



# Health and Safety Policy

## Part 1. The Policy Statement

1. In recognition of its statutory duties in accordance with the provisions of the Health and Safety at Work etc. Act 1974, the Governing Body of the school will take all reasonably practicable steps to ensure the health, safety and welfare of staff, pupils and others whilst engaged in school activities.
2. In particular, the Governing Body will ensure, so far as it is reasonably practicable:-
  - (a) That all places under its control, where staff, students and others are required to work, are maintained in a condition that is safe and without risk to health and safety;
  - (b) That hazards arising from the use, handling, storage and transportation of articles and substances used in the school are adequately controlled; and,
  - (c) That equipment and systems of work are safe and without risk to health and safety.
3. Furthermore, the school undertakes to provide adequate information, instruction, training and supervision to enable staff and students to avoid hazards and contribute positively towards their own health and safety and that of others.
4. In addition, the school will ensure, so far as is reasonably practicable, that the health and safety of others is not adversely affected by its activities. This would include, for example visitors, contractors etc., and may involve providing appropriate information, suitable safety arrangements and monitoring these against agreed safety standards.
5. The School and Governing Body should ensure safety surrounding the school site is optimised, including the securing of the site as far as is practically possible and ensuring the necessary traffic control measures are in place within the school site.
6. The Headteacher with the assistance of Heads of Department and all staff will endeavour to implement this policy.
7. The school believes that no policy is likely to be successful unless it actively involves staff themselves. For this reason the policy will include appropriate arrangements for consultation with staff on health and safety matters and will encourage them to identify hazards and suggest measures for improving safety performance.
8. The school undertakes to monitor and review its systems and control measures to ensure they are effective.
9. This policy statement supersedes any previously issued.

Chair of Governors:

Signature

Date:

## **Part 2. Responsibilities for implementing the policy**

### **1. The Governing Body**

The governors are accountable for ensuring that health and safety procedures within the school are adequate. The Headteacher will assume responsibility for the day to day management and implementation of the policy and will ensure that all necessary procedures are devised, implemented, monitored and reviewed.

The Governors will:

1. ensure the school has a written health and safety policy;
2. ensure that there are clear procedures to evaluate risk, identify hazards and put in place risk control measures (including safe systems of work);
3. delegate health and safety responsibility to specific staff and ensure that these persons are formally informed of their responsibilities and carry them out;
4. appoint a governor with specific responsibility to monitor health and safety policy and practice in the school and to report back to governors
5. have health and safety on the agenda at Governing Body meetings as appropriate;
6. ensure that health and safety performance is monitored by the Governing Body, at a detailed level by the Resources Committee with improvements to health and safety related items identified and acted upon in a timely manner;
7. ensure that the school's Health and Safety Policy is reviewed annually;
8. ensure the Headteacher, as the person responsible for health and safety, is supported to carry out the appropriate responsibilities as detailed below.
9. ensure that the Health and Safety governor, plus one other governor from the Resources Committee, undertakes formal health and safety training, including refresher courses every 2 years.

### **The Governing Body will ensure that the headteacher and staff provide:-**

1. a safe environment for pupils, staff, visitors and other users of the premises;
2. safety around the school site, including the securing of the site as far as is practically possible and ensuring the necessary traffic control measures are in place within the school site.
3. plant, equipment and systems that are safe;
4. safe arrangements for transportation, storage and use of articles and substances;
5. safe and healthy conditions that take account of
  - statutory requirements
  - approved codes of practice (HSE documents)
6. adequate information, instruction, training and supervision;
7. provision of all necessary safety and protective equipment.

## 2. Responsibilities of the Headteacher

The Headteacher is the Responsible Person for Health and Safety (RPHS) and in charge of the day to day management of the school and will ensure these duties are carried out. In his/her absence a deputy head will carry out these functions. The Headteacher will:

