

Holly Lodge High School

Science College



Health and Safety Policy 2015

Date Adopted: _____

To be reviewed: _____

Signed by Governors: _____

Signed by Head Teacher _____

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General Statement

This policy is issued in accordance with the Health and Safety at Work Act (1974) and subsequent legislation. It supplements Sandwell's Corporate Health & Safety Policy (February 2007).

The Governing Body

- Fully accepts its obligations with regard to the health and safety of Holly Lodge High School, its employees, contractors, clients, customers and pupils.
- Is committed to matters of health and safety having an equal place alongside all education activities within the school.
- Fully upholds the commitments laid down in Sandwell's Children's Services and Corporate Health and Safety Policy.
- Recognises that health and safety is a line management function. Those who are allocated duties and responsibilities under this policy shall receive such information, instruction and training so as to be able to discharge such duties and responsibilities.
- Will ensure that all employees within the school have or achieve the appropriate levels of competence to carry out their duties, without significant risks to themselves or to others.
- Will ensure that all members of staff are consulted on health and safety matters, so that a positive approach can be taken to address both the needs and concerns of employees and others.
- Will ensure that all members of staff are trained or provided the training in the competencies they require to carry out health & safety matters.
- Where required will develop safe systems of work that become an integral part of the school ill-health prevention programme. Regular monitoring will be undertaken, with appropriate line management involvement. All monitoring will be reviewed for any system or organizational weakness and action taken to ensure continued development and improvement.
- Will co-operate with auditing of health and safety management systems, and implement the recommendations of such audits.

This policy and Sandwell's Health and Safety policy will be brought to the attention of all employees.

It is only by securing a total commitment to health and safety matters from those who work for, or on behalf of, Holly Lodge High School that the high standards we set ourselves will be achieved.

Signed:

Chair of Governors

Date:

Policy Objectives

These are the Holly Lodge High School objectives:

- To work towards the prevention of occupational injury and ill health to all members of staff and pupils.
- To ensure that those using the school premises are not subjected to unacceptable risk as a result of activities of the school.
- To develop and maintain a proactive health and safety culture and set standards to continuously improve in matters of health and safety.
- To actively manage health and safety and to encourage constant awareness amongst all employees for the health and safety aspects of their work, and for the environment in which they work.
- To ensure that contractors and agents of the school are aware of and work towards the standards set out in this policy.
- To monitor and review the achievement of these objectives and to implement improvements where necessary to enable them to be met.
- To co-operate fully in the appointment of Safety Representatives and to provide such facilities and assistance as they may reasonably require to fulfill their functions.

HEAD TEACHER – RESPONSIBILITIES

1. To be familiar with the content of the Corporate Health and Safety Policies, the Health and Safety at Work Act 1974 and any other health and safety legislation which may affect their area of activity.
2. On behalf of the Executive Director of Education and Children's Services to ensure that these policies and relevant legislation are implemented.
3. To ensure that all employees carry out their health and safety duties and responsibilities.
4. To take appropriate action under established disciplinary procedures for any employee not complying with their duties, responsibilities or safe working practices as laid down in policies and procedures.
5. To demonstrate commitment by taking a proactive approach in health and safety matters.
6. To delegate the role of Competent Person to the Business Manager.
7. In the absence of the Head Teacher, these responsibilities will fall to the Deputy Head Teacher.

BUSINESS MANAGER (Competent Person) – RESPONSIBILITIES

1. To report to the Governing Body and Head Teacher all relevant Health and Safety issues.
2. To chair the School Safety Group.
3. To be a member of the governors' Health & Safety and Buildings Committee.
4. To ensure that all relevant staff identify hazards within their area of responsibility.
5. To ensure that all Key Personnel carry out risk assessments and implement appropriate control measures within their area of responsibility in accordance with the policy and legislative requirements.
6. To ensure that all Key Personnel take into account the health and safety of any person likely to be affected by works undertaken within their area of responsibility (such works, including employees and non-employees).
7. To ensure that all risk assessments are recorded, monitored and reviewed according to the level of risk identified and subsequently reported to the Governing Body.
8. To involve relevant employees in the risk assessment process.
9. To ensure the effective use of resources in order to achieve health and safety objectives.
10. To attain as a minimum the Institution of Occupational Safety and Health 'Managing Safely' certificate (or other equivalent agreed by the Health, Safety and Welfare Officer).
11. To ensure that all employees working within the school, whether permanent or temporary, are given adequate safety information, instruction and training to enable them to reach a minimum level of competence to carry out their work without undue risks to their own or others health and safety.
12. To ensure that all incidents (accidents, near misses, violence and aggression) are properly investigated, reported upon and actions taken to avoid re-occurrence.
13. To inspect and monitor the operations and activities under their control, in accordance with this policy, and take necessary remedial action.
14. In the absence of the Business Manager, these responsibilities will fall to the School Office Manager and then revert to the Head Teacher.

