede exit.
Fire extinguishers to be serviced by:	approved contractors (insert name, address and telephone number)
Fire alarms:	Headteacher and/or Estates Manager will activate during drills. The period of drills will be one every term.
Fire Alarm:	Break glass

ALARM

Sound the alarm by breaking the glass of the alarm system. Report source of fire/bomb to the Headteacher. Office manager will dial 999 and call the Fire Brigade.

ACTION

Classes on the yard or field will proceed by the nearest safe route to the assembly points on the School field. Main building classes will exit by the most convenient door according to the situation of the fire and proceed to the assembly point on the School field. No person is allowed to re-enter the building until it is declared safe. Notices with regard to fire procedures/bomb alerts and escape routes are clearly posted in all rooms and should be followed.

GENERAL INFORMATION

Specialist advice can be obtained from:

- ♦ Education Health & Safety Section, Unity House, 111 Stuart Street, Luton, LU1 5NP.
Telephone Number: (01582) 548042;

or

- ♦ Health and Safety Executive,
14 Cardiff Road,
Luton
Telephone Number (01582) 444200

Other persons responsible for:

Staff Safety Training Luton Borough Council
Governing Body

Carrying out Safety Inspections Education Health and Safety Section,
assisted by:
Education Advisory Services, Unity
House or
Health and Safety Executive,
14 Cardiff Road,
Luton.
Tel. 01582 444200

Recording and Investigating Accidents Headteacher (initially)
Maintenance of Buildings, Plan and As laid down in the Academy Articles
Equipment for Academies.

OTHER EQUIPMENT

Boiler House Caretaker As laid down in Luton Borough Council
manual of inspection of the use.

Kitchen Cook Supervisor Planning and cleaning of machinery and
Assistant Cook heavy equipment.

The Cook Supervisor or Assistant Cook are responsible for contacting the Estates Manager if any defects are found.

An approved contractor will be appointed for the maintenance of appliances, audio visual equipment, etc.

COSHH

Control of Substances Hazardous to Health Regulations 1988

Under the COSHH Regulations 1988 - amended 1994 all staff have a duty to prevent or control exposure of employees or pupils and visitors to the premises to substances hazardous to health. The master set of COSHH assessment records will be kept in the Estates Manager's office. Copies of relevant assessments will be issued to individual areas/personnel. No new substances may be brought into School without carrying out a full COSHH assessment. This is a legal requirement. All substances in use must be approved by Education Health and Safety Section, telephone (01582) 548042, before being used. All materials will be purchased

through County Supplies or other recognised scientific suppliers who provide hazard data sheets and/or appropriate labels with each substance purchased. Copies of any hazard data sheets must be passed to the Headteacher or appropriate person for filing with the COSHH assessments. It is the School's responsibility as purchaser to obtain any hazard data sheet and these must be requested as part of any order. If there is any change to a scheme of work the staff involved must ensure that the Headteacher or appropriate person is informed in writing of any COSHH assessments required and that all relevant safety warnings are included on pupils worksheets, etc. Departments holding stocks of hazardous substances, e.g. Science, Art, Technology, Office, Caretaker, Ground staff, Cleaners and Kitchen Staff are subject to undertaking their COSHH assessments and are required to check stock on a regular basis (at least annually) and list for disposal all substances no longer required. Flammables (e.g., aerosols) should be stored in locked flammables cupboards which are suitably marked in accordance with the Safety Signs Regulations 1980. All hazardous substances and containers will be labelled and have tops on. All members of staff (teaching and non-teaching) must make proper use of control measures, and personal protective equipment and report any defects to the Estates Manager. All COSHH assessments must be reviewed on a regular basis or whenever there is a change in circumstances concerning use. In all work with their pupils staff must bring any relevant safety procedures to their notice. Whilst we do not discourage pupils from bringing substances from home, a stringent check is kept on the type and amounts for use, to comply with the Regulations.

COSHH Assessment Records

Relevant assessment records have been circulated to all staff and are available for reference in the Estates Manager's office. This is an on-going procedure and all staff have been made aware of assessment records and data sheets.

EDUCATIONAL VISITS

No teacher/member or staff must take pupils off School premises without specific insurance cover as governed by current School requirements. A travelling first aid kit must be taken on all outside visits.

SPORTS ACTIVITIES

To be undertaken in accordance with Luton Education Services Safety Guidelines.

MAINTENANCE OF PHYSICAL EDUCATION EQUIPMENT

To be undertaken in accordance with Luton Education Services Safety Guidelines.

SUPERVISION OF PHYSICAL ACTIVITIES

To be undertaken in accordance with Luton Education Services Safety Guidelines.

