

Hall Cross School

Health and Safety Policy

Date Approved:	January 2010
By Whom:	Governing Body/Health & Safety and Premises Committee
Review Date:	2009/2010 Academic Year
Responsible Officer:	Business Manager

Hall Cross School

Health and Safety Policy

General Statement

The aim of the Governing Body is to provide a safe and healthy working and learning environment for staff, pupils and visitors. It believes that the prevention of accidents, injury or loss is essential to the efficient operation of the school and is part of the good education of its pupils.

The Governing Body notes the provisions of the Health and Safety at Work, etc Act 1974 (s.3(1)), which states that it is the duty of every employer to ensure, so far as is reasonably practicable, that persons who are not in his or her employment but who may be affected by it are not exposed to risks to their health and safety, and accepts that it has a responsibility to take all reasonably practicable steps to secure the health and safety of pupils, staff and others using the school premises or participating in school-sponsored activities.

The Governing Body believes that only the adoption of safe methods of work and good practice by every individual can ensure everyone's personal health and safety. The Governing Body will take all reasonable steps to identify and reduce hazards to a minimum, but all staff and pupils must appreciate that their own safety and that of others also depends on their individual conduct and vigilance.

Duties of Personnel

Governing Body

In the discharge of its duty the Governing Body, in consultation with the Headteacher, will:

- Make itself familiar with the requirements of the Health and Safety at Work, etc Act 1974 and any other health and safety legislation and codes of practice relevant to the work of the school.
- Ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school.
- Periodically assess the effectiveness of this policy and ensure that any necessary changes are made.
- Identify and evaluate all risks relating to accidents, health and school-sponsored activities, including work experience.
- Identify and evaluate risk control measures in order to select the most appropriate means of minimising risk to staff, pupils and others.
- Create and monitor the management structure.

In particular the Governing Body undertakes to provide:

- A safe place for staff and pupils to work and learn, including safe means of entry and exit.
- Safe plant, equipment and systems of work.
- Safe arrangements for the handling, storage and transport of articles and substances.
- Safe and healthy working conditions that take account of all appropriate statutory requirements, codes of practice and guidance.
- Supervision, training and instruction so that all staff and pupils can perform their school-related activities in a healthy and safe manner.
- Training, wherever training is required by statute or considered necessary for the safety of staff, pupils and others, and within financial constraints.
- Updates to training as required.
- Necessary safety and protective equipment and clothing together with any necessary guidance, instruction and supervision.
- Adequate welfare facilities.

So far as is reasonably practicable the Governing Body, through the Headteacher, or designated person, will make arrangements for all staff, including temporary and voluntary staff and helpers and those on fixed-term contracts, to receive comprehensive information on:

- This policy.
- All other relevant health and safety matters.
- Instruction and training to be given so that they may carry out their duties in a safe manner without placing themselves or others at risk.

Headteacher

As well as the general duties common to all members of staff, the Headteacher has responsibility for the day-to-day maintenance and development of safe working practices and conditions for teaching staff, non-teaching staff, ancillary staff, pupils, visitors and any other person using the premises or engaged in activities sponsored by the school. The Headteacher will take all reasonably practicable steps to fulfil this responsibility through the Heads of the appropriate departments, senior members of staff, teachers and others as appropriate.

The Headteacher is required to take all necessary and appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times.

In particular, the Headteacher will:

- Be aware of the basic requirements of the Health and Safety at Work, etc Act 1974 and any other health and safety legislation and codes of practice relevant to the work of the school.
- Ensure at all times the health, safety and welfare of staff, pupils and others using the school premises, facilities or services, or attending or taking part in school-sponsored activities.