1. pursue the objectives of the Governing Body with respect to health and safety as described above;
2. ensure this Policy is communicated adequately to all relevant persons;
3. ensure health and safety is an agenda item, as required, in meetings;
4. ensure risk assessments of the premises and activities carried out on the premises are undertaken and recorded and appropriate actions are taken to remove potential hazards or reduce the level of risk;
5. ensure their duties as the Responsible Person for Health and Safety (RPHS) for management of premises related issues including asbestos, fire safety, legionella and glazing are carried out to the best of their ability including in terms of nominating their Deputy RPHS, attending any specific training provided and putting in place the arrangements required;
6. ensure appropriate information on significant risks is given to visitors and contractors or any other relevant third parties;
7. ensure suitable co-operation and co-ordination between the school / contractors (or service providers/ others) to ensure that relevant information is shared, risks associated with both parties activities are taken into account and adequate control measures put in place to ensure the safety of anyone who may be affected by the work;
8. liaise with specialist Health & Safety Representatives, offer them assistance to carry out their prescribed functions including in terms of consultation and receiving written reports on possible hazards, responding to these in writing within the required timeframe;
9. receive written reports from appropriate Health and Safety professionals, concerning health and safety issues/possible hazards and to respond within a reasonable period of time to the points made;
10. ensure appropriate consultation arrangements are in place with staff and if a safety committee/group is requested by two or more Safety Representatives work with them to set one up and maintain it;
11. ensure the school carries out its own termly health and safety inspections of work areas and general areas and records of the inspections are kept;
12. ensure that all accidents, incidents, near misses and dangerous occurrences are reported and recorded and the causes are investigated by nominated persons and that reasonable steps are taken to prevent a recurrence. All accidents/incidents must be reported to the Headteacher. Where specifically required i.e. under the RIDDOR (Reporting of Injuries, Diseases & Dangerous Occurrences Regulations) ensure appropriate reports are made to the Health and Safety Executive (HSE). From the 6<sup>th</sup> April 2012 the requirements to report RIDDOR Reportable Accidents that prevent the person performing their normal duties or are off work for 3 days or longer has been extended to 7 days or longer no counting the day of the accident. The 3 day injuries to staff still need to be recorded by the school but are not reportable to the HSE. All incidents reported to the HSE must be done on-line unless it is a major injury or fatality. The web address is [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor)

13. ensure emergency procedures, including the Emergency Evacuation Plan, are in place and adequately communicated;
14. Also to ensure that all machinery and equipment is inspected, tested (as appropriate) and maintained so that it remains in a safe condition (this includes for electrical equipment, local exhaust ventilation, gas appliances and lifting equipment, tractor and mowers etc). Also to ensure that materials and equipment purchased are safe and without risk when properly used;
15. ensure the training needs of both new and existing staff are assessed, that all staff (whether permanent or temporary) are provided with adequate information / instruction / training on health and safety issues, including as part of the induction process for all those who are new or have changed their role, and that relevant training records are kept;
16. provide regular health and safety reports to the Resources Committee (including any outcomes from termly Health and Safety inspections).
17. ensure arrangements are in place to monitor premises and activities for health and safety performance;
18. keep abreast of the changes in the HSE's Regulations and Codes of Practices and liaise with the local authority Health and Safety Team for regular updates and pass on the information to the staff concerned;

### **3. Responsibilities of the Deputy Person(s) Responsible for Health and Safety**

The role of Deputy RPHS, will be nominated by the Headteacher (as the RPHS) to deputise for and support them in the local management of premises related issues i.e. asbestos, fire safety, legionella and glazing in accordance with the HSE's Codes of Practice. The Nominated Deputy RPHS must be competent to carry out their role and attend any specific training provided.

The person with designated responsibility for co-ordinating Health and Safety is the Facilities Manager.

He/ she is responsible for:

1. Co-ordinating and managing the risk assessment process for the school;
2. Co-ordinating the termly general workplace health, safety and fire safety inspections;
3. Making provision for the inspection and monitoring of work equipment and, as appropriate fire safety equipment, throughout the school;
4. Keeping records of all health and safety activities;
5. Advising the Headteacher of situations/ activities which are potentially hazardous to the health and safety of staff, pupils or others;
6. Ensuring staff are adequately instructed in health, safety and welfare matters in connection with the school and its activities;
7. Ensuring unsafe conditions that have been reported are dealt with to agreed timescales.

### **4. Teaching/Non-Teaching Staff Holding Posts/Positions of Special Responsibility** Heads of Department, Technicians and Site Controllers.

