



HEALTH AND SAFETY POLICY ORGANISATION AND ARRANGEMENTS

- 1) The Governing Body are responsible for health and safety at Leicester High School for Girls. Delegated responsibilities are as follows:
 - The School Bursar chairs the Health and Safety Committee
 - The Deputy Head is responsible for the welfare of staff, pupils and visitors.
 - The School Bursar is responsible for buildings, grounds, catering, caretaking and domestic staff.
 - A governor representative (Mike Joannou) is appointed annually to attend Health and Safety Committee meetings and reports back to the Governing Body.
 - Health and Safety is a standing item on all Governing Body agendas (reported through the Finance & Estates Committee)

- 2) The School will ensure that our premises, including overall floor space and outdoor spaces, are fit for purpose and suitable for all pupils and the activities provided on the premises. We will ensure that our health and safety policy and arrangements include suitable provision for the EYFS, which comply with the requirements of health and safety legislation (including fire safety and hygiene requirements).
 - All staff have a statutory duty to be responsible for the health and safety of themselves and others.
 - Representatives from Senior School, Junior Department, EYFS and staff with responsibility for specific areas of the School curriculum and extracurricular activities are members of the Health and Safety Committee. (Head of Art, Head of PE, Head of Science, Head of Food Studies, Junior Department representative who is also the EYFS co-ordinator (C Pow) and Senior School representative). The School Nurse, the Catering Manager and Premises Officer are also members of the Health and Safety Committee. The committee is chaired by the School Bursar and is attended by the Deputy Head (EVC). A governor representative also attends Health and Safety Committee meetings and reports back to governors via the Finance and Estates Committee. Where possible, our Health and Safety Consultant also attends these meetings.
 - The Health and Safety Committee meets once a term.
 - Urgent matters are reported directly to the School Bursar.

- 3) The welfare of pupils at the School is safeguarded and promoted by the drawing up and effective implementation of a written risk assessment policy; appropriate action is taken to reduce the risks. Risk assessments are updated annually, discussed at Health and Safety Committee and cascaded down to the relevant members of staff.

- 4) Training of staff in health and safety, including competence in risk assessment:
 - Staff attend courses as appropriate and external speakers hold sessions as necessary.
 - Courses include first aid, risk assessment, fire safety, asbestos awareness, epipen training and manual handling

- Catering staff, including the Head of Food Studies, must hold a basic food hygiene certificate, and the Catering Manager and assistant cook, an intermediate food hygiene certificate. Refresher training is offered every 3 years. Basic food hygiene courses are completed by Early Years Staff.

Staff training records are kept by the School Bursar with the exception of First Aid training which is monitored and recorded by the School Nurse – see the First Aid Policy. These records are reviewed by the Governing Body.

- 5) Off-site visits including school-led adventure activities (See also Educational Visits' Policy and School Minibus Procedures)

Educational visits are no longer treated separately from other aspects of health and safety. The DfE advice seeks to make it easier for schools to take pupils on trips, removing paperwork and taking steps to reduce teachers' fears of legal action and stating that it is rare for teachers to be prosecuted under criminal law with regard to accidents involving children. There is no requirement to have an Educational Visits Coordinator (EVC). We are mindful of any requirements set by their insurers when planning educational visits, which will be checked by the Bursar.

A written risk assessment is not required for every visit, but teachers are encouraged to carry out a risk assessment as per the Educational Visits and Expeditions Policy. However, where a risk assessment is carried out, the employer must record the significant findings of the assessment. A risk assessment is not needed every time the School takes pupils to a local venue such as a swimming pool, or sporting facility. Risk assessments' are particularly thorough with regard to activities away from school; for example. mountaineering, canoeing, and sailing. Trips abroad also need careful attention to duties and requirements under health and safety.

Written consent from parents is not required for pupils to take part in the majority of off-site activities organised by the School (with the exception of Early Years Foundation Stage children), as most of these activities take place during school hours and are a normal part of the child's education at the School. However, following good practice, we collect permission slips for all trips and visits. Parents are told where their child will be when not on School premises and of any extra safety measures required. This is via a specific communication, or a more general termly calendar or similar. Written consent is usually only requested for activities that need a higher level of risk management or those that take place outside school hours. .

