



Glebe House School Health and Safety Policy

This statement details the health and safety policies associated with the building structure, plant, fixed equipment and services. It describes how these responsibilities are discharged in respect of employees, pupils, visitors and other users of the premises.

Latest revisions of this policy give due regard to the *DfE Guidance 2013 Health and Safety DfE Advice on Legal Duties and Powers for Local Authorities, Head Teachers, Staff and Governing Bodies* and the HSE document *School Trips and Outdoor Learning Activities* (see also our policy on Educational Visits)

The aim of the statement is to ensure that all reasonably practical steps are taken to secure the health, safety and welfare of all persons using these premises – and in particular:

- a) To establish and maintain a safe and healthy environment throughout the school.
- b) To establish and maintain safe working procedures among staff and pupils.
- c) To make arrangements for ensuring safety and avoiding risks to health in connection with use, handling and 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 at work, and to ensure they have access to 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 eg toilets, showers, access to drinking water etc.

The following areas are of particular concern and further information can be found in this policy or in separate documents, copies of which are available on dropbox, in the School Office and in common rooms

- (a) Training of staff in health and safety, including risk assessment (see this policy and the Risk Assessment policy)
- (b) Consultation arrangements with employees (see this policy, staff meetings and the arrangements for the H & S Committee)
- (c) Recording and reporting accidents to staff, pupils and visitors – including those reportable under RIDDOR (see appendix 1 & Accidents – reporting and investigating policy)
- (d) Policy and procedures for off-site visits, including residential visits and any school-led adventure activities (See Educational Visits policy, also added as appendix 2 to this policy)

- (e) Dealing with health and safety emergencies – procedures and contacts
(see this policy and the Disaster Recovery Plan)
- (f) First aid and supporting medical needs (see First Aid policy)
- (g) Occupational health services and managing work-related stress (see Stress at work policy)
- (h) Workplace safety for teachers, pupils and visitors (see this policy, Visitors policy and various policies such as Lone Worker, Display Screen Equipment, Fire Risk)
- (i) School security (see Security policy)
- (j) Violence to staff (see Staff Handbook)
- (k) Manual handling (see Manual Handling policy)
- (l) Slips and trips (see Slips, Trips and Falls policy)
- (m) On-site vehicle movements (see Minibus including traffic policy)
- (n) Management of asbestos (see Asbestos policy)
- (o) Control of hazardous substances (see COSHH policy)
- (p) Selecting and managing contractors (see Contractors – selecting and guidelines policy)
- (q) Maintenance (and, where necessary, examination and testing) of plant and equipment (such as electrical equipment, local exhaust ventilation, pressure systems, gas appliances, lifting equipment and glazing safety) - see policies on Maintenance, Electrical safety, Water quality, Gas Safety.
- (r) Fire safety, including testing of alarms and evacuation procedures (see Fire Risk policy and Fire Risk Assessment Action Plan)

Information to Staff

This school's 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 by the Headmaster and/or the School Business Manger on induction.

Review of Policy

This Health and Safety Policy will be reviewed at least annually by the Health and Safety Committee and amended as necessary. Supplemental Guidance, procedures and Codes of Practice will be similarly and 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. Copies of such notes will be provided by the H & S Co-ordinator and copies kept by the person responsible for the area or equipment to which they apply. Such items will be brought to the Health and Safety Committee termly meetings.

Part 2 - Organisation and Responsibilities

Introduction

The School staff and Governing Body work together to ensure that health, safety and welfare objectives are achieved.

The Governing Body

The Education Reform Act 1988 gives governing bodies duties in controlling school premises and 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) Those responsibilities for health, safety and welfare are allocated to specific people, who should receive specific, relevant information and training 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) The 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 preventive measures they should take to minimize 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 measured by the use of inspections, checks and recording of accidents.

- j) That a review of the schools 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.