They are responsible for:

1. Applying the school's Health and Safety Policy to their own department or area of work and are directly responsible to the Headteacher for the application of health and safety procedures and arrangements. Heads of Departments are specifically responsible for:-
  - drawing up safety procedures for their departments;
  - reviewing these and the health and safety arrangements they put in place to ensure they remain relevant and take account of experience;
  - ensuring, so far as reasonably practical, that staff and pupils follow safe practices and that equipment is regularly checked and used as is appropriate.
2. Carrying out regular health and safety risk assessments of the activities for which they are responsible and submitting reports to the Headteacher or the School H&S Co-ordinator, as appropriate;
3. Ensuring that all staff (both permanent and temporary, including new starters) under their management are given instruction in the health and safety procedures for their area of work;
4. Resolving health and safety matters that members of staff refer to them, or refer any problems to which they cannot achieve a satisfactory solution to the Headteacher;
5. Carrying out regular inspections of their areas of responsibility to ensure that all plant, machinery and equipment is appropriately guarded where necessary and is in good and safe working order. Also to ensure that furniture and activities are safe and record these inspections where required;
6. Ensuring that any toxic, hazardous or highly flammable substances in their area of responsibility are risk assessed, correctly used, stored and labelled (COSHH);
7. Ensuring, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to ensure the health and safety of other staff, pupils and any others who may be affected, in areas under their control;
8. Assessing the training needs of themselves / their staff and raise any requirements with the Headteacher;
9. Ensuring all accidents/ incidents/ near misses occurring in areas under their control are reported and investigated appropriately.

## **5. Responsibilities of Class Teachers**

Class teachers have responsibility to:

1. Ensure effective supervision of their students and to be familiar with the school's emergency procedures (fire, first aid etc) and to carry them out when the need arises;
2. Follow health and safety procedures applicable to their area of work;
3. Give clear health and safety instructions and warnings to students as often as necessary;
4. Ensure the use of personal protective equipment and guards where necessary;
5. Integrate all relevant aspects of safety into the teaching process;
6. Ensure that personal items of equipment (electrical or mechanical) or proprietary substances are not brought into the school without prior authorisation and, where necessary, assessing any potential risks;
7. Report all accidents / incidents / dangerous occurrences and defects to the Headteacher.

## **6. Responsibilities of all staff**

Apart from any specific responsibilities that may have been delegated to them, in conjunction with the responsibilities identified for staff within the policy, all employees must:

1. Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons;
2. Follow all instructions on health and safety issued by the school or any other person designated as having responsibility for a relevant aspect of health and safety;
3. Act in accordance with any specific health and safety training received;
4. Report all accidents/ incidents and near misses in accordance with current procedure;
5. Co-operate with other persons to enable them to carry out their health and safety responsibilities;
6. Inform their Line Manager of all potential hazards to health and safety and report any defects they observe in the premises, plant, equipment or facilities;
7. Inform their Line Manager of any shortcomings they identify in the school's health and safety arrangements;
8. Exercise good standards of housekeeping;
9. Know (and where necessary follow) the emergency procedures i.e. for fire, first aid etc.

All employees who authorise work to be undertaken or authorise the purchase of equipment must ensure that the health and safety implications of such work or purchases are considered.

All staff given responsibilities for specific aspects of health and safety must satisfy themselves that those responsibilities, as appropriate, are re-assigned in their absence (with the approval of the relevant Line Manager).

## **7. Hirers, contractors and others**

When the premises are used for purposes not under the direction of the Headteacher, the principal person in charge of the activities for which the premises are in use will have responsibility for safe practices.

The Headteacher will take all reasonable steps to ensure that hirers, contractors and others who use the school premises, conduct themselves and carry out their operations taking all health and safety requirements into account. This will include appropriate communication, co-operation and co-ordination as identified in items 2.6 and 2.7 above.

When the school premises or facilities are being used out of normal school hours for a school-sponsored activity, the organiser of that activity must still ensure that all the requirements of this policy and specifically this section are complied with.

When the premises are hired to third parties, they must be made familiar with this policy and any relevant standards set by the LA in connection with their proposed activities. They must also comply with all safety directions given to them by the school/ Governing Body (including emergency procedures) and, will not, without prior consent of the Governing Body:

- Introduce equipment for use on the school premises;
- Alter fixed installations;
- Take any action which may physically affect the fabric of the building;
- Remove fire and safety notices or equipment;
- Take any action that may create hazards for any person using the premises or staff/ students at the school.

All contractors / others working on the school premises must ensure the safe working practices of their own employees and anyone who may be affected by the activities they are carrying out. They must also communicate, co-operate and co-ordinate with the school in order to ensure the safety of all persons who may be using the premises or may be affected by their activities.