REPAIR, MAINTENANCE AND UPKEEP OF BUILDINGS

The Estates Manager is responsible for ordering building and other similar work in premises used by the School. Contractors working on School premises must comply with any appropriate legislation and any School rules governing these particular premises. To this end, contractors will agree with the Estates Manager what working arrangements will be applied before starting work. Co-ordination and co-operation between all parties will be required in order to reduce any risks involved. Where possible, prior to the contractor's staff

starting on site, designated routes for the movement of vehicles should be planned to reduce the risks to other persons. They will also be required to report to the person in charge of the premises all accidents and injuries which occur on the premises whether such accidents involve injury to their own staff or to other persons on the premises.

NOTIFICATION OF DANGERS WHEN WORK IS IN PROGRESS

The following procedures should be followed:

- ◆ in the event of danger, the Estates Manager should take any steps deemed necessary to exclude persons from the danger until such times it is rectified;
- ◆ the contractor should be told what the Estates Manager has identified as dangerous and has to be done to ensure that persons are not endangered;
- ◆ in cases of a less urgent nature, Estates Manager of the building should discuss the problem with the contractor's representative on site and if possible agree a solution;
- ◆ the Deputy Headteacher (Estates) should always be consulted or notified on the apprehended danger and what is being done by the contractor to avoid it.

MANUAL HANDLING OPERATIONS

Manual handling assessments for the handling of articles, persons and animals will be undertaken by the appropriate Estates Manager/Curriculum Leader and the assessments will be retained by the Estates Manager.

PERSONAL PROTECTIVE EQUIPMENT

The provision of personal protective equipment will be determined by the appropriate Curriculum Leader and agreed with the Estates Manager. This will be done in line with School policy and guidance notes.

PROVISION AND USE OF WORK EQUIPMENT

Wherever possible any equipment provided for use at work will be purchased to meet an appropriate CE mark or relevant British Standard, in line with the School policy and guidance notes.

DISPLAY SCREEN EQUIPMENT

These apply to all types of Display Screen Equipment, together with associated furniture and installations. DSE users recognised as employees who regularly use a display screen for continuous or near continuous periods of an hour or more on a daily basis for their work are entitled to free appropriate eye and eyesight tests (Referred to as a Sight test in The Opticians Act) on a regular basis (The Health and Safety (Display Screen Equipment) Regulations 1992). Regular is defined as two yearly tests unless advised otherwise and guided by the user's optometrist or doctor who carried out the test that they're experiencing visual difficulties, which may reasonably be considered to be related to display screen work, and an annual test may be authorised. A basic eye examination voucher will be provided (which meets DSE regulations), under the Opticians Act, sight tests may only be performed by registered ophthalmic opticians (Optometrists) or registered medical practitioners with suitable qualifications.

Procedure

If you meet the above eligibility and wish to request a free eye sight test, firstly obtain e-mail authorisation from your line manager and e-mail HR at H@lckniel.beds.sch.uk where a voucher will be issued to you. This voucher can be redeemed at any Specsavers store and will enable employees to receive an eye test, and if necessary, a contribution of up to £50 (defined by Specsavers corporate voucher) will be made towards corrective basic eyewear, purely and solely for DSE use only. Should an employee wish to upgrade to more expensive frames, then the voucher value (£50) can be redeemed against the higher cost. The vouchers are not redeemable in other stores, however if you choose to have an eye test at another store the equivalent amount to the voucher, being £19 will be payable upon receipt of an eye test.

ELECTRICITY AT WORK ISSUES

All portable electrical equipment will be examined on a 12 monthly programme. The examination of the fixed equipment, i.e. from the wall socket to the mains board rests with the School. The use of personal electrical equipment will be at the discretion of the School. The Headteacher reserves the right to insist that any personal electrical equipment is examined and tested in accordance with the above paragraph, with any cost involved being the responsibility of the individual concerned. Unsafe equipment will be removed from the premises.

USE OF SCHOOL EQUIPMENT BY CONTRACTORS

Employees who are in charge of such equipment must not lend it to contractors who are not employees. The contractors are expected to supply all equipment needed to complete the work safely.

REPAIR AND MAINTENANCE OF PREMISES

The importance of a safe environment for all those using the School premises cannot be over-emphasised. All damage or areas of potential hazard must be reported to the Estates Manager either verbally or via 'Site Support' email system. The Estates Manager and the Deputy Head of the School liaise carefully in order to continually monitor the state of the School buildings, its contents and the School grounds. Any lack of maintenance is promptly reported to the maintaining authority or, if appropriate, the governing body. In addition to the general statement of policy there is appended a statement of departmental safety policy from every Curriculum Leader.