- All staff have contact details of key staff in case of an emergency. The Deputy Head (who has overall responsibility) is the key person on-call during an off-site visit, which is then delegated to another member of the LT in her absence.
 - Responsibility for Junior Department visits is delegated to the Head of the Junior Department (EVC)
 - Plans are vetted before submission together with the risk assessment to the Headmaster.
- 6) Selecting and controlling contractors – responsibility of the School Bursar. Method statements, risk assessments and public liability insurance documents are held in the School Bursar's office
 - 7) First-Aid and supporting pupils' medical needs - First aid is administered in a timely and competent manner as outlined in the First Aid Policy

- There is at least one qualified person on each School site when pupils are present for each teaching period of the School day in addition to the full-time School Nurse.
 - Qualifications are kept up-to-date
 - There is a designated medical room
 - A comprehensive list of pupils' medical needs is available to first aiders
 - The School Nurse carries a mobile phone around at all times. See 'First Aid Procedures'
- 8) Consultation arrangements with employees
A Staff Consultative Committee meets termly with the Headmaster and School Bursar.
Staff representatives are from the Junior Department and Senior School
- 9) School Security
- System for visitors – book, badges, forms to be completed in advance for known visits
 - As far as is practicable, the barrier is manned from 7.30am to 6pm during School term time (later when there are evening events)
 - Emergency procedure in place in case of an intruder (see point 21)
 - Keypads on outside doors. Code number is changed annually.
 - External doors all locked at 4 pm.
 - Playground supervisors in the Junior Department and EYFS to have mobile phone access at all times.
- 10) Occupational health services and work-related stress
- The Headmaster and Deputy Head are responsible for staff welfare
 - Staff are mutually supportive when colleagues are experiencing difficulties
 - Support from the School Nurse.
 - When appropriate, the School will refer staff to an occupational health advisor
 - Staff have access to 24 hour counselling services through the cash health plan funded by the School.
- 11) Workplace safety for staff, pupils and visitors
- Key staff carry out a risk assessment annually. The assessment sheets are copied for the Bursar who attends to issues relating to grounds and buildings. The Deputy Head acts on any matters regarding staff and pupils.
 - Pupils are made aware of health and safety issues, rules and regulations on a regular basis in lessons and through the pastoral care system.
 - Visitors must enter by the front door, which is locked, sign the visitors' book and wear a badge throughout their visit.
 - Details of pre-arranged visits are conveyed to the office and the security person at the barrier on the driveway.
- 12) Violence to staff .
- Refer to Behaviour and Sanctions Policy
- 13) Manual handling
- Staff are trained annually in correct manual handling procedures.
- 14) Slips and trips
- All spillages are dealt with immediately by reporting the matter to the office staff who alert the caretakers.

- The risk of trips is minimised through the risk assessment process and the vigilance of all adults and pupils
- 15) On-site vehicle movements
- Delivery vehicles are requested not to come to school at critical times e.g. as the girls arrive or leave the premises.
 - Speed bumps slow the traffic and a 5 mph speed limit sign is in place.
 - A one-way system operates through the grounds.
 - Parents are not permitted to bring cars up the drive from 8.15am until 4pm
 - A Traffic Management Plan has been completed for the site.
- 16) Management of asbestos – an asbestos survey has been undertaken, and an asbestos management plan has been implemented, which is reviewed annually. All recommendations are acted upon.
- 17) Control of hazardous substances
- The Science, Art & Design and Food Studies Departments comply with COSHH regulations
 - The Science Department subscribes to CLEAPS and follows recommendations for the correct use and storage of chemicals and hazardous substances in the School's designated chemical store within the Science Department.
 - Catering, caretaking and domestic staff are aware of and comply with COSHH regulations. COSHH training annually.
 - All storage of hazardous substances and cleaning products are checked annually by our Health and Safety Adviser.
- 18) Maintenance, and when necessary, examination and test of plant and equipment such as electrical equipment, local exhaust ventilation, pressure systems, gas appliances, lifting equipment and glazing safety:
- The School Bursar has a maintenance schedule to ensure maintenance and safety checks are checked at appropriate intervals
 - Electrical testing – 5 year rolling programme
 - PAT testing – annually
 - Emergency lighting is checked quarterly
 - Gas boilers are serviced annually
 - Gas tightness tests in laboratories are carried out annually
 - Fume cupboards are inspected annually
 - Water tanks are inspected biennially
 - Kitchen equipment is serviced once a year. Ducting is cleaned every 12 months.
- 19) Recording and reporting accidents to staff, pupils and visitors – including those reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- Accidents forms are held in the office, PE Department, Junior Department and the School Nurse's Room. When an accident has been recorded, it is given to the Nurse to note and hold centrally. Accidents reportable under RIDDOR are dealt with by the School Nurse or School Bursar in her absence.
 - A near-miss form is completed to record potential accidents by staff and are sent to the School Bursar in order to change practices within the school site.
- 20) Fire safety, including testing of alarms and evacuation procedures
- Fire drill procedure is stated in the Staff Handbook
 - All pupils are reminded of the details at the beginning of the year