- Ensure safe working conditions for the health, safety and welfare of staff, pupils and others using the school premises and facilities.
- Ensure safe working practices and procedures throughout the school including those relating to the provision and use of machinery and other apparatus so that all risks are controlled.
- Consult with members of staff, including the safety representatives, on health and safety issues.
- Arrange systems of risk assessment to promptly identify potential hazards.
- Carry out periodic reviews and safety audits on the findings of the risk assessment.
- Identify the training needs of staff and pupils and ensure, within the financial resources available, that all members of staff and pupils who have identified training needs receive adequate and appropriate training and instruction in health and safety matters.
- Encourage staff, pupils and others to promote health and safety.
- Ensure that any defects in the premises, its plant, equipment or facilities that relate to or may affect the health and safety of staff, pupils and others are made safe without delay.
- Encourage all employees to suggest ways and means of reducing risks.
- Collate accident and incident information and, when necessary, carry out accident and incident investigations.
- Monitor the standard of health and safety throughout the school, including all school-based activities, encourage staff, pupils and others to achieve the highest possible standards, and discipline those who consistently fail to consider their well-being or the health and safety of others.
- Monitor first aid and welfare provision.
- Monitor the management structure, along with the Governors.

Supervisory Staff – HOD/HOY + non teaching staff supervisors

All staff in a supervisory capacity will make themselves familiar with the requirements of the Health and Safety at Work, etc Act 1974 and any other health and safety legislation and codes of practice relevant to the work of their areas of responsibility.

In addition to the general duties that all members of staff have, they will be directly responsible to the Headteacher or the member of staff designated by the Headteacher for the co-ordination of the school's health and safety policy, within their relevant departments and areas of responsibility. They will take a direct interest in the school's health and safety policy and in helping other members of staff, pupils and others to comply with its requirements.

As part of their day-to-day responsibilities, supervisory staff will ensure that:

- Safe methods of working exist and are implemented throughout their departments.
- Health and safety regulations, rules, procedures and codes of practice are being applied effectively.
- Staff, pupils and others under their jurisdiction are instructed in safe working practices.
- New employees working within their department are given instruction in safe working practices.

- Regular safety inspections are made of their area of responsibility as required by the Headteacher or as necessary.
- Positive, corrective action is taken where necessary to ensure the health and safety of all staff, pupils and others.
- All plant, machinery and equipment in the department in which they work is in good and safe working order and adequately guarded.
- All reasonably practicable steps are taken to prevent the unauthorised or improper use of all plant, machinery and equipment in the department in which they work.
- Toxic, hazardous and highly flammable substances in the department in which they work are correctly used, stored and labelled.
- The standard of health and safety is monitored throughout the department in which they work, encourage staff, pupils and others to achieve the highest possible standards of health and safety, and discipline those who consistently fail to consider their own well-being or the health and safety of others.
- All the signs used meet the statutory requirements.
- All health and safety information is communicated to the relevant persons.
- They report, as appropriate, any health and safety concerns to the appropriate individual.

All Members of Staff – (teaching and non-teaching)

All staff will make themselves familiar with the requirements of the Health and Safety at Work, etc Act 1974 and any other health and safety legislation and codes of practice which are relevant to the work of the department in which they work.

All members of staff should:

- Take reasonable care of their own health and safety and any other persons who may be affected by their acts or omissions at work.
- As regards any duty or requirements imposed on their employer or any other person by any relevant statutory provision, co-operate with him or her to enable that duty or requirement to be performed or complied with.

All staff are expected to familiarise themselves with the health and safety aspects of their work and to avoid conduct which would put them or anyone else at risk. In particular all members of staff will:

- Be familiar with the health and safety policy and any and all safety regulations as laid down by the Governing Body.
- Ensure health and safety regulations, rules, routines and procedures are being applied effectively by both staff and pupils.
- See that all plant, machinery and equipment is in good and safe working order and adequately guarded.
- Not make unauthorised or improper use of plant, machinery and equipment
- Use the correct equipment and tools for the job and any protective equipment or safety devices that may be supplied.
- Ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled.
- Report any defects they observe in the premises, plant, equipment and facilities.

- Take an active interest in promoting health and safety and suggest ways of reducing risks.

Hirers, Contractors and Others

(to include MetroClean and School Meals Providers)

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

The Headteacher, the designated Health & Safety person or the Premises Manager, will seek to ensure that hirers, contractors and others who use the school premises conduct themselves and carry out their operations in such a manner that all safety requirements are met at all times.

