



GP16 – Health and Safety Policy



Last Review Date	November 2017	Next Review Date	November 2018
Leader of Policy Review	Headteacher, Deputy Headteacher and		
Associated Policies	(Model Policy adopted from Flintshire County Council) Critical Incidents, Disability Inclusion, Fire and Emergency Evacuation, Fire Safety, lone working, animal, substance misuse, work life balance, attendance, sickness and absence policy		

PART ONE - GENERAL

1.0 INTRODUCTION

This Statement of Organisation and Arrangements does not replace the authorities Council 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 are readily available on the School Site Manual.

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 (LA) also have responsibility. It describes how these responsibilities are discharged in respect of employees, students, visitors and other users of the premises.

2.0 GENERAL STATEMENT & COMMITMENT

2.1 The aim of the statement is to ensure that all reasonably practicable steps are taken to ensure the health and safety of all persons including staff, students, contractors and any other person who may be affected by the school undertaking,

And in particular:

- a) to establish and maintain a safe and healthy environment throughout the school and for all school activities;
- b) to establish and maintain safe working procedures among staff and students;
- c) to make arrangements for ensuring safety (via departmental risk assessment process), to avoid risks to health in connection with the use, handling, storage and transport of articles and substances;
- d) to 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) to maintain a safe and healthy place of work with safe access and egress;
- f) to provide and maintain adequate welfare facilities

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.

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 trained to a minimum of the I.O.S.H (Institution of Occupation, safety and Health) course “Managing Safely”

The Council’s LA Health and Safety Advisor is available to provide competent assistance.

2.5 CO-OPERATION AND CONSULTATION

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 students are able to make towards health and safety in their workplace and will operate and consult with employees and students as necessary.

The School will actively encourage and support consultation with Trade Unions and other appointed Safety Representatives to enable them to fulfil their statutory functions. There is a Health, Safety and Buildings committee established.

2.6 CO-ORDINATION

Where the School shares premises with another department or employer, whether permanently or temporarily, arrangements and procedures will be adopted to ensure that all concerned are able to comply with their statutory health and safety duties. The School will ensure that arrangements are made to co-ordinate the activities of its own employees and those of outside agencies working on departmental premises, such as contractors, cleaning staff, maintenance personnel etc.

2.7 INFORMATION TO STAFF

This school Health and Safety Policy and any supplemental Guidance Documents, Codes of Practice etc., will 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 is regularly reviewed and amended as necessary. Supplemental Guidance Documents and Codes of Practice are regularly reviewed and where appropriate further guidance notes issued relating to particular work activities or as a result of changes in Health and Safety legislation.

PART TWO - ORGANISATION AND RESPONSIBILITIES

1.0 INTRODUCTION

Local Management of School requires the school staff, Governing Body and the LA work together to ensure that 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, students 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 students.
- i) Health and safety performance is measured 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 review's 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 and safety which are delegated to members of staff.
- d) Stop any practises or the use of any plant, tools, equipment machinery, etc. considered to be unsafe, until satisfied as to their safety.
- e) Put in place procedures to monitor the health and safety performance of the school.
- 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) Annually review
 - The emergency procedures
 - The provision of first aid in the school
 - The risk assessments.
- i) 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.
- j) 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.

- k) Report to the Governing Body annually on the health and safety performance of the school.
- l) Co-operate with and provide the necessary facilities for Trade Union appointed Safety Representatives.
- m) Ensure a governor chairs the Health and Safety Committee.

4.0 SCHOOL HEALTH AND SAFETY CO-ORDINATOR

In this school, there is a nominated member of staff who is responsible to the Headteacher for co-ordinating, reporting and advising on aspects of health, safety and welfare within the school. This person is of sufficient status to be able to visit all personnel within the school freely and be able to authoritatively discuss matters arising with others. In this school the nominated school Health & Safety Co-ordinator is the Deputy Headteacher. Adequate time and resources are allocated to the post holder to undertake these duties.

