



<b>Review Date</b>	October 2015	<b>Leader of Policy Review</b>	Mrs S Sant
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# **SCHOOL HEALTH AND SAFETY POLICY**

**Updated September 2015  
(to update 2006 version)**

# Policy

## SCHOOL HEALTH AND SAFETY POLICY

### 1.0 INTRODUCTION

This statement does not replace the LA's General Statement of Health and Safety, nor the Local Education Authority's Health and Safety Policy Statement, but is in addition and complimentary to them for the benefit of all users of the school premises. Copies of the above documents will be readily available in the school.

This statement deals with those aspects over which the Governing Body has control and covers the health and safety issues associated with the building structure, plant, fixed equipment and services for which other Officers of the Local Education Authority (LEA) also have responsibility. It describes how these responsibilities are discharged in respect of employees, pupils, visitors and other users of the premises. The Governors have accepted this Policy for the school and copies are available in each Faculty administration areas and the Staff room.

### GENERAL STATEMENT & COMMITMENT

**2.1** The school is committed to ensuring that all reasonably practicable steps are taken to ensure the health and safety of all persons including staff, pupils, visitors, contractors and any other person who may be affected by the school.

The school will:

- a) establish and maintain a safe and healthy environment throughout the school and for all school activities;
- b) establish and maintain safe working procedures among staff and pupils;
- c) make arrangements for ensuring safety (via the risk assessment process), to avoid risks to health in connection with the use, handling, storage and transport of articles and substances;
- d) ensure the provision of sufficient information, instruction and supervision to enable everyone to avoid hazards and contribute positively to their own health and safety training as and when required;
- e) maintain a safe and healthy place of work with safe access and egress;
- f) provide and maintain adequate welfare facilities

The Governors' Premises and Health and Safety Committee will monitor the school's practices and procedures in relation to health and safety.

### 2.2 HEALTH AND SAFETY MANAGEMENT

The School ensures that a Health and Safety Management System is developed, implemented and monitored throughout, which will ensure the assessment of risk and the effective organisation, planning, monitoring and review, of the preventative and protective measures necessary to control risk.

### 2.3 PLANNING

The School will identify and assess the risks from hazards associated with all its work activities with the aim of eliminating and controlling the risks, so far as is reasonably practicable.

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The School will, so far as is reasonably practicable, allocate sufficient resources to meet the requirements of this Policy.

The School will set realistic short and long term objectives, decide priorities and establish adequate performance standards. It will also monitor and review such standards to ensure that they are being met and maintained.

## **2.4 HEALTH AND SAFETY ASSISTANCE**

Without detracting from the primary responsibility of Governors and teaching staff for ensuring safe conditions of work and in compliance with legislation, the school will provide on site competent assistance in applying the provisions of health and safety law where it is necessary to assist management in that task. To this end the school has nominated a Health and Safety Co-ordinator who is trained to a minimum of I.O.S.H (Institution of Occupation, Safety and Health) 5 day course "Managing Safely". The nominated person is the Headteacher.

The Council's LEA Health and Safety Advisor will also be available to provide competent assistance.

## **2.5 CO-OPERATION AND CONSULTATION**

**The Governors are committed to ensuring good communications throughout the school and liaison with staff/trades union health and safety representatives.**

No Health and Safety policy is likely to be effective unless it actively involves the employees themselves. The School recognises the contribution which employees and pupils are able to make towards health and safety in their workplace and will operate and consult with employees and pupils as necessary.

The School actively encourage and support consultation with Trade Unions and other appointed Safety representatives to enable them to fulfil their statutory functions and will co-operate in the setting up of a Safety Committee or committees as required.

## **2.6 INFORMATION TO STAFF**

This school Health and Safety Policy and any supplementary Guidance Documents, Codes of Practice etc., must be brought to the attention of all employees of the school and any other persons who may need to be aware of their contents.

## **2.8 REVIEW OF POLICY**

This School Health and Safety Policy will be regularly reviewed and amended as necessary. Supplemental Guidance Documents and Codes of Practice will similarly be regularly reviewed and where appropriate further guidance notes will be issued relating to particular work activities or as a result of changes in Health and Safety legislation.

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## CONCLUSION

It is the responsibility of everyone to make these arrangements work. This will ensure, so far as is reasonably practicable, that working conditions are safe and that the working life of everyone is accident free.