When the school premises or facilities are being used out of normal school hours for a school-sponsored activity then, for the purposes of this policy the organiser of that activity, even if an employee, will be treated as a hirer and will comply with the requirements of this section.

When the premises are hired to persons outside the employ of the Governing Body, it will be a condition for all hirers, contractors and others using the school premises or facilities that they are familiar with this policy, that they comply with all safety directives of the Governing Body and that they will not, without the prior consent of the Governing Body:

- Introduce equipment for use on the school premises.
- Alter fixed installations.
- Remove fire and safety notices or equipment.
- Take any action that may create hazards for persons using the premises or the staff or pupils of the school.

All contractors who work on the school premises are required to ensure safe working practices by their own employees under the provisions of the Health and Safety at Work, etc Act 1974 and must pay due regard to the safety of all persons using the premises. In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Headteacher will take such actions as necessary to prevent persons in his or her care from risk of injury.

The Governing Body draws the attention of all users of the school premises (including hirers and contractors) to S.8 of the Health and Safety at Work, etc Act 1974, which states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.

Staff Consultative Arrangements

The Governing Body, through the Headteacher, have made arrangements for the establishment of a safety committee by incorporating agenda items on health and safety matters into existing consultative groups. It is called the Health & Safety and Premises Committee. Representation on this committee will cover all appropriate areas of work or

special hazards. The main teaching unions have nominated safety representatives who can be approached by staff with any safety related concerns. They carry out periodic inspections of the premises and report back to the Headteacher and committee through a staff governor representative.

Codes of Practice and Safety Rules

In consultation with the Governing Body, where appropriate, and taking into account the requirements of this statement the Health & Safety and Premises Committee will approve, where necessary, codes of practice for the observation of safety requirements in school.

From time to time the Department for Children, Schools and Families (DCSF), the Health and Safety Executive (HSE) and other regulatory or advisory bodies will issue codes of practice on particular topics, for the guidance of Headteachers and others who are in control of educational premises, who will normally incorporate such codes into their health and safety policy and procedures. If the Headteacher considers the inclusion of all or any such documents into this policy to be inappropriate, he or she will be required to demonstrate to the satisfaction of the Governing Body that he or she has already introduced codes of practice and methods of working which achieve a similar or higher standard of health and safety.

Risk Assessment

The Headteacher will ensure that a risk assessment survey of the premises, methods of work and all school-sponsored activities is conducted annually or more frequently if necessary. This survey will identify all defects and deficiencies, together with the necessary remedial action or risk control measures. The results of all such surveys will be reported to the Governing Body.

Emergency Plans

The Headteacher will ensure that a Disaster Management Plan is prepared to cover all foreseeable major incidents which could put at risk the occupants or users of the school. This plan will indicate the actions to be taken in the event of a major incident so that everything possible is done to save life, and minimise loss. This sequence will determine the priorities of any emergency planning.

The plan will be agreed by the Governing Body and be regularly rehearsed by staff and pupils. Part of this is the Fire Evacuation Procedure. The result of all such rehearsals will form part of the regular risk assessment survey and the outcome will be reported to the Governing Body.

First Aid

The arrangements for first aid provision will be adequate to cope with all foreseeable major incidents.

The number of certificated first aiders will not, at any time, be fewer than the number required by law.

At the discretion of the Governing Body, other staff will be given such training in first aid techniques as is required to give them a basic, minimum level of competence. The required level of competence is to be agreed by the Governing Body after seeking appropriate advice.

Supplies of first aid material will be held at various locations throughout the school. These locations are to be determined by the Headteacher. They will be prominently marked and all staff will be advised of their position. The materials will be checked regularly and any deficiencies made good without delay.

Adequate and appropriate first aid provision will form part of the arrangements for all out-of-school activities.

A record will be made of each occasion any member of staff, pupil or other person receives first aid treatment either on the school premises or as part of a school-related activity. See the First Aid Policy.

Review

The Governing Body will review this policy annually and update, modify or amend it as it considers necessary to ensure the health, safety and welfare of staff and pupils.