



**MATTHEW MOSS
HIGH SCHOOL**
Learning for Life

Policy No.: 8

Policy: School Safety

Review Date: November 2018

Policy Name: School Safety

Nominated Lead Member of Staff: Headteacher

Review Cycle: 2 Years

Authorisation: Governing Body/LA

Review Date: Reviewed Nov 2016 - next review Nov 2018

School Safety Policy

Statement of Intent and General Policy

The Governing Body recognise their responsibilities under the Health and Safety at Work etc Act 1974 and will take all reasonably practicable steps to provide safe and healthy working conditions, equipment and systems of work for all employees, learners and others affected by their activities, actions or omissions.

The Governors are committed to providing and maintaining a working and learning environment that is safe and without risk and this is established by the allocation of duties and particular arrangements detailed in parts 2 and 3 of this policy.

All those involved in providing and maintaining a safe and healthy working environment will be responsible for assisting in achieving the aims and objectives identified and will play a positive role in promoting a healthy and safe working environment.

In relation to health, safety and welfare, the Governors will act within the framework of action advised by Rochdale Metropolitan Borough Council and the LEA. The Health and Safety Policy of the Council will be observed and acknowledged.

ORGANISATION

This part describes the objectives of the organisation and outlines the allocation of duties determining how the management structure operates.

STRUCTURE OF ORGANISATION

OBJECTIVES

The following policy objectives set by the Governors can be stated:

- Commitment to a planned approach to health and safety in ensuring the framework set by the Safety Policy is implemented, monitored and reviewed
- Ongoing consultation involving all employees in the pursuit of the aims and objectives of the Policy, achievement of health and safety standards and to ensure co-operation and competence of all those involved

Local Education Authority

The LEA is responsible as employer for:

1. Recognising and accepting its responsibilities for the health, safety and welfare of its employees, learners and visitors to premises.

2. Provision of advice and assistance to ensure schools comply with health and safety obligations and attain the required health and safety standards.

3. Ensuring effective monitoring is carried out by undertaking periodic inspections to evaluate the health and safety performance of schools in Rochdale LEA and to identify areas for improvement.

Governing Body

Governors can satisfy their employer by:

1. Accepting their health and safety responsibilities and establishing appropriate committees in which to consult on health and safety matters.

2. Ensuring the organisation and arrangements of the school operate effectively.

3. Managing the allocation of sufficient funds in order to ensure, so far as reasonably practicable, the premises and systems of work are safe and without risk to health.

4. Ensuring effective monitoring is carried out to evaluate the health and safety performance of the school by involvement and evaluation of inspection reports from the LEA, Headteacher and Safety Representatives.

Headteacher

Headteachers are responsible for the following:

1. Ensure the effective planning and implementation of the Safety Policy incorporating appropriate organisational detail and local arrangements and so that all employees are familiar with the Policy and their delegated duties.

2. Ensure the effective planning and implementation of the health and safety management system.

3. Establish and maintain safe working procedures and a working environment where suitable and sufficient risks to all employees, learners and visitors to the premises are assessed, prevented or controlled.

4. Identify the training needs of employees and arrange for suitable and sufficient training programmes to be provided.

5. Provide health and safety induction training for new employees and information and instruction on the organisation and arrangements as detailed in the Safety Policy. This task is delegated to the line managers with support from the Assistant Head Business and the Assistant Head Teaching and Learning.

6. Ensure all contractors' undertakings are fully compliant with health and safety regulations and take full account of health and safety issues affecting employees, learners and any other users of the

establishment. The site manager is responsible for maintaining the information in the contractor's induction pack.

7. Arrange for premise inspections of the school at least once per term and ensure findings are reported to governing body committee.

8. Be prepared and have arrangements in place to act safely and effectively in the event of any emergency affecting the health, safety and welfare of employees, learners and the school environment.

9. Have arrangements for accident / incident investigation and reporting procedures that are in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) and Rochdale Council's reporting procedures.