KEY PERSONNEL - RESPONSIBILITIES

1. To carry out risk assessments in their area of responsibility.
2. To review and assess the impact of policies for their area of responsibility.
3. To report to the Business Manager any matter that they consider presents a risk to the health and safety of anyone who may be affected by activities being undertaken in their area of responsibility.

ALL EMPLOYEES - RESPONSIBILITIES

1. To exercise effective supervision over all those for whom they are responsible, including pupils.
2. To be familiar with the contents of the School, Sandwell' s Corporate Health and Safety Policies and any other policies affecting their areas of activity.
3. Co-operate to ensure the implementation of the School, Sandwell' s Corporate Health and Safety Policies and all relevant policies, procedures and safe systems of work.
4. To assist as required with the carrying out of risk assessments.
5. To report to their line manager and/or Business Manager any matter that they consider presents a risk to the health and safety of anyone who may be affected by activities being undertaken.
6. To attend training as directed and all briefings in respect of matters of health and safety, and act upon the information, instruction and training given.
7. To report to their line manager and/or Business Manager if for any reason instructions on health and safety cannot be implemented.
8. To cease work where there is imminent danger of harm, and to report immediately to their line manager and/or Business Manager.
9. To carry out user checks on portable electrical equipment prior to use, and to operate such equipment in accordance with instructions.
10. To use all plant, equipment and personal protective equipment and clothing, in a safe manner. To use such items in accordance with instructions provided and as explained or taught during health and safety training.
11. To report to their line manager and/or Business Manager, equipment defects in accordance with established systems. To report anything where maintenance or repair are necessary.
12. To report to their line manager and / or Business Manager any "near miss" incidents, which have the potential to become major Health & Safety matter
13. To report to their line manager and/or Business Manager, defects, loss or damage to personal protective clothing and equipment, in accordance with established systems. To report anything where maintenance, repair or replacement are necessary.
14. To co-operate with health surveillance where a formal system has been identified as necessary.
15. To report all hazards, accidents, near misses and incidents of violence and aggression whether or not they result in injury or property damage, in accordance with the Education and Children's Services procedure.
16. Not to interfere with or misuse anything provided for health, safety or welfare.
17. To seek and offer advice as appropriate to improve health and safety performance.
18. To behave in a manner at all times so as not to put themselves or others at risk to their health and safety, by what they do or fail to do.

SCHOOL SAFETY GROUP

Arrangements for Health and Safety

To ensure that Health and Safety is considered at a local level, school based health and safety matters will be dealt with by the School Safety Group. The Group will consist of the following members:

Business Manager
 Staff Governor (if none available Governor from the Committee)
 Lead Technician
 Senior First Aider
 Health Manager
 School union representatives.

And any other person the Group considers would benefit the Health & Safety running in the school.

The School Safety Group will meet at least once a term. All members will be provided with copies of relevant Health and Safety documentation.

The main function of the School Safety Group is to keep under review the measures taken to ensure the health and safety at work of employees, pupils and visitors. A specific objective of the Committee is to promote co-operation in instigating developing and carrying out measures to ensure health and safety at work. Within this broad view, the specific function of the safety committee should include:

- (i) study accident reports and notifiable disease statistics and trends;
- (ii) study incidents of violence and aggression statistics and trends;
- (iii) examine safety audit reports;
- (iv) consider reports and information from the Health and Safety Executive;
- (v) consider risk assessments;
- (vi) consider reports from safety representatives;
- (vii) assist in the development of safety rules and systems of work;
- (viii) inspections of the school as appropriate;
- (ix) promote and develop measures to ensure the Health, Safety and Welfare of employees.
- (x) Any other relevant Health and Safety issues.