The School Health and Safety Co-ordinator is trained in health and safety in order to ensure competence. The minimum level of competence is the I.O.S.H (Institution of Occupation, Safety and Health) “Managing Safely course”. The School Health and Safety Co-ordinator will:

- a) Co-ordinate and manage the annual risk audit process for the school.
- b) Ensure that termly general workplace monitoring inspections are carried out.
- c) Monitor the provision for the inspection and maintenance of work equipment throughout the school.
- d) Ensure adequate records of the above processes are kept on the school premises.
- e) Advise the Headteacher on situations or activities which are potentially hazardous to the health and safety of staff, students and visitors.
- f) Maintain continuing observations throughout the establishment and make relevant comments to the Headteacher, the head of a department or the member of staff, as appropriate, if any unsatisfactory situation is observed or reported to them.
- g) Monitor that staff are adequately instructed in health, safety and welfare matters in connection with their specific work place and the school generally.
- h) Carry out any other functions devolved to them by the Headteacher or Governing Body.
- i) Act as a point of contact between the school and the LA Health and Safety Advisor.

- j) Provide an annual Health and Safety report to the Headteacher for submission to the Governing Body.
- k) Ensure that Section 3 of the Health and Safety policy is clearly detailed and is periodically brought to the attention of the School Health, Safety & Buildings Committee.

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

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

They will:

- 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 departmental health and safety Codes of Practice, 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 students to avoid hazards and contribute positively to their own health and safety.
- h) Where appropriate, ensure relevant advice and guidance on any health and 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 their department or area of responsibility.

6.0 SPECIAL OBLIGATIONS OF CLASS TEACHERS

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

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

Class teachers will:

- a) Exercise effective supervision of students and understand the emergency procedures in respect of fire, first aid and other emergencies, and carry them out.
- b) Follow the particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant departmental code of practice, if issued, and ensure that they are applied.
- c) Give clear oral and written instructions and warnings to students 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.
- 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 to 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 LA, 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 the 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.

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

10.0 HEALTH AND SAFETY MANAGEMENT

a) Auditing, Reviewing and Monitoring

Governors meet at least once a term in the Buildings, Health & Safety committee to monitor Health and Safety standards in school. A deputy headteacher is the designated Buildings, Health and Safety Coordinator and helps to coordinate the meeting together with the chair (governor). They also contribute to formulation of policy and liaise with the Local Authority. Reports from the committee are also discussed at full Governors' meetings.

The Headteacher and Health and Safety Coordinator take day-to-day responsibility for Health and Safety who together with the committee arrange for improvements.

Staffs with TLR's are responsible for drawing up Health and Safety policies, monitoring standards by completing a Flintshire checklist annual audit, and arrange for staff to be informed/ trained.

b) Communication, Reviewing and Consultation with Employees and others

Policies are regularly reviewed and updated. New staff have to complete an induction proforma together with their line manager to ensure that they are familiar with all procedures and policies (this is held in the member of staff's file). TLR post holders complete their annual health and safety audit and this is shared within departments and areas during meeting times (health and safety is an agenda item).

Policies and procedures are held on the school network for ease of access and the health and safety policy is displayed on the staffroom noticeboard.

c) Risk Assessment

All teachers manage risks that can affect students as well as themselves and other adults in school. The effective management of risk will lead to the formation of a safe and healthy working environment. Risk is the probability that harm may be caused. In assessing risk, teachers carry out the following:

- Identify Hazards – a hazard is the potential for something to cause harm
- Make an assessment of the actual risk from those hazards identified
- Record those hazards that present a significant risk
- Identify control measures for reducing the risk
- Bring to the attention of all those effected

Departments and Areas complete their own risk assessments using subject specific templates.

11.0 CURRICULUM HEALTH AND SAFETY

The following departments have specific health and safety procedures / codes of practice and risk assessments, which are updated annually and held on the school network.

- Art
- Design and Technology
- Drama
- Educational Visits and Journeys Policy and Guidance
- ICT
- Music
- Outdoor Education
- Physical Education
- Science
- Swimming

12.0 EMERGENCIES

In an emergency staff follow the Guidance on First Aid in Schools (Department of Education and Employment).

13.0 GENERAL SAFETY ISSUES

The school completes risk assessments and audits that comply with this policy and relevant Health and Safety legislation.

14.0 IN THE EVENT OF AN ACCIDENT

Serious Incident (ie. life threatening) such as anaphylactic shock, severe bleeding, suspected head injury etc.