If an improvement or prohibition notice is served by an enforcement officer (e.g. Health & Safety Executive or Environmental Health Inspector), the Headteacher should immediately advise the LEA. If a prohibition notice is issued with immediate effect the activities specified should cease forthwith.

Any member of staff noticing a failure to comply with this Statement of Organisation and Arrangements or other advice/guidance issued by the LEA or Headteacher in pursuance of the Health and Safety Policy should immediately report the circumstances to the Headteacher. The Headteacher should then initiate appropriate remedial action. If it is possible for the Headteacher to resolve the matter he/she should then report the facts to the LEA.

Suggestions by any member of staff to improve standards of health and safety are welcomed by the Headteacher.

Confirmed by the Governing Body of: \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

(Chair of Governors)

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

(Headteacher)

## SCHOOL HEALTH AND SAFETY POLICY

### PART TWO

## ORGANISATION AND RESPONSIBILITIES

# Policy



## 1.0 INTRODUCTION

Local Management of School requires the school staff, Governing Body and the LEA to work together to ensure the health; safety and welfare objectives are achieved.

## 2.0 THE GOVERNING BODY

The Education Reform Act 1988 gives governing bodies important powers and duties in controlling school premises managing schools including health, safety and welfare responsibilities towards employees, pupils and visitors.

In particular the governors are responsible for ensuring a Health and Safety Management System is in place within the School. Such a system will ensure:

- a) A clear written policy statement is created.
- b) That responsibility for health, safety and welfare are allocated to specific people who should receive specific, relevant information and training in order to ensure competence.
- c) That information is displayed throughout the school confirming who has responsibility for health, safety and welfare.
- d) The involvement of everyone in making the policy work.
- e) That personnel have sufficient experience, knowledge and training to perform the tasks required of them.
- f) The specification of who is responsible and the arrangements for identifying hazards, undertaking risk assessments and implementing appropriate control measures.
- g) That everyone has sufficient information about the risks they run and the preventable measures they should take to minimise the risks.
- h) The visible demonstration of commitment to achieving a high standard of health and safety performance within the school and the development of a positive attitude to health and safety among staff and pupils.
- i) Health and safety performance is measures by the use of inspections, checks and the recording of accidents.
- j) That a review of the school's health and safety policy and performance takes place annually and action on the reviews findings, including amending the school policy, if necessary takes place.

## 3.0 THE HEADTEACHER

The day-to-day responsibility for all school health, safety and welfare organisation and activity rests with the Headteacher, who will:

- a) Be the focal point for reference on health, safety and welfare matters and give advice or indicate sources of advice
- b) Co-ordinate the implementation of the governor's health, safety and welfare procedures of the school.
- c) Make clear any duties in respect of health, safety that are delegated to members of staff.
- d) Stop any practises or the use of any plant, tools, equipment machinery, etc. he/she considers to be unsafe, until satisfied as to their safety.
- e) Put in place procedures to monitor the health and safety performance of the school.

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- f) Make or arrange for risk assessments of the premises and working practises to be undertaken, recorded and reviewed on a regular basis and ensure that he/she is kept informed of accidents and hazardous situations.
- g) Ensure that all accidents are investigated and any remedial actions required are taken or requested.
- h) Review from time to time (e.g. annually)
- i) The emergency procedures
- j) The provision of first aid in the school
- k) The risk assessments.
- l) Review regularly the dissemination of health and safety information in the school paying particular attention to newly appointed and temporary staff, volunteer helpers and other users of the premises.
- m) Ensure that all equipment used in the school is adequately maintained and inspected in accordance with the "Provision and use of Work Equipment", guidance and procedures contained in the departmental Health and Safety manual.
- n) Report to the Governing Body annually on the health and safety performance of the school.
- o) Co-operate with and provide the necessary facilities for Trade Union appointed Safety Representatives.