A copy of the minutes of each meeting will be referred to the Health & Safety and Buildings Committee and then to the full Governing Body.

The Governing Body fully supports the appointment of safety representatives and recognises their value in promoting and maintaining a health and safety culture within the school.

1. **Chair of Governors**

The Chair of Governors is responsible for co-ordination of this policy and monitoring its implementation.

2. **Governing Body**

The Governing Body will consider all health and safety matters of concern brought to their attention. The Governing Body will decide upon appropriate courses of action and will, so far as is reasonably practicable, identify appropriate resources to implement this health and safety policy.

3. **Risk Assessment**

3.1 Assessments will be carried out by the Business Manager or nominated competent Key Personnel within the school and will include:

- 1. the risks to the health and safety of employees to which they are exposed whilst they are at work,
- 2. the risks to the health and safety of pupils to which they are exposed whilst they are at school,
- 3. the risks to the health and safety of other persons arising out of or in connection with work activities.

3.2 The significant findings of the assessment will be recorded:

- (i) Hazards;

- (ii) Risks;
- (iii) Group(s) of people especially at risk;
- (iv) The control measures already in place;
- (v) The effectiveness of those measures;
- (vi) A measure of the remaining risk;
- (vii) The control measures needed to comply with the requirements or prohibitions of health and safety legislation;

Risk Assessment forms are available from the Business Manager or School Office Manager and should be used to record risk assessments as appropriate.

- 3.3 For new operations, substances, plant and equipment it is particularly important that assessments are completed before commencement/introduction. Safety must be considered at the planning stage.
- 3.4 Assessments must be reviewed at least every 12 months. In addition assessments must be reviewed whenever there is reason to suspect that they are no longer valid or there have been significant changes to related matters. It may also be appropriate to record a particular future date for when an assessment needs to be reviewed.
- 3.5 The following competent Key Personnel will be responsible for undertaking risk assessments:
 Site Manager (Health & Sports Block only)
 Curriculum Co-ordinator of Science (Science Department)
 Curriculum Co-ordinator of Design Technology (Design Technology Department)
 Curriculum Co-ordinator of PE (PE Department)
 School Office Manager (First Aid / Health & Well-Being)
- 3.6 Holly Lane is the main vehicle entrance to the school. The pedestrian path to the side of the drive is fenced off for the safety of pupils, staff and visitors. School employees are issued with a programmed ID cards to open the vehicle barrier. All other drivers have to press the intercom to the school office which has remote control over the barrier. The Marshall Street entrance is open at the end of the school day for student exit.
- 3.7 Staff and visitor cars should be parked only in the car park or designated parking spaces. Any person with a disability should use the designated parking spaces.
- 3.8 Pupils should walk sensibly on the left-hand side of corridors to reduce the risk of accidents.

4. EMPLOYEE TRAINING

Employees are required to attend health and safety training where it is identified as necessary. Employees must co-operate with their employer by attending training as directed.

The identification of training needs will be as a result of:

- (i) risk assessment;
- (ii) monitoring activities;
- (iii) the occurrence of accidents and incidents of violence and aggression;
- (iv) new legislation;
- (v) updated information and technology;
- (vi) new procedures or changes to existing procedures;
- (vii) Education and Children’s Services health and safety plans, and
- (viii) the results of health and safety audits.

5. ACCIDENTS

Definition: an accident is any unplanned event, which results in, or might have resulted in, personal injury or damage to property, plant and equipment. This definition includes fires and near misses.

5.1 Reporting:

- (a) All employees are required to report all accidents.(Health & Safety Incident Reporting Form (blue), and Near Miss Form (yellow). Both forms are available from School Office, Business Manager or on the internet “F drive/Health & Safety/Forms).
- (b) The school will maintain a supply of incident report forms for their employees and pupils.
- (c) In the case of an accident to a member of the public, an accident report form must be completed by an employee, not by the member of the public.
- (d) In the following cases:
 - Any fatal or major injury to an employee whilst at work, or to any other person as a

- result of an accident whilst on Education and Children’s Services premises.
- Any person being taken from the scene of an accident to a hospital for treatment.
- Any of the dangerous occurrences listed in the Education and Children’s Services accident procedure.
- Any fire.

5.2 A RIDDOR report (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) must be made as soon as possible in addition to the normal school H&S forms.