- New staff are trained in fire procedures at induction, all staff biennially.
- Key staff are trained in using fire extinguishers biennially.
- Notices are displayed in all rooms
- At least one fire drill is activated each term in both Senior School and Junior Department
- Fire drills are also activated in the holidays for holiday clubs.
- The fire alarm is tested every week
- Fire risk assessments are carried out annually
- All fire extinguishers and appliances are serviced annually
- All doors are checked on a rolling programme to ensure they close securely

21) Dealing with health and safety emergencies – procedures and contacts

- Emergencies are reported to the Deputy Head or the School Bursar as appropriate, who deals with the situation and informs the Headmaster.

Lockdown procedure:

- **Three** rings on the school bell in the Senior School indicates an intruder is on the school premises and staff should remain with the pupils until the all clear is given (a further three rings).

Unsupervised pupils should remain where they are, e.g. in the sixth form common room. If pupils are in a corridor, they should join the nearest class. Any students on the tennis courts should go to the changing room as should any pupils in the gym. Peripatetic staff in mobile accommodation should remain in their mobiles. Staff should lock their doors if possible, close blinds and keep everyone away from the windows.

The following staff know how to use the bell which is situated under the main stairs: The School Bursar, Site Team, Deputy Head, Headmaster's PA, Office Staff.

The Office Staff should ring any staff who are off-site and expected to return imminently, warning them not to return to the site until the all clear is given. Office staff should ring the Junior Department and Kitchen to 'activate lockdown' if necessary. Specific information relating to the lockdown will be sent by email.

- In the Junior Department, every room is equipped with a mobile attack alarm, which are regularly tested. In the event of an intruder, any member of staff should alert the other Junior Staff by setting off the attack alarm. Staff should remain with the pupils until the all clear is given (a further sound of the attack alarm)

All staff have a card with out of hours contact details for all key staff. During school hours the office 0116 2705338 must be contacted, who will be able pass on any information.

- Diana Wassell (EVC) 07749 504024 01509 239666
- Edwena Mackay (Bursar) 07901 612055 0116 2592776
- Sarah Davies (EVC) 07464 618745
- Dee Parmar (Site Manager) 07864 078781
- Gez Neary (Premises) 07543 870825
- Martin Bird (Premises) 07543 870821

The School has a contract with UK Safety Ltd to provide Health and Safety consultancy and regular inspections of the site.

Medical Matters

The School Nurse keeps a medical record for every pupil. Any staff with concerns about pupil medical matters should consult the School Nurse in the first instance.

Fire Drill

Procedures are as follows:

- Everyone leaves the building by the nearest safe exit and proceeds to the Tennis Court where pupils assemble in form order. Public examination candidates will assemble on the gravel outside the Gym to ensure that examination security is maintained.
- Any injured or disabled pupils, who need to walk slowly, should leave at the end of their group with the teacher, to ensure everyone leaves the building as quickly as possible.
- Register print-outs will be taken out by the office staff.
- Form teachers should use their register lists to check all their pupils are present and return the register lists to Kim Clark. The Heads of Key Stage report any absences to the Deputy Head.
- Non-form teachers and peripatetic staff should stand together outside the tennis court fencing for ease of checking.
- The Headmaster's PA will check teaching staff who are not form teachers administrative staff, peripatetic staff and caretakers.
- The School Bursar will ensure no one re-enters the building too soon.
- The Head of the Junior Department, Heads of Key Stage and Office staff will report to the Deputy Head, names of any pupils/staff missing.

Silence must be observed by everyone throughout the practice.

Fire Procedure – pre-school and after school procedures

The following procedures apply in the event of a fire before school (7.30 to 8.15 for breakfast club) or after school (4.00 pm to 6.00 pm for aftercare).

The procedure is as follows:

- Everyone leaves the building by the nearest safe exit and proceeds to the tennis court.
- Any injured or disabled pupils, who need to walk slowly, should leave at the end of their group with the member of staff, to ensure everyone leaves the building as quickly as possible.
- Registers will be taken out by staff in charge of any students on site.
- Staff should use their registers to check all their students are present.
- All staff on site should also report to the tennis courts.
- Nobody should enter the building until the duty staff member gives the all clear.