10. Note and act upon, as appropriate, health and safety instruction and advice provided by the Health and Safety Executive, Department for Education and Skills and Local Education Authority.

Heads of Faculty

Heads of Faculty will be responsible for:

1. Taking reasonable precautions to ensure the safety of all persons whilst under their Faculty's control in accordance with the objectives of the Safety Policy

2. Establishing and maintaining safe working procedures and a working environment where suitable and sufficient risks to employees, learners and any other persons within their faculty are assessed, prevented or controlled.

3. Inclusion of health, safety and welfare issues at faculty meetings which may be recorded and forwarded to the Headteacher and governing body committee.

4. Including safety and risk management in lesson plans to consider the safety of employees and learners.

5. Ensuring all equipment, machinery and apparatus within their faculty is in suitable condition, can be used safely and is maintained.

6. Reporting of defects, damage to equipment or safety hazards to the Site Team using the online cloud system.

7. Report all accidents and incidents via the online cloud system.

School Employees

All school employees will be responsible for the following:

1. Carrying out their duties in accordance with the Safety Policy
2. Taking reasonable care of themselves and other persons whilst at work.
3. Co-operating with the Headteacher and others in school to comply with legislation.
4. Engaging in consultation and development of health and safety procedures to promote positive employee involvement.
5. Following instruction and information on safe working procedures and using plant, substances and equipment safely.
6. Attending health and safety training courses provided.
7. Reporting defects or damage to equipment and safety hazards to the relevant person(s).
8. Reporting all accidents and incidents to the relevant person(s).

Safety Representatives

School based safety representatives (caretaker) have the same health and safety responsibilities as any employee (with no extra legal liability). In addition to their duties as employees, they have the following responsibilities:

1. Carry out regular inspections of premises and school activities.
2. Provide guidance on health and safety issues and to consult with advisers to obtain information.
3. Investigate potential hazards, employee complaints, accidents and dangerous occurrences.
4. Make representation to employers and external organisations on health and safety matters arising.
5. Assist in assessment of risks and subsequent preventive or control measures.
6. Assist in the provision of information, instruction and training for employees.

Non-employees working on school premises

Any person(s) not directly employed by the school but whose place of work is the school premises are responsible for the following:

1. Taking reasonable care of themselves and other persons whilst at work.
2. Co-operating with the Headteacher and following instruction and information provided with regard to school practice and safe working procedures when using plant, substances and equipment.
3. Reporting defects or damage to equipment and safety hazards to the relevant person(s).
4. Report all accidents and incidents to the relevant person(s).
5. Ensuring compliance with health, safety and risk management is considered when organising and supervising activities and events undertaken on the premises.

Part 3: GENERAL ARRANGEMENTS

This part identifies the procedures and practices in place, demonstrating how the school's operations are managed safely

Assessing Risks

Assessment of risks associated with all school activities and the premises will be carried out by the Headteacher and Governing Body, Heads of Department and supported by co-operation from all employees.

Records of risk assessments are available.

Work Related Stress

Arrangements for the management of work related stress have been produced and implemented by the Headteacher and Governing Body - refer to Stress Management Policy (Finance office/ website / cloud)

Violence and Aggression

Arrangements by the Headteacher and Governing Body to manage risks to employees arising from incidents of abusive, threatening or violent behaviour have been produced and implemented.

- refer to Violence and Aggression Policy (Finance office/ website / cloud)

First Aid

Provision has been made for designated first aiders who will be supplied with suitable resources.

- First Aid qualified persons are

K Mills – Assessment Office

J Harwood – General office next to school reception

E Cootes - Behaviour Intervention Coach

J Brierley – Kitchen

R Bromfield – CPA

J Smedley – Mentors office

K Islam – Learner Services

P Earl – Learner Services

B Clitheroe – PE Teacher

Out of hour's provision

Mr A Dinsdale - Site Manager

First Aid boxes will be available in the following positions:

CPA Office

Mentors room

General Office

Learner Services

Sports Hall Office

Science Prep room

Assessment Office

Minibus

Kitchen Office

Math's Office – first floor

- Further Information can be found in the general office. Please see addendum re AED's.