A report must also be telephoned immediately to Safety Officer on 0121-569 8160/3807.

The Safety Officer is responsible for notifying:

- (a) The Health and Safety Executive.
- (b) The Health, Safety and Welfare Officer.
- (c) The Risk Management Section if applicable.

5.3 Investigation:

- (i) For every accident the Business Manager will carry out an investigation and complete the appropriate section of the accident report form to indicate the remedial action taken.
- (ii) The Business Manager may ask for the advice and/or assistance of Sandwell H&S Officer when completing investigations.
- (iii) The accident / incident should be recorded on the H&S Reporting Index and the Analysis spreadsheet.

A detailed accident procedure is available on the Health and Safety Virtual Office.

6.0 VIOLENCE AND AGGRESSION

Reporting

- (i) All employees are required to report all incidents of violence and aggression. This may include actual, attempted or threatened physical violence, verbal abuse, racial abuse or verbal abuse of a sexual nature.
- (ii) The school will maintain a supply of incident report forms (blue form) for their employees.
- (iii) In the case of an employee needing hospital treatment or taking any sick leave as a consequence of an incident of violence and aggression, the Line Manager, Head Teacher and Business Manager must be informed.(A report can be telephoned immediately to the Safety Officer on 0121-569 8160/3807 out of office hours. An answer phone is in operation). An incident report form must always be completed. If necessary the Business Manager or Responsible Person will report to Sandwell’s H&S Safety Officer.

6.1 Sandwell’s H&S Safety Officer is responsible for notifying:

- (a) The Health and Safety Executive.
- (b) The Health, Safety and Welfare Officer.
- (c) The Risk Management Section if applicable.

6.2 For each incident of violence and aggression, the Head Teacher (in conjunction with the Business Manager) must determine what action is appropriate in respect of both the employee and the incident, and complete an incident report form within 10 days of the incident occurring. (If necessary the completed form must be sent to the relevant safety officer as soon as possible).

7.0 FIRE PROCEDURES

- 7.1** Details of the schools fire procedures are contained within the Fire Risk Assessment File and School Fire Procedures instructions (these form part of the Teaching Staff Handbook, the Support Staff Handbook and Supply Staff book). A plan of evacuation routes will be displayed in all classrooms and in the main school office. These will be updated as appropriate.
- 7.2** Suitable and sufficient Risk Assessment will be completed on an annual basis using the pro-forma in the Fire Risk Assessment File.
- 7.3** The Fire Log Book will be updated by Interserve FM, as this is their responsibility.
- 7.4** Fire drills should be undertaken on a termly basis and recorded in the Fire Records.
- 7.5** Fires must be reported to the Health and Safety Unit on 0121-569 8160/3807 and an investigation carried out.
- 7.6** All staff will receive training in the action to be taken in the event of a fire including the In the Line of Fire training on an annual basis, and periodic refreshers on the fire and bomb alert procedures and general fire precaution.
- 7.7** The following members of staff will be responsible for undertaking fire risk assessments and reporting them to the Governing Body:

Business Manager
 Site Manager (Health & Sports Block only)
 Senior Management Team.

8. OTHER SERIOUS OR IMMINENT DANGER

- 8.1** Members of staff have a responsibility to take action in response of danger, which they reasonably believe to be a serious or imminent danger to themselves and/or others, including school pupils and the public.
- 8.2** Employees who believe there is serious or imminent danger have the authority to take action accordingly.
- 8.3** Actions by employees, without further instructions from more senior employees, could include:
- (a) Evacuation of a classroom/building.
 - (b) Isolation of part of a classroom/building.
 - (c) Closing off an access to a classroom or building.
- 8.4** In any event, the employee taking such action must ensure that sufficient precautions are taken to prevent danger to anyone.
- 8.5** The employee taking such action must inform the Head Teacher, Business Manager or member of the Senior Management team, or as soon as is practicable.

The incident must be reported by the employee taking the action and an investigation must be carried out.