## **4.0 SCHOOL HEALTH AND SAFETY CO-ORDINATOR**

- a) To co-ordinate and manage the annual risk audit process for the school.
- b) To ensure the termly general workplace monitoring inspections are carried out.
- c) To monitor the provision for the inspection and maintenance of work equipment throughout the school.
- d) To monitor adequate records of the above processes are kept on the school premises.
- e) To advise the Headteacher on situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors.
- f) To maintain continuing observations throughout the establishment and make relevant comment to the Headteacher, the head of a department or a member of staff, as appropriate, if any unsatisfactory situation is observed or reported to them.
- g) To monitor that staff are adequately instructed in safety and welfare matters in connection with their specific work place and the school generally.
- h) Carrying out any other functions devolved to him/her by the Headteacher or Governing Body.
- i) To act as a point of contact between the school and the LEA Health and Safety Advisor.
- j) To provide an annual Health and Safety report to the Headteacher for submission to the Governing Body.
- k) To ensure that Section 3 of the Health and Safety policy is clearly detailed and is periodically brought to the attention of the School Safety Committee.

## **5.0 TEACHING/ NON-TEACHING STAFF HOLDING POSTS/ POSITIONS OF SPECIAL RESPONSIBILITY**

These staff include Deputy Headteachers, Curriculum Co-ordinators, Heads of Year, heads of Departments, Clerical Managers/Supervisors, Caretakers and other Supervisory staff.

They will:

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- a) Have a general responsibility for the application of 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 the health and safety procedures and arrangements.
- b) Establish and maintain safe working procedures including arrangements for ensuring, so far as is reasonably practicable, the absence of risks to health and safety in connection with the use, handling, storage and transport of articles and substances, (e.g. chemicals, boiling water, sharp tools).
- c) Resolve health, safety and welfare problems members of staff may refer to them or refer to the Headteacher or Manager any problems for which they cannot achieve a satisfactory solution within the resources available to them.
- d) Carry out regular health and safety risk assessments of the activities for which they are responsible and, submit reports to the Headteacher or the School Health and Safety Co-ordinator.
- e) Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- f) Ensure that all staff under their control are familiar with the health and safety Code of Practise, if issued, for their area of work.
- g) Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.
- h) Where appropriate, ensure relevant advice and guidance on health and a safety matter is sought.
- i) Investigate any accidents, which occur within their sphere of responsibility.
- j) Prepare an annual report for the Headteacher on the health and safety performance of his/her department or area of responsibility.

## 6.0 SPECIAL OBLIGATIONS OF CLASS TEACHERS

The health and safety of pupils in classrooms, laboratories and workshops is the responsibility of class teachers.

If for any reason a teacher considers he/she cannot accept this responsibility, he/she should discuss the matter with the Headteacher or Head of Department before allowing work to take place.

Class teachers are expected to:

- a) Exercise effective supervision of the pupils and to know the emergency procedures in respect of fire, first aid and other emergencies, and to carry them out.
- b) Follow the particular health and safety measures to be adopted of their own teaching areas as laid down in the relevant code of practise, if issued, and to ensure that they are applied.
- c) Give clear oral and written instructions and warnings to pupils as often as necessary.
- d) Follow safe-working procedures personally.
- e) Ensure the use of protective clothing and guards where necessary.
- f) Make recommendations to their Headteacher or Head of Department on health and safety equipment and on additions or necessary improvements to plants, tool, equipment or machinery.

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- g) Integrate all relevant aspects of safety into the teaching process and, if necessary, give special lessons on health and safety.
- h) Avoid introducing personal items of equipment (electrical or mechanical) into the school without prior authorisation
- i) Report all Accidents, defects and dangerous occurrences to their Headteacher or Head of Department.

## 7.0 SCHOOL HEALTH AND SAFETY REPRESENTATIVES

The Governing Body and Headteacher recognises the role of Health and Safety Representatives appointed by a recognised trade union. Health and Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time, but wherever practicable outside teaching time. They are also entitled to certain information, for example, about accidents, and to paid time off train for and carry out their health and safety functions. However, they are not part of the management structure and are not carrying out the duties on behalf of the Headteacher or Governing Body.

## 8.0 OBLIGATION OF ALL EMPLOYEES

Notwithstanding any specific responsibilities, which may have been delegated to them, all employees must:

- a) Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons.
- b) Observe all instructions on health and safety issued by the LEA, School or any other person delegated to be responsible for a relevant aspect of health and safety.
- c) Take heed of any instruction and/or training received on the use of equipment, machinery, dangerous substance or safety devices.
- d) Use and maintain correctly, in accordance with any instruction and/or training received, all personal protective equipment issued.
- e) Report all accidents in accordance with current procedure.
- f) Co-operate with other persons to enable them to carry out their health and safety responsibilities.
- g) Inform their Line Manager of all potential hazards to health and safety, in particular those, which are of a serious or imminent danger.
- h) Inform their Line Manager of any shortcomings they consider to be in the School's Health and safety arrangements.
- i) Exercise good standards of Housekeeping and cleanliness.
- j) Know and apply the procedures in respect of fire, first aid and other emergencies.
- k) Co-operate with appointed health and Safety representatives

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

Employees entrusted with responsibilities for specific aspects of health, safety and welfare must satisfy themselves that those responsibilities as appropriate are re-assigned in their absence. Such re-assignments must be approved by the employee's immediate superior.