Fire Precautions

Arrangements for the provision of effective fire precautions covering fire evacuation procedures, fire alarm system, fire alarm point and emergency lighting tests, fire extinguishers, means of escape and arson prevention are in place. - refer to Fire Precautions Log Book

Crisis Management

Planning and preparation in order to manage emergencies affecting the school has been undertaken by the Headteacher and Governing Body. A policy document has been produced and implemented.

- refer to Emergency Plan (Finance office)

Workplace Safety, Maintenance and Building Works

A defect reporting procedure has been implemented using the cloud whereby defects are reported to the Site team.

An Asbestos Survey is available on site. Asbestos present is managed by the Headteacher and Governing Body.

The Management of the Risk Register and arrangements to inform all contractors will be supervised by the Site Manager. A contractors' induction pack is issued to all new contractors when they start working for school. The site manager is responsible for ensuring that all safety checks have been completed prior to the start of any works. This will include insurance arrangements, method statements, hot work permits and any other relevant process to ensure safety of all concerned.

Arrangements for inspection, service and maintenance of plant and equipment at appropriate intervals have been implemented covering:

Water tanks, fire alarm systems, heating, portable electrical appliances, PE / play equipment, workshop machinery, kilns, fume cupboards etc...

Records of inspection, service and maintenance for the above are available from the Site Manager.

All building works are planned appropriately and contractors are checked for professional competence and license.

The Local Authority will be notified of building works

- refer to Asset Management Pack (detail location)

The person(s) responsible for arranging and monitoring building works is the Site Manager.

Hazardous Substances

Procedures for the storage, handling, use and control of substances hazardous to health (COSHH) used in school are detailed in COSHH assessments and manufacturers/suppliers data sheets. COSHH assessments are available in the Site Manager's office and Catering Manager's office.

Display Screen Equipment

Assessments of workstations used by employees who are designated users of display screen equipment as identified by Rochdale Council's Display Screen Equipment Code of Practice will be carried out by trained assessors in line with the Display Screen Equipment Regulations.

Matthew Moss High School uses Rochdale MBC Safety Section to carry out these assessments.

Security

Assessments of security provision for the site, premises and roof access will be reviewed at regular intervals and measures to improve security will be considered by the Headteacher and Governing Body.

- refer to Security Policy

Events / Lettings / Extended School Activities

To ensure that appropriate arrangements are in place for the effective organisation of events, lettings and extended school activities, policies and procedures been produced and implemented.

Part 3.1: Monitoring

The following monitoring arrangements are in place to ensure that health and safety management in school is working effectively and that risk control measures continue to be maintained.

- The person(s) responsible for co-ordinating extra curricular activities is/are Sam Dainty
- The person(s) responsible for co-ordinating lettings is/are the Site Manager and the Business Manager

Curriculum - Safety and Risk Education

The person(s) responsible for the curriculum will obtain and communicate information and resources with regard to the delivery of safety and risk education.

School Visits and Off-Site Activities

All off-site activities are arranged in accordance with the LEA Policy and Guidance for School Visits and Off-Site Activities. An Educational Visits Co-ordinator has been appointed (B Clitheroe) and a school policy has been implemented.

A copy of the School Visits Policy can be found on the cloud / website.

Child Protection

To ensure recommended Child Protection procedures are followed, a policy has been produced and implemented and a member of staff has been appointed as designated Child Protection Officer – Mr C Jennings

- The Child Protection Policy can be found on the website
- DBS checks are carried out for all staff
- Procedures for Safeguarding Children are implemented

Work Experience

All work experience placements, extended placements and pre-apprenticeship programmes are arranged in accordance with the LEA Policy and Guidance for the Administration of Work Experience Placements. A policy and procedures have been produced and implemented.

- refer to CEIAG Policy (website)

The co-ordination of work experience is carried out by the Careers and Aspirations Coordinator - Mrs M Rostron.