9. FIRST AID ARRANGEMENTS

- 9.1** A sufficient number of first-aiders will be appointed by the school in order to attend to people injured or taken ill.
- 9.2** A suitable and sufficient risk assessment will indicate the number of first-aiders required.
- 9.3** The Business Manager will ensure that up to date notices are displayed identifying who the first aiders are and the location of the first aid boxes. These will be located in the School Office, Science Department (one on each of three floors), the Design Technology Department and PE Department.
- 9.5** The minimum contents of the First Aid box are as follows:-
- (a) One Guidance leaflet;
 - (b) Twenty individually wrapped sterile adhesive dressings (assorted sizes).
 - (c) Two sterile eye pads, with attachment.
 - (d) Four individually wrapped triangular bandages (preferably sterile)
 - (e) Six safety pins.

- (f) Six medium sized individually wrapped sterile unmedicated wound dressings (approx. 12 cm x 12 cm).
- (g) Two large sterile individually wrapped unmedicated wound dressings (approx. 18 cm x 18 cm).
- (h) One pair of disposable gloves.

The following may also be kept in or near the First Aid box;

- (a) Disposable apron.
- (b) Scissors.
- (c) Adhesive tape.
- (d) Individually wrapped moist wipes.

9.6 Traveling First Aid kits should be appropriate for the circumstances in which they are to be used. The following items should be included:-

- (a) One Guidance Leaflet.
- (b) Six individually wrapped sterile adhesive dressings.
- (c) One large sterile unmedicated dressing (approx. 18 cm x 18 cm)
- (d) Two triangular bandages.
- (e) Two safety pins
- (f) Individually wrapped moist cleaning wipes.
- (g) One pair of disposable gloves.

9.7 The following will be the designated first aid personnel:

Qualified First Aiders: Mrs. S Shinh, Mrs. J Gilkes + 6 others (to be identified and trained)

Approved First Aiders: up to 6 members of staff (to be identified and trained)

10. PROTECTIVE CLOTHING AND EQUIPMENT

10.1 Protective clothing and equipment will only be provided when an assessed risk cannot be eliminated or controlled by some better means, or where it is required by law.

10.2 Where protective clothing or equipment is provided, employees must make full and proper use of it at all times, and as instructed.

10.3 Employees must keep protective clothing and equipment clean, as far as is reasonably practicable, carry out user checks as required, and make it available for maintenance.

10.4 Key Personnel must ensure that protective clothing and equipment is kept clean, properly maintained and is properly used.

10.5 It is the duty of all employees to report losses or defects in protective clothing and equipment.

10.6 The person issuing protective clothing and equipment must obtain a clearly identifiable signature of the recipient (e.g. signature and name printed in capitals), dated at the time of issue.

10.7 The Business Manager must ensure that employees needing to use protective clothing and equipment are given necessary training, information or instruction on its purpose, use and care, and that such training, information and instruction is updated periodically and to incorporate changes.

11.0 CONTRACTORS AND SERVICE PROVIDERS

11.1 The Corporate "Guidance for Premise Managers" should be referred to by those with a responsibility for contractors.

11.2 The Premise Manager at the school is the Head Teacher, Mr. A Mohammed. The Deputy Premise Manager is the Business Manager. There is a school Site Manager responsible for the Health & sports block only.

11.3 The Premise Manager/Deputy Premise Manager has a responsibility to ensure that contractors on site do not endanger the health and safety of employees, visitors, service users and the public.

11.4 Contractors must not start work on any site without first consulting the Premise Manager/Deputy Premise Manager.

11.5 Contractors must not be allowed to start work until the Premise Manager/Deputy Premise Manager is satisfied that the work can be done, so far as reasonably practicable, without risk to employees, visitors, pupils and the public.