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Failure to exercise reasonable care for the safety of oneself, fellow employees or members of the public; to co-operate with the Department on health and safety matters; or the misuse of safety equipment provided may justify disciplinary action being taken against the employee concerned,

## 9.0 VISITORS AND OTHER USERS OF THE PREMISES

Visitors and other users of the premises should be required to observe the health safety and welfare rules of the school. In particular parents and other volunteers helping out in school, including those associated in self-help schemes should be made aware of the health and safety policy applicable to them by the teacher to whom they are assigned.

## HEALTH AND SAFETY POLICY

### PART THREE

### ARRANGEMENTS

The following section covers the arrangements that must be in place to ensure the school complies with any statutory duties and/or LEA advice, guidance and other relevant standards.

To this end the following list represents a range of health and safety topics, where it is necessary to have its own controls and procedures in place.

It is therefore necessary for the school in order to complete this policy, to insert relevant details under the heading list to make specific reference to LEA and other relevant standards that the school complies with:

#### SECTION ONE: HEALTH AND SAFETY MANAGEMENT

LEA Health and Safety Policy

Auditing, Reviewing and Monitoring (i) School

(ii) LEA

Communication, Reviewing and Consultation with Employees and others

Risk Assessment

Departmental Policies

Training and specific safety policies = D&T, P.E. and Science

#### SECTION TWO: BUILDINGS AND SITE SAFETY

Asbestos (School Management System)

Contractors in Educational Establishment

Electrical Safety

Fire safety

Gas safety

Glazing

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Grounds Maintenance Issues

Health, Safety and Welfare compliance with:

- (i) School Premises Regulations 1996
- (ii) Health and Safety Workplace Regulations 1993

Legionella

Mobile Telephone Masts

Playground, Recreational Areas

Ponds in Educational Establishments

Prevention of slips, trips and falls

Safety in Caretaking and Maintenance Activities

Premises Security Issues

Traffic Management

Tree Management

Working at heights

## **SECTION THREE: CURRICULUM SAFETY**

Art and Pottery Safety

Design and Pottery Safety

Drama Safety

Educational Visits and Journeys Policy and Guidance

ICT Safety

Music Safety

Safety in Outdoor Education

Physical Education Safety

Science Safety

Swimming Safety

## **SECTION FOUR: EMERGENCIES**

Accidents – Reporting and Investigation

Control of Major Accident Hazards (COMAH)

Dealing with Emergencies / School site arrangements

First Aid in Educational Establishments

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## SECTION FIVE: GENERAL SAFETY ISSUES

Animals in Schools  
Bullying and Harassment  
Civil Claims  
Control of Substances Hazardous to Health (COSHH)  
Display Screen Equipment (VDU's)  
Information to Employees  
Inspection and Monitoring  
Kitchen Safety/ Hygiene  
Library safety  
Lifts and Lifting Equipment  
Lone and Peripatetic Workers  
Office safety  
Organising Major Events on Educational Premises  
Other uses of Educational establishments  
Safe Moving and Handling  
Personal Protective equipment  
Pressure Vessels  
Procurement / General Safety issues  
Safety Signage  
Transport Safety  
Violence at Work, (i) handling confrontation with pupils/parents etc  
(ii) cash handling  
Volunteers- Safety Considerations  
Work experience (In-house, External and Extended)

## SECTION SIX: HEALTH

Administration of Medicines in Educational establishments  
Alcohol  
Drug

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Health Issues for Employees (Occupational Health)

Health Issues for pupils

Controls to Prevent the Spread of Infection

Smoking

Stress Management

## **APENDICES: FORMS- GENERAL**

Accidents forms (i) Pupil (ii) Employees / others

Secondary Risk Assessment pack

Audit Pack

Standard Risk Assessment Format

***Please note that this list is not exhaustive***