

# HEMDEAN HOUSE SCHOOL



## **HEALTH & SAFETY POLICY**

PREPARED BY: Marco Salvini

REVIEWED BY: Nigel Balchin

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# **HEMDEAN HOUSE SCHOOL**

## **HEALTH AND SAFETY POLICY**

### **1. POLICY STATEMENT**

In association with the Governing Body, the Head Teacher will manage the health and safety functions of the school to prevent, as far as is reasonably practicable, injuries to any person as a result of the operations of the school. This will be achieved by provision of safe premises and equipment, together with effective management of the schools activities. Applying the principles of risk management the Head Teacher will ensure that any necessary risk control measures are introduced and maintained.

So far as it is reasonable, the Head Teacher will ensure that staff designated with health and safety responsibilities are competent to achieve the aims prescribed by the authority.

It is equally the duty of all school staff (paid or voluntary) to co-operate with the Head Teacher and Governing Body to ensure the safety of themselves, fellow staff, pupils and other persons, liable to be affected by their activities at work and adhere to the operational procedures prescribed for the school.

## **2 ORGANISATION.**

### **2.1 Head Teachers Responsibilities.**

The Head Teacher shall be responsible for ensuring effective management 'so far as is reasonably practicable', of all Health and Safety matters affecting the operations and activities of the school. These include those organised on behalf of the school but being undertaken away from the school site. To do this effectively the Head Teacher will work with the Governing Body and keep them fully informed of any issues that could affect health, safety and welfare of staff, pupils and other persons of their responsibility. The following points summarise the main responsibilities of the Head Teacher :

- a) Ensuring at all times the health safety and welfare of staff pupils and others using the school premises or facilities or services or attending or taking part in school sponsored activities.
- b) Ensuring safe working practices and procedures throughout the school.
- c) Day to day responsibility for all Health and Safety matters in the operation of the school.
- d) Ensuring effective co-ordination of safety management by assuming the role of safety co-ordinator.
- e) Ensuring compliance with the policy and procedures.
- f) Ensuring that the school produces an action plan that is kept up to date by regular review.
- g) Ensuring effective communications on Health and Safety matters exist.
- h) Providing Governors with an annual report on all matters affecting Health and Safety in the school.
- i) Ensure that the school carries out adequate assessments and controls the risk to Health and Safety of all persons from hazards within the school and any other of its activities wherever they are undertaken.
- j) Ensuring that the school provides equipment and articles for the school that are adequate for their intended use, are correctly serviced and properly maintained.
- k) Periodically evaluating the need for Health and Safety training of staff and arranging its delivery.
- l) Bringing to the attention of the Governing Body any matters of Health and Safety that cannot be resolved or are of imminent danger to any person.
- m) Ensuring, in co-operation with the Governing Body, that the school's Health and Safety policy is kept under review and any amendments brought to the notice of all staff.

The Governing Body and Head Teacher will take advice and guidance in these responsibilities by specialists from time to time appointed by Hemdean House.

### **2.2 Governors**

The Governing Body will be responsible for monitoring the schools arrangements for Health and Safety management. This will be achieved by ensuring:

- That Health and Safety is considered regularly, at least termly, (and more frequently should circumstances require), by the Site and Facilities committee. This committee will have a duty to report at least termly to the full Governing Body.

- Consideration of the annual school safety action plan presented by the Head Teacher, to the full Governing Body;
- That an annual report on Health and Safety is sent to the Governing Body.
- Good consultation with employee representatives;
- That a full safety inspection of the site is carried out each year with the full involvement of at least one member of the Governing Body;
- Periodical review of the accident statistics by the Governing Body;
- Regular fire alarm checks and evacuation drills are carried out by the school;
- That any contractors appointed directly by the school are competent, have good safety arrangements in place and are aware of any inherent risks present in the building or because of any specific activities likely to take place.

### **2.3 Safety Co-ordinator**

The Head Teacher shall be the safety co-ordinator and will be responsible for ensuring that action is taken to formulate and monitor action at the school to comply with the requirements set out in this policy and the safety manual.

The Head Teacher will set the objectives for the school and staff. She / He will also monitor progress taken to meet those objectives and provide assistance and guidance to staff involved.

The safety co-ordinator will be seen as the first point of contact for support with issues that cannot be resolved by staff.

The safety co-ordinator will be responsible for :-

- a) Co-ordinating Health and Safety arrangements, carrying out continuous programmes of audits and checks, ensuring that the requirements of the schools Health and Safety standards are being met, reporting on standards, and recommending provision of such additional facilities and procedures, including financial provision.
- b) Ensuring that all accidents and 'near misses' are fully investigated and that action is taken to eliminate the cause, as so far as is reasonably practicable.
- c) Ensuring good liaison between the school and contractors, or their representatives undertaking any works on the school site, to ensure the safety of all persons exposed.