Silence must be observed by everyone throughout.

Evacuation Procedure for disabled pupils, staff or visitors

It is possible that a physically disabled pupil, staff member or visitor may be located on the first floor of the new building now that the disabled lift is in place. It is, therefore, necessary to follow the procedure below to ensure their safe evacuation in the event of a fire.

Visitors

Any member of staff with a visitor requiring lift access to the first floor must inform the School Office who will make note of this and ensure they are accounted for in the event of an emergency evacuation. In the event of a fire, the lift **should not** be used. An evacuation chair has been provided by the lift and it will be the responsibility of the member of staff with

the visitor to ensure that appropriate adult support is obtained to assist the disabled person down the stairs. A refuge has been left by the lift where a disabled person can wait for help allowing all other pupils and staff clear access to the stairs to evacuate first.

Pupils and Staff

The School Nurse will already be aware of any pupils or staff with accessibility issues. In the event of an evacuation pupils or staff requiring assistance down the stairs should wait in the disabled refuge area and the School Nurse will ensure that assistance is provided.

Incidents

If there is an incident which may need reporting to the Police in or out of school hours, but in connection with the school premises/pupils/property, the matter should be reported to Mr Whelpdale, the Headmaster.

Accidents or Illness

When girls need medical attention, the School Nurse or a first aider should be contacted via the office.

Teaching staff must not leave a class unless it is an emergency.

Refreshments

Hot drinks and hot kettles must not be carried about the building. Staff must ensure adequate safe arrangements are made for meetings.

Health and Safety (Display Screen Equipment)

- A DSE Assessment is completed annually by users who on average use a computer continuously for one or more hours per day.
- Employees who come under that category may have an eye test, which is part of the Westfield Healthcare plan in which the School participates.
- Where glasses are found to be necessary specifically for use with DSE, the user will be entitled to support towards the cost of their glasses to the value of £75. This includes any changes to prescription, every 2 years.

Risk Assessment for New and Expectant Mothers

The member of staff must inform the Headmaster in writing of the situation, ie that she is pregnant or breastfeeding. Any medical advice should be included. The School Nurse will carry out a risk assessment.

- Lifting or carrying heavy loads
- Standing or sitting for long lengths of time
- Exposure to infectious diseases
- Work-related stress
- Workstations and posture
- Exposure to radioactive material
- Other people's smoke in the workplace
- Threat of violence in the workplace
- Long working hours
- Excessively noisy workplaces.

The School must consider possible action to reduce or remove the risk e.g. room changes, and should provide somewhere for the pregnant or breastfeeding mother to rest.

Health requirements

If a pupil or member of staff has been exposed to any infection at any time during the holidays, parents must inform the Headmaster and the pupil must not return to school without an appropriate medical certificate.

The following illnesses are to be regarded as certifiable – Chicken pox, Diphtheria, Glandular Fever, Measles, Meningococcal Infection, Mumps, Rubella, Scarlet Fever, Salmonella, Smallpox, Tuberculosis, Typhoid Fever, Whooping Cough, Ebola.

If a member of staff has reason to believe that any child, including those in the EYFS, is suffering from a notifiable disease (Acute encephalitis, Acute poliomyelitis, Anthrax, Cholera, Diphtheria, Dysentery, Food poisoning, Leptospirosis, Malaria, Measles, Meningitis (*meningococcal, pneumococcal, haemophilus influenzae, viral, other specified, unspecified*), Meningococcal septicaemia (without meningitis), Mumps, Ophthalmia neonatorum, Paratyphoid fever, Plague, Rabies, Relapsing fever, Rubella, Scarlet Fever, Smallpox, Tetanus, Tuberculosis, Typhoid fever, Typhus fever, Viral haemorrhagic fever, Viral hepatitis (*Hepatitis A, Hepatitis B, Hepatitis C, other*), Whooping Cough, Yellow fever, Ebola the School should contact Ofsted.

The School will act on any advice given by the Health Protection Agency and inform Ofsted of any action taken.

Leprosy is also notifiable, but directly to the HPA, Cfl, IM&T Dept.

Staff and pupils with stomach disorders, diarrhoea or vomiting MUST alert the School Nurse of their condition as soon as possible and must refrain from returning to School for at least 48 hours after the symptoms have ceased.

Sponsor update	EM
School Committee review	Health & Safety September 2018
Leadership Team review	October 2018
Governor Committee review	Finance & Estates September 2018
Next update	Annual September 2019