## **8. Students**

Students (as appropriate to their age and aptitude) are expected to:

- Take personal responsibility for the health and safety of themselves and others;
- Observe standards of dress consistent with safety and/or hygiene;
- Follow the health and safety rules of the school and in particular instructions given by staff in an emergency;

They must not misuse, neglect or interfere with things provided for their health and safety.

## **9. Monitoring the Effectiveness of the Policy / Health and Safety Advice**

The implementation of this policy will be monitored by regular inspection and review by the Headteacher and Health and Safety Governor. The school will ensure an annual health and safety visit from an external consultant.

## **Part 3. Procedures and Arrangements**

The following procedures and arrangements have been established within the school in compliance with the school's Health and Safety Policy and to eliminate / reduce health and safety risks and to comply with legal requirements.

### **1. Accident/incident reporting**

All staff are required to ensure that all accidents/incidents and near misses are reported. The person designated as responsible for recording accidents and ensuring the RBWM Accident/ incident report form is fully completed and a copy sent to the RBWM H&S Team (*refer to Accident/ Incident Procedure on First Class*) is the Facilities Manager. This person will also ensure the reporting of more serious accidents/ incidents to the Health and Safety Executive (HSE) where required in accordance with the RBWM Accident Reporting procedure.

### **2. Asbestos (management of)**

An asbestos survey of the school has been undertaken and the school holds a copy of the asbestos register both in hard copy and CD. The school's asbestos register/ survey is located with the Facilities Manager.

The person responsible for ensuring that the asbestos register is regularly reviewed and updated in the event of any changes is the Headteacher.

The Headteacher (RPHS), supported by the Deputy RPHS, is responsible for ensuring that arrangements are in place to ensure prior to any work being carried out by school staff /contractors/ others, which might affect the fabric of the building (including drilling holes in walls/ ceilings etc), the asbestos register must be referred to and an asbestos Permit to Work must be in place and being operated. Where asbestos has been identified within the asbestos survey they must also carry out regular checks to ensure no damage has occurred. All staff must be made aware of the relevant arrangements, how to report any damage to asbestos materials and what the emergency procedures are.

Any damage to asbestos, or substances suspected to be asbestos, must be reported by the school immediately to the Headteacher the area must cordoned/locked off immediately and until it is made, or verified as being safe by a competent person.

### **3. Contractors**

The Headteacher and/or the School Facilities Manager are responsible for monitoring/ liaising with contractors. Staff should report concerns to the Facilities Manager. This will need to meet the requirements of the Construction Design and Management Regulations (CDM), available on First Class, Information for all schools, Health and Safety, CDM.

### **4. Display Screen Equipment**

Staff should report concerns to the Headteacher. The Headteacher should be vigilant to staff working conditions re DSE.

### **5. Maintenance and inspection of equipment**

The Facilities Manager is responsible for the maintenance and inspection of equipment. This includes ensuring an annual test of electrical appliances.

## **6. Fire Procedures**

The Facilities Manager is the Responsible Person in the event of a fire.

Both the Facilities Manager and the Site Controllers receive regular Fire Safety training.

The fire alarm, emergency lighting and fire extinguishers are checked regularly under a School Contractor. The Facilities Manager should ensure that the fire alarm is tested weekly and the emergency lighting monthly.

All staff are aware of the importance of keeping fire escapes clear at all times.

All staff know their responsibilities during fire drills.

In the event of a fire the Headteacher (RPHS) or Facilities Manager (Deputy RPHS) would call the emergency services unless another member of staff were better placed to do so.

The Fire Risk Assessment is carried out annually by a competent person and checked by the Headteacher and Governor responsible for Health and Safety.

The Headteacher is responsible for keeping records etc.

See also Fire Requirements and Guidance on First Class, Information for all schools, Health and Safety, Fire regulations.

## **7. Emergency Procedures**

The school has a 'School Emergency Plan' file kept in the Headteacher's PA's office.

## **8. First Aid**

A full list of staff who have attended the 'Emergency First Aid at Work' training is located in the Facilities Manager's office file No:2. The clerical staff also have a copy.

The list of First Aid box locations is kept with this report file No:2.

The clerical staff are responsible for checking/ re-stocking first aid boxes.

The Headteacher would normally summon an ambulance, or instruct another member of staff to do so.

The most appropriate member of staff in a particular situation would accompany children to hospital.

Refer to First Aid Requirements and Guidance on First Class, Information for all schools, Health and Safety, First Aid.