### **2.4 All Employees**

Each **employee** is responsible for his or her own acts or omissions and the effect that these may have upon the safety of themselves or any other person.

In addition all employees ;

- a) Must use safety equipment or clothing in a proper manner and for the purpose intended;
- b) Must not intentionally or recklessly misuse anything supplied in the interest of Health and Safety;
- c) Must work in accordance with any Health and Safety instruction or training that has been given;
- d) Must co-operate fully with the employer
- e) Must not take part in any task for which they have not been authorised and for which they are not adequately trained;
- f) Must bring to the attention of the safety co-ordinator any perceived shortcomings in the safety arrangements and
- g) Have a duty to familiarise themselves with this policy

### **3. RISK ASSESSMENT**

The Management of Health and Safety at Work Regulations requires every employer to make fully recorded, suitable and sufficient assessment of risks to Health and Safety of employees.

Head Teacher and Governors are responsible for ensuring that suitable and sufficient risk assessments and safety audits are carried out in relation to all school activities, These should be reviewed at least annually but more frequently if there are significant changes in buildings, machinery, equipment, work practices or personnel.

A member of staff will lead the assessment team in each area. They should be knowledgeable of the processes or procedures that the assessment is concerned with.

The annual safety plan will establish targets for carrying out and reviewing risk assessments. The safety co-ordinator will agree these deadlines with staff involved and check on progress throughout the year.

A copy of the completed risk assessment records shall be filed in the Site Manager and Safety Co-ordinator's office.

### **4. ARRANGEMENT AND PROCEDURES IN SCHOOL**

#### **4.1 Safety Problem Reporting**

Staff have a responsibility for their own areas of work, including that of others in that area. This involves making sure that Health and Safety issues are addressed. Staff can address many problems themselves. Where the member of staff involved cannot solve a problem the safety co-ordinator should be involved. This may be a verbal report initially but may need to be put in writing. Where the risk is immediate and significant, it is not enough for staff to report the issue and leave it at that. The member of staff responsible for the area must ensure that action is taken to address the issue. Where the problem cannot be addressed satisfactorily in the short term then action may be required to cordon off the area, change or stop the activity. The member of staff responsible for the area will make the decision in consultation with

the safety co-ordinator or senior member of staff. Where the safety co-ordinator is not available the members of staff may need to make that decision themselves.

## **4.2 General Fire Safety**

All staff and regular volunteers are expected to make sure that they are familiar with the fire evacuation procedure which is enclosed in the safety manual kept in the school and on Hemdean House website. The main aim of the procedure is to raise the alarm, evacuate the building and notify the emergency services.

Staff are also expected to familiarise themselves with any fire fighting equipment available for use.

A fire evacuation drill will be carried out once per term and a record kept in the fire log book. (See the Safety Manual for further guidance on fire safety.)

The Head teacher will ensure that a member of staff will test the fire alarm system each week and a record will be kept in the fire log.

Doors used as a means of escape must not be blocked, locked or permanently propped or wedged open.

Flammable liquids may not be stored in classrooms and must be kept in an appropriate cupboard or external store.

## **4.3 Accident and First Aid Procedures**

Employees and volunteers must report all serious injuries to the Head Teacher immediately after treatment. The Accident Book, which is located in the cupboard in the school office must be fully completed for all injuries incurred, however minor.

A list of fully trained First Aiders shall be kept in Health and Safety folder and updated as necessary.

Anyone requiring an ambulance should contact the emergency services by dialling 999 using any phone in school. Telephones are located in the school office and Head Teacher's Room

Anyone requiring first aid treatment should contact the nearest member of staff who will arrange for a first aider to attend to the injured or sick person.

Governors, Parents and Staff are reminded that first aiders are there to provide first aid treatment and are not medical practitioners. Pupils suffering from every day problems such as headaches, etc. must be dealt with by the class teacher and should not be automatically referred to the Head Teacher.

Supplies of first aid material are available from the school office and in addition travel first aid kits are available for school educational visits.

Staff arranging educational visits will be responsible for giving consideration to First Aid provision. If practicable, or if deemed necessary, an appointed person or First Aider shall accompany the visit.

#### **4.4 Electrical Safety**

The Site and Facilities committee will ensure that an inventory is drawn up of all electrical equipment on the premises, with the help of other staff. All items of electrical equipment, from kettles in the kitchen to photocopiers must be placed on this list. Staff obtaining new equipment must ensure that the list is updated by informing the safety co-ordinator.

Staff will be responsible for visually checking all portable appliances as and when used, and a competent person will carry out a thorough electrical test at least once every five years, depending upon the appliance and the results of previous assessments. The inventory will also include the required frequency of electrical testing for each appliance.

The fixed wiring installation supplying electrical sockets, lighting, etc. will be inspected by a competent specialist electrical contractor every 5 years.

Any work on electrical systems will be carried out by competent electrical engineers, who belong to an appropriate body and comply with all relevant safety standards.