- Use the emergency on-call number 3013
- Dial the emergency services 999 (prefix 9 within school)
- Send for the nearest qualified First Aider

Other major incidents such as suspected fractures with no immediate threat to life.

- Use the emergency on-call number 3013
- Send for the nearest qualified First Aider

For all other cases, including a student feeling unwell teachers should send the child with a note to the School Office. Students should not be sent to the Medical Room.

If an accident occurs, it is essential that the member of staff concerned completes an accident form. These are obtainable from the School Office to where the completed form should also be returned. Such incidents have to be reported to the LEA.

ACCIDENT REPORTING

All accidents, dangerous occurrences, and occupational diseases involving any employee, students or visitors arising out of the activities carried on within school premises, will be recorded on an accident report form which is then sent to the Occupational Health Department of the Local Authority. Any incidents that do occur are collated by the Assistant Headteacher in order to monitor specific concerns.

The Local Authority's Health and Safety Officer will be invited to investigate accidents where it is considered that avoidable hazards have been a contributory factor, or where there may be implications for other schools. All reasonable efforts will be made to prevent a recurrence of such accidents.

Notification of the following accidents/injuries will be telephoned to the LEA Occupational Health and Safety Department as soon as possible:

- a) All fatalities.
- b) Fractures (including breaks, cracks or chips) of skull, spine, pelvis, arm or leg.
- c) Amputations.
- d) Electric shock causing injury and/or loss of consciousness.
- e) Loss of sight to an eye, penetrating wound to the eye, or chemical/hot metal burn to the eye.
- f) Loss of consciousness resulting from lack of oxygen.
- g) Acute illness/loss of consciousness from substance caused by inhalation/ingestion or absorption through the skin.
- h) Acute illness caused by exposure to pathogen or infected material.
- i) Any injury requiring hospitalisation for over 24 hours

15.0 SUN SAFETY

We acknowledge the importance of sun protection and want our staff and students to enjoy the sun safely. We work with staff, students and parents to achieve this through:

Education:

- All year 7-11 students will receive at least one PSE sun protection lesson.
- We will discuss the importance of sun protection in assemblies and registrations at the start of the summer term and during our Safety Week
- Information on Sun Protection is available on the school website

Shade:

- When the sun is strong we will encourage students to sit in the shade where it is available.
- Students are encouraged to apply at least factor SPF 15 sunscreen in school and will be reminded to do so by group tutors
- Sunscreen use will be encouraged on school trips

16.0 ROAD SAFETY

Road safety is addressed through PSE, Safety week and School Councils. It addresses safe journeys to and from school by foot, on the bus, by car and by bike. Advice and links are also provided on the school website

On a daily basis, we ensure the implementation of motorised-traffic-free areas at critical times to ensure safety for cyclists and pedestrians as part of Safe Routes to School.

17.0 FOOD SAFETY

It should also refer to the legal and liability issues that apply under the Food Safety (General Food Hygiene) Regulations, 1995. In line with all other aspects of school health and safety practice, teachers undertaking food activities should be prepared to make a first line response should the need arise, ie. knowing the school policy and procedure for dealing with burns, scalds, electric shock, allergic reactions, cuts, choking, poisoning.

The Food Standards Agency (FSA) produce a series of documents called Codes of Practice, under the Food Safety Act 1990, giving details of how to ensure compliance with legislation. Follow the links below to view: -

Food Hygiene

All staff food handlers must possess a Foundation Certificate in Food Hygiene and Safety. Food safety is addressed in Food Technology, PSE and Science. Healthy Food Guidelines and Food safety is provided on the school website for parents and students.

Food safety is promoted through correspondence regarding all off site visits too. For visits where students must take a meal with them it is essential that staff refer parents/carers to Food Safety and Healthy Choices advice on the school website in the letter home to parents. This complies with Healthy Schools and Appetite for Life Guidelines 2012.

18.0 BREAST FEEDING FRIENDLY

We believe breastfeeding is important for a baby's health and support the Breastfeeding Welcome Scheme. Breastfeeding is acceptable on site. A mother who is breastfeeding will not be asked to move or to stop breastfeeding. Appropriate private facilities are available for mothers if required. Staff are aware of the scheme and how to be supportive of breastfeeding mothers.