- 11.6 Should a contractor start work without permission or consultation, the Premise Manager/Deputy Premise Manager must take appropriate action.
- a) Inform the contractor of this policy in relation to contractors and/or,
 - b) Stop the work until proper consultation has taken place and/or.
 - c) Order the contractor off site, if necessary, until the operation can be isolated and/or further advice obtained.
- 11.7 The Premise Manager/Deputy Premise Manager must obtain the contractor's
- (a) Risk assessment relating to the operation.
 - (b) Method statement for the operation.
- 11.8 The Premise Manager/Deputy Premise Manager must inform the contractor of any local hazards, which may present a risk to the contractor whilst on site.
- 12.0 **ASBESTOS**
- 12.1 The most common applications within the school where asbestos is likely to be encountered are: -
- fire breaks in ceiling voids;
 - fire protection in ducts, firebreaks in wall panels/partitions, soffit boards, ceiling panels and around structural steel work;
 - thermal insulation of pipes and boilers e.g. molded or preformed lagging;
 - insulating boards used for thermal insulation, partitioning and ducts;
 - some ceiling tiles;
 - asbestos cement products, which can be fully or semi-compressed onto flat or corrugated sheets. Corrugated sheets are largely used as roofing and wall cladding. Other asbestos cement products include gutters, rainwater pipes and water tanks;
 - certain textured coatings e.g. artex;
 - bitumen roofing materials;
 - vinyl or thermoplastic floor tiles;
 - fume cupboards.
- 12.2 The Premise Manager/Deputy Premise Manager is responsible for the management of asbestos on the school site and has a legal duty to prevent exposure of staff, pupils and contractors etc. to asbestos.
- 12.3 The presence of asbestos containing materials must be considered prior to any work being undertaken at the school by members of staff, contractors or volunteers.
- 12.4 If planned maintenance is being organized through the School Property Repair Account, asbestos checks will automatically be carried out.
- 12.5 In the case of any other school alterations/improvements, e.g. security installations/upgrades, computer networking, or any other 'minor works' (including re-decoration) usually carried out "in-house", consideration must be given to the presence of asbestos. Building Services must be informed so that asbestos checks can be carried out.
- 12.6 An asbestos Log Book and guidance on the procedures for dealing with asbestos will be maintained within the school. The location of all asbestos containing materials will be brought to the attention of all staff. The asbestos logbook is kept and maintained in the Site Manager's office.
- 13.0 **VOLUNTARY WORKERS ON SCHOOL SITES**
- 13.1 If it is intended to use volunteers to carry out practical work on the school site, the Premise Manager/Deputy Premise Manager must consider the competency of the worker before commencement i.e. their skills, knowledge and experience.
- 13.2 All work must be undertaken strictly in accordance with relevant Health and Safety legislation and any conditions imposed by the Council.
- 13.3 The Premise Manager/Deputy Premise Manager should conduct a risk assessment of the proposed work, in conjunction with the person(s) contemplating the work.
- 13.4 It is the duty of the Premise Manager/Deputy Premise Manager to inform the "workers(s)" of all existing hazards on the site that may present a risk, particularly potential hazards relating to work on/with unknown existing construction materials e.g. asbestos.

They must also be made aware of the following:-

- other construction work, taking place on site,
- security arrangements,
- lone worker arrangements,
- first aid arrangements,
 - action to be taken in the event of fire or other emergency,
 - safe and secure storage of materials ,
- welfare facilities e.g. Toilets and washing materials.

13.5 The worker must provide the Premise Manager/Deputy Premise Manager with a written Method of Safe Working Practices that should be agreed before commencement. This should take into account:

- what is to be achieved?
- how is this to be achieved?
- where is this to be undertaken?
- the time period to complete the task,
- who is to be involved?
- what special skills are likely to be involved, if required?
- working space required to carry out the work in a safe manner, taking into consideration both the needs of the 'worker' and others that may be based in the area,
- specialized tools/equipment that might be brought onto site and the safe working methods,
- how others may be put at risk and what precautions should be taken?

13.6 The Premise Manager/Deputy Premise Manager or other school based representative should check that the work is being carried out in a satisfactory manner and reserve the right to stop work at any time.

14. PORTABLE ELECTRICAL EQUIPMENT

14.1 The Electricity at Work Regulations requires that all electrical equipment is properly maintained. Guidance to these Regulations in respect of portable and transportable electrical equipment, recommends, three types of maintenance regime. These are users visual checks, formal visual inspections and combined inspection and tests.

14.2 Combined inspection and test of portable electrical equipment should be undertaken on at least an annual basis. Risk assessment will identify if more frequent testing is required. Combined inspection and tests will be carried out by an electrician or competent person using a portable appliance tester.

14.3 All electrical equipment should receive a formal visual inspection on a termly basis. The Council's Health and Safety Unit can offer training for members of staff in order that they can achieve the required competency.

14.4 Members of staff will be encouraged to look at the electrical equipment they use for obvious signs of damage this is particularly important for equipment which is moved, e.g. kettles, desktop fans, portable tools etc.

14.5 Any item failing an inspection/test should be taken out of service immediately, and until such time as it can be repaired and retested, or a decision is made to scrap the item.