## **9. Control of substances hazardous to health**

See COSHH guide on First Class, Information for all schools, Health and Safety, Hazardous substances.

The use of hazardous substances in school is kept to a minimum. The few on site are stored either in a locked yellow metal cupboard in the kitchen, or in the locked cleaners' cupboard, as are the COSHH data sheets.

## **10. Lettings outside school hours**

The school has a Lettings Policy. Health and Safety information is included within the policy.

## **11. Lone Working / work outside of normal school hours**

The school's policy is not to allow Lone Working. In the exceptional event of Lone Working being requested, a Lone Worker's Risk Assessment would be completed.

## **12. Managing medicines / drugs**

Refer to the school's Medical Needs Policy.

## **14. Manual handling and lifting**

Manual handling tasks are kept to a minimum; however there are occasions when this is necessary. e.g. bags of sand, classroom tables. A trolley is available for staff use, and all are told to seek the help of a colleague when lifting is necessary.

Refer to Manual Handling Policy on First Class, Information for all schools, Health and Safety.

## **15. PE Equipment**

All staff who use PE equipment are responsible for reporting damaged or defective items to the Headteacher. The PE Subject Leader is also responsible for monitoring the

condition of equipment and informing the Headteacher of repairs or replacements necessary. Students are also encouraged to bring faulty equipment to the attention of staff.

## **16. Personal Protective Equipment (PPE)**

**PPE is used by school staff and the following items are issued to each member of the site and other members of staff**

Eye protection in Tech and Science classrooms. The site team have access to high vis jackets , steel tow capped boots , hard hats and gloves.

## **17. Risk Assessments**

The Headteacher and class teachers are responsible for ensuring risk assessments are undertaken for school visits or events. The Headteacher is responsible for undertaking specific risk assessments e.g. staff who are pregnant, young people where appropriate e.g. for work experience.

Also refer to Risk Assessment procedure on First Class.

## **18. Reporting to Governors**

The Resources Committee is the committee responsible for ensuring that the Health and Safety Policy is regularly reviewed, monitored and implemented. There is a nominated Health and Safety Governor.

## **19. Minibus**

The school has 3 minibuses. A full list of staff holding the Midas Minibus Driver's Awareness Scheme certificate is located in the Facilities Manager's office file No: 2.

Where appropriate, staff are required to take a minibus driving test so they are qualified to drive larger minibuses (Category D1 on their driving licence). This largely applies to staff in the PE department.

## **20. Security**

The Headteacher and Site Team hold keys to the site.

The school is normally opened by the Facilities Manager at 07.00hrs and closed normally by 21.30hrs.

## **21. Site maintenance**

The Headteacher is responsible for the upkeep and maintenance of the school site, buildings, reporting of hazards and defects etc. All staff have a duty to report concerns to the Headteacher.

## **22. Glazing**

Glazing survey records are kept in the Facilities Manager's office.

All windows and doors have either safety glass or have had safety film applied [Oct 2010].

### **23. Legionella**

This is covered by a contract with. Records are filed in the Facilities Manager's office. The Facilities Manager is responsible for the completion of the Weekly Flushing Record Sheet, also in the file.

See also First Class, Information for all schools, Health and Safety, Legionella Simple Guide.

### **24. No smoking**

No smoking is allowed in any school buildings or anywhere on the school site.

### **25. Staff training**

Induction training for new/temporary staff is organised by the Business Manager. The Headteacher and Business Manager ensure that First Aid training for staff is kept up to date.

The Headteacher and Facilities Manager ensure that their own RPHS and Deputy RPHS training is current.

### **26. Visitors**

Visitors sign in and out using a book in the school entrance. Visitor badges are provided. Emergency arrangements are displayed by the visitor's book for their information.

Contractors report to the school office on arrival for the issue of asbestos permits to work etc.

Parking is available to visitors at the front of the school.

### **27. Working at height**

Working at height is kept to a minimum, but when necessary only trained staff, who have completed a Ladder and Working at Height course will be used.. A kick stool is available for staff use in in the reprographics store room for high shelves.

### **28. Violence**

This has thankfully not been an issue in this school, but staff are discouraged from seeing parents, contractors or any other individuals when alone on the premises.

### **29. Monitoring**

The policy will be monitored by the Resources Committee. The Governor with responsibility for Health and Safety will carry out periodic inspections of the premises.

### **30. School Cleaning**

The school employ its own cleaning staff with a cleaning supervisor and oversight by the facilities team.