CONSULTATION WITH UNION REPRESENTATIVES

The health and safety concern of the School extends to all staff and users of the School. Each union with members employed at the School is invited to nominate a union representative whose role is to meet with the Deputy Headteacher on matters of health and safety. At such meetings the Deputy Headteacher is able to explain the management implications of health and safety as it affects the working conditions of the staff with the particular aim of gaining acceptance of practices designed to improve the health and safety of the whole working environment. These meetings also afford the opportunity for the views of individual staff to be communicated to senior management and can result in the review of health and safety procedures currently practised. At such meetings, directives issued by the unions with regard to health and safety can be communicated to the head for discussion.

COMMUNITY USE

Under the 1986 Education Reform Act the Headteacher and Governors recognise that community use of premises will be required, e.g., Adult Education/Youth Service and Community Groups. Such groups attention will be drawn to the detail of this safety policy with which they will be required to comply with so far as it affects their operations. Safety provisions over and above those contained in this safety policy may be appropriate for particular common use activities and each group will be responsible for producing their own safety procedures which complement those in existence within the School.

INFECTIOUS DISEASES

The School will take all reasonable practicable precautions in accordance with the requirements of the Health and Safety at Work etc. Act 1974 to protect all persons on the premises. The School policy and hygiene guidelines will be adhered to. [Also refer to Luton Education Services Guidelines]. Pupils and Staff should be familiar with these arrangements.

CONCLUSION

The whole staff are committed to make these arrangements work. This will ensure, so far as is reasonably practicable, that working conditions are safe and without risks to health and that the working life of everyone is accident free.

FUTURE SAFETY POLICY

This document is not a finite statement of policy. It will require regular consideration and revision where necessary. It cannot include all items necessary to achieve safe working conditions and due consideration must be given by all employees to the statutory requirements and internal arrangements which can, and will, help the achievement of a safe and healthy place to work. The Headteacher will be responsible for ensuring that suitable assessments are undertaken and will action issues as appropriate when dealing with the following:

- ◆ recording the assessment;
- ◆ preventative and protective measures;
- ◆ health and safety arrangements;
- ◆ health surveillance;
- ◆ procedures for serious and imminent dangers and for danger areas;
- ◆ information for employees/temporary workers;
- ◆ co-operation and co-ordination;
- ◆ training.

SAFETY OFFICERS

The Headteacher of the School, has the right to stop any activity on Academy owned property if it is, in their opinion, giving rise to imminent danger. The work activity will not be allowed to restart until such time that the cause of the danger is removed or rectified. Any member of staff noticing a failure to comply with this statement of organisation and arrangements or other advice/guidance issued by the Authority or Headteacher in pursuance of the safety policy, should immediately report the circumstances to the Headteacher and/or Deputy Headteacher. The Headteacher and/or Deputy Headteacher should then initiate

appropriate remedial action. Hazardous situations should also be reported immediately and the same procedure followed.

REVIEW

A review of all procedures, will take place each year in time for the commencement of the new academic year.

APPENDIX 1

Smoking policy

Icknield High School operates a no-smoking policy on its premises.

APPENDIX 2

HEALTH AND SAFETY CHECKLIST

1. This check list has been prepared to help you maintain good safety standards and efficient fire prevention and means of escape for the school/premises.
2. All staff must know who is responsible for safety in each area of the school/premises and be aware of current procedures.
3. Tick the box in relation to items found to be satisfactory, otherwise mark with an X and comment as to the situation.
4. Items not applicable should be marked **N/A**.

Premises Inspected: _____

Date of this Inspection: _____

Date of Previous Inspection _____ (if any).

Signature(s) of Person(s) Inspecting: _____

Signature of Head: _____ Date _____

POLICY AND DOCUMENTS

Are the following policies/documents available on site? Are they complied with in line with School requirements?

	Y or N or N/A	Comments/Remarks
Section 1 Safety Policy Compliance		
1. DfE-statutory		
2. School		
3. Curriculum area/site		
Section 2 Accident Records		
1. Employees		
2. Children/Students		
3. Others		
Section 3 Records of Statutory Examination		
1. Lifting Appliances		
2. Pressure Vessels		
3. Other (Specify)		
-		
Section 4 Records of Regular Inspections		
1. Audio Visual Equipment		
2. Electrical Equipment		
3. Physical Education Equipment		
4. Boiler Plant		
5. Residual Circuit Breakers		
6. Others (Specify)		
Section 5 Emergency Plans		
1. Fire		
2. Bomb Alerts		
3. Record of Practice Fire Evacuations		
4. Record of Practice Bomb Alerts (may be staff only)		