14.6 Suitable and sufficient records should be maintained of schedules of electrical equipment tested and certificates of failure for failed items.

14.7 Any new electrical equipment may be put into service immediately, and will be included for inspection/testing at the next round.

14.8 Second hand or acquired electrical equipment, or employees own equipment brought from home, may not be used in the School's premises until it has been inspected and tested.

15 OFFSITE VISITS

15.1 The school shall appoint an Education Visits Co-Ordinator (EVC) who may be the Health & Safety Manager or such a person nominated and trained to be an EVC reporting directly to the H&S Mgr.

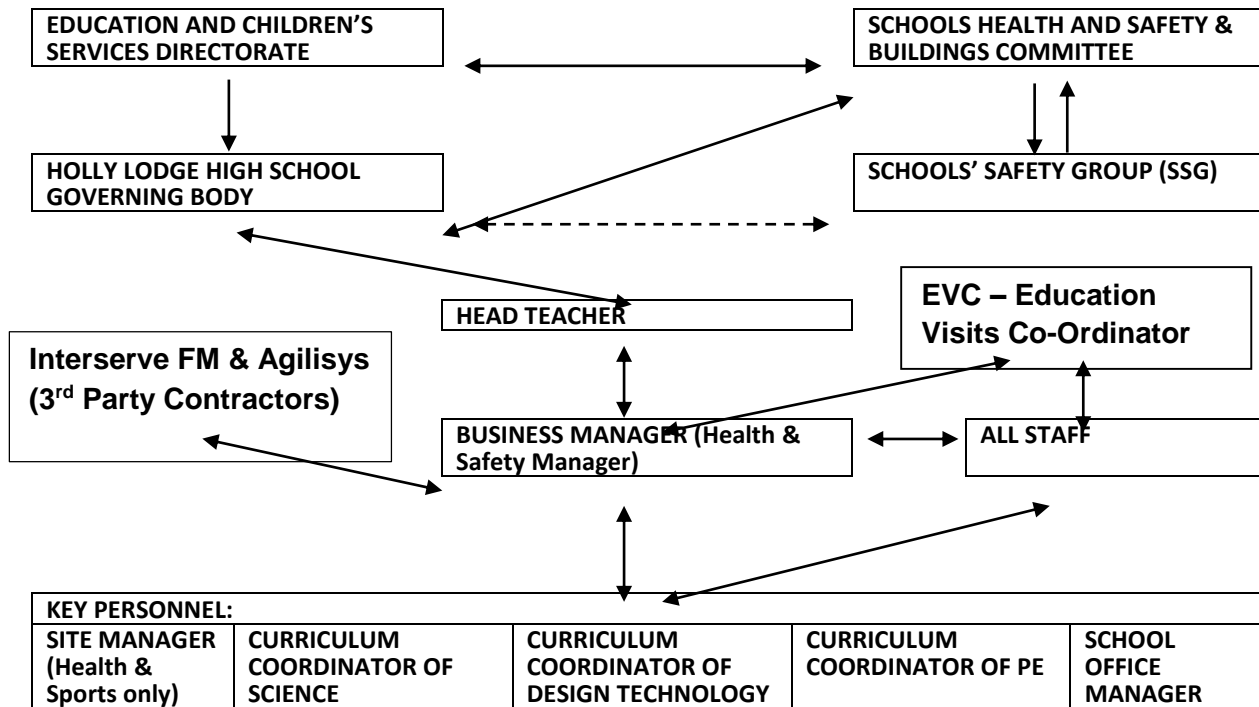
15.2 The school has a separate policy, procedures and documentation for Offsite Visits (including After School Activities).

16 OTHER HEALTH AND SAFETY POLICIES AND GUIDANCE

Details of the following Policies and Guidance are available within school or from the LEA/Health and Safety Unit.

- Manual Handling
- Display Screen Equipment
- Control of Substances Hazardous to Health
- Off-Site Visits & Risk assessment Policy
- Physical Intervention Guidelines
- Medication Policy
- School Security
- Stress
- Arrangements for preventing and dealing with violence at work
- Fire Safety
- Science Department Health and Safety Policy
- PE Department Health and Safety Policy
- Design Technology Department Health and Safety Policy

17. ORGANISATION CHART



Policy adopted by the Governing Body of Holly Lodge High School & duly Minuted.

SignedDate ____/____/____