#### **4.5 Safe Use of Chemicals**

Some substances have the potential to cause ill health and the Sites and Facilities committee will introduce measures to identify what substances our employees or volunteers in school use or are exposed to in the course of their work. Detailed guidance on the control of substances hazardous to health may be found in the health and safety manual.

In accordance with *The Control of Substances Hazardous to Health regulations 1994*, the policy will be to avoid the use of harmful substances by looking for other suitable and less hazardous substances wherever possible.

Where hazardous substances cannot be avoided they will be assessed and control procedures introduced to prevent risk to employees and others affected by school activities.

The safety co-ordinator must be informed of any new substances that are hazardous and COSHH assessments carried out before they are used.

Information, instruction and training will be provided for all employees and others who may be exposed to hazardous substances.

#### **4.6 Manual Handling**

Staff and volunteers should be aware that the school policy is one of avoiding hazardous manual handling where there is a risk of injury. Where this is not possible a risk assessment will be carried out using the guidelines from the Safety Manual. The manual handling assessment will consider all factors involved including the load, working environment, task and individual capabilities of staff and volunteers.

Particular consideration may be required in relation to the safety of young people and pregnant or nursing mothers.

Training in the principles of safe manual handling can significantly reduce the risk of injury and will be provided for those involved in all operations identified as having significant risk.

Manual handling includes the moving and supporting of people. Any disabled pupils in school may need support which involves lifting, supporting, pushing, pulling, standing, sitting, etc. This may be to support children in school with curriculum activities or in relation to their personal needs. Specific guidance on this may be found in the Safety Manual. These guidelines must be followed strictly in relation to the moving and handling of pupils. Consideration may need to be given to this in relation to pupils with temporary problems such as broken limbs. Staff should seek the support of the safety co-ordinator in relation to this issue.

#### **4.8 Security**

All visitors will be expected to report to the school office on arrival. They will be required to sign the visitors' book. They will then be issued with a visitors pass. Any person, (other than a member of staff or parent) on the school site not in possession of a security pass may be challenged and, if necessary, asked to leave.

#### **4.9 Safety in the School Office**

All Display Screen Equipment workstations will be assessed, using the assessment checklist provided in the Safety Manual. Those used by employees classified as DSE users will receive priority for corrective measures, if any are needed.

#### **4.10 New and Expectant Mothers**

The Management of Health and Safety at Work (Amendment) Regulations and the Maternity (Compulsory Leave) Regulations apply to any employees who are pregnant, breast feeding or who have given birth within the last six months.

Risk assessments will need to consider new and expectant mothers. These will be recorded and employees informed of any additional risks they may face if they become pregnant or are breast feeding.

Staff should inform their Head Teacher as soon as possible after the pregnancy has been confirmed. An additional risk assessment will be made when a woman notifies her manager that she is pregnant.

New or expectant mothers are entitled to rest facilities which include the facility where necessary, to lie down.

#### **4.11 Contractors**

The Health and Safety at Work Act and the Management of Health and Safety at Work Regulations impose duties to safeguard the Health and Safety of non-employees who may be affected by school activities. The school has therefore a responsibility to inform contractors on the premises of any risks they may encounter

whilst on site. These duties also require contractors on the premises to safeguard pupils and employees in relation to risks arising from their work activities. They would therefore need to inform the school of any risk factors and ensure that they were adequately controlled.

The school will endeavour to only employ competent contractors, who will be selected according to the procedures set out in the contractor safety guidance.

Senior staff have a responsibility to ensure adequate co-operation between the school and the contractor. All staff will be informed before work commences and will be notified of any steps that they may need to take. No contractor will be allowed on site without the permission of the safety co-ordinator. All contractors must sign in and out when visiting the site.

#### **4.12 Educational Visits**

All visits must have been subject to risk assessment before the visit takes place.

It will also be necessary to ensure that there is, if deemed necessary, a travel first aid kit. Inhalers and any other prescribed medicines must be taken on Educational Visits. A child who may need any medicine must be in a group whose leader is a member of staff.

Outdoor visits will require consideration in relation to clothing and sunscreens. All pupils involved must be suitably dressed, bring their own waterproof clothing, cap and sunscreen, depending on weather conditions. The sunscreen should be applied by the pupil under staff supervision.

It will also be necessary to ensure that staff are aware of any allergies and/or medical conditions that pupils may have. Appropriate training will be given.

#### **4.13 Hirers**

It will be the condition for all hirers of school premises or facilities to comply with the following. Hirers shall not, without prior consent from the Head Teacher :-

- a) Remove or obscure fire and safety notices;
- b) Block fire exits or routes
- c) Alter fixed installations
- d) Use any equipment on the school site without the prior permission of the Head Teacher
- e) Take any action that may create hazards for persons using the premises or the pupils or staff of the school.

Hirers and other users should report any emergency situation, including what actions were taken, to the Head Teacher as soon as practicable.