Termly Tours

Premise inspections will be arranged at least once per term by the Headteacher. The tour will include a senior member of school staff, link governor and safety representative. Findings will be reported to the Governing Body Committee. The name of the committee is Finance and Resources Committee.

Evaluation of Inspection Reports from employee Safety Representatives

Inspections of premises and school activities may be carried out by Safety Representatives at intervals. Reports will be forwarded to the Governing Body Committee. The name of the committee is Finance and Resources Committee.

Evaluation of Inspection Reports from LEA School Safety Team

Inspections of the school's health and safety management system and premises will be carried out by the LEA School Safety Team. The Report will be considered by the Headteacher and Governing Body Committee. The name of the committee is Finance and Resources Committee. An plan of action will be implemented to address any recommendations.

Part 3.2: Review

The information gathered by the monitoring methods in place will be reviewed to assess the effectiveness of the policy in determining the objectives set by the Governing Body.

Evaluation of Insurance Assessments

Assessments of the school's premises and risk management systems made by insurers will be considered by the Headteacher and Governing Body.

Accident / Incident and ill-Health Reporting

Accident, incident and ill-health reporting procedures will be followed in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) and Rochdale Council's reporting procedures.

Accident Investigations

Investigations will be carried out, where required, by the Headteacher / Assistant Head Business / Business Manager following accidents and dangerous occurrences.

Analysis of Accident Statistics

A review of accident, incident and ill-health reports will be undertaken at intervals to identify patterns or trends and to consider remedial action.

Analysis of Sickness Absence Statistics

A review of sickness absence records will be carried out to identify patterns or trends and to consider remedial action.

Evaluation of Training

A review of training needs will be undertaken by the Headteacher and Governing Body and a programme to meet the needs of employees will be established.

Fire and Emergency Drills

Fire evacuations will be practiced once per term and findings recorded for review purposes. Drills in case of emergencies other than fire will also be practiced.

Review of the policy will be carried out following changes in legislation, regulations and following changes to the management structure of the school.

Review of the policy will provide the opportunity to assess the effectiveness of the school's health and safety management system and will encourage improvements in health and safety performance.

AEDs (Defibrillators)

Portable AEDs (defibrillators) are lightweight devices that are relatively easy to operate and are intended for use in emergency situations when a casualty has a serious cardiac rhythm disturbance causing unconsciousness, such as a heart attack. AEDs are not effective for all cardiac emergencies but they are of benefit in a small proportion of acute emergencies.

An AED acts to restart or correct the heart by applying an electric shock to the chest. It detects the electrical activity of the heart and gives automated instructions to the operator on what to do. The automatic diagnostic sequence ensures that they will only operate under appropriate circumstances thus preventing their incorrect use. The quicker lifesaving first aid and a defibrillator are used on a casualty, the better the outlook for survival.

MMHS has 2 defibrillators located: -

In the main school reception (a bracket on the wall)
On the Sports Hall corridor (in a cabinet)

Mr Bromfield is trained to use the defibrillator and he can demonstrate use to other staff. A list of staff trained to use the defibrillator is shown next to the cabinet.

The devices only work when a heartbeat cannot be detected – so no harm can be done

Officials in post:

Headteacher	Mr M Moorhouse
Health & Safety Governor	To be appointed (vacant from 11/16)
Deputy in charge of training	Mr P Russell
Assistant Head in charge of training:	Mr C Jennings
Assistant Head Business & Finance:	Mrs K Neville
Business Manager	Mr J Holden
Premises staff:	
Site Manager	Mr A Dinsdale
Caretaker	Mr O Tunney
Caretaker	Mr B Helliwell
School visits co-ordinator	Miss B Clitheroe
Careers and Aspirations Coordinator	Mrs M Rostron
Child Protection	Mr C Jennings, Mrs D Darnborough, Mrs S Hoyle and Mrs J Smedley

Linked Policies:

Special Educational Needs

Visitor

First Aid

Reviewed November 2016