School Health and Safety Co-Ordinator

The Governors and the Head Master have delegated day to day responsibility to a Health & Safety Co-ordinator. Alice Hipwell, in the following respects:

1. To co-ordinate and manage the annual risk assessment process for the school, involving colleagues in their specific areas of responsibility
2. To organise and administrate meetings of the Health and Safety Committee
3. To work with the Health and Safety committee and all staff to prevent, where possible, accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities
4. To maintain continuing observations throughout the establishment, encouraging staff to report their own observations, and make relevant comments and recommendations to the Headmaster or a member of staff, as appropriate, if any unsatisfactory situation is observed.
5. To implement with the Fire Wardens emergency procedures - evacuation in case of fire or other significant incident
6. To ensure, in conjunction with the Head of Maintenance and the Domestic staff, safe and healthy working conditions, the maintenance of equipment and machinery, and the safe storage / use of substances
7. To ensure adequate records of the above processes are kept on the school premises.
8. To supervise the use of First-aid boxes (which are regularly checked by the School Officer Manager) and accident books and report as necessary to RIDDOR - (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) (see appendix 1 for further information) and/or ISI/Ofsted
9. To engage and consult with employees on day-to-day health and safety conditions and liaise with bodies that provide advice on occupational health
10. To ensure a Health and safety law poster is displayed in an appropriate place

School Health and Safety Committee

The School Health and Safety Committee will include: the Governor responsible for Health and Safety, the Business Manager and the Headmaster. In addition representatives from as many different areas of the school as possible will be invited to attend as relevant. The school health and safety committee has the following responsibilities:

- a) To meet at least once a term to discuss and review health and safety matters and action programmes.
- b) To ensure that annual risk assessments are carried out.
- c) To advise the Headmaster on situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors (this is in addition to the day to day preventive action that the school would take immediately)
- d) To ensure that all staff are adequately instructed in safety and welfare matters in connection with their specific work place and the school generally.

Special Obligations of Class Teachers

The health and safety of pupils in the 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 this matter further with the Headmaster or Head of Department before allowing work to take place.

Class teachers are expected to:

- a) Exercise effective supervision of pupils and 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 in their own teaching areas as laid down in the relevant code of practice (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) Require the use of protective clothing and guards where necessary.
- f) Make recommendations to the Health and Safety Coordinator on Health and Safety equipment and on additions or necessary improvements to plant, tools, 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 bringing items of equipment (electrical or mechanical) into the school without authorization.
- i) Report all accidents, defects and dangerous occurrences to the Health and Safety Coordinator either in person or using the book provided in the staff room for that purpose.

Pupils

Pupils, in accordance with their age, aptitude, are expected to:

- a) Exercise personal responsibility for the health and safety of themselves and others.
- b) Observe standards of dress consistent with safety and/or hygiene.
- c) Observe all the health and safety rules of the school and the instructions of staff given in an emergency.
- d) Use and not willfully misuse, neglect or interfere with things provided for his/her health and safety. Pupils are regularly reminded of the importance of using equipment properly and for its intended purpose both through the PHSEE programme and as required by individual subjects/activities

Visitors, All Staff and Other Users Of The Premises

Visitors, all staff 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, should be aware of the health and safety policy applicable to them by the teacher to whom they are assigned. This should also cover fund raising activities and

the use of school grounds by clubs or societies. This will be covered by an appropriate member of the SMT before the event takes place or that person will assume overall and direct supervision of the activity.

Conclusion

It is the responsibility of everyone to make these arrangements work. This will ensure, as far as is reasonably practicable, that working conditions are safe and healthy and that accidents are minimised.

If an improvement or prohibition notice is served by an enforcement officer (e.g. Factories Inspector or Environmental Health Inspector), the Headmaster should immediately advise the Governing Board. If a prohibition notice is issued with immediate effect, the activities specified must cease forthwith.

Any member of staff noticing a failure to comply with this statement (or other advice/guidance issued by the Headmaster in pursuance of the School's Health and Safety Policy) should immediately report the circumstances to the Head. The Headmaster should then initiate appropriate remedial action. If it proves impossible for the Headmaster to resolve the matter, he should then report the facts to the Governing Board.

Suggestions by any member of staff to improve standards of Health and Safety, or site security, are welcomed by the Health and Safety Committee, Headmaster and governing body and should be directed to the Health and Safety coordinator.

Approved By:Date.....

Sharon Bottomley Governor for Health and Safety

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References	<i>DfE Guidance 2013 Health and Safety DfE Advice on Legal Duties and Powers for Local Authorities, Head Teachers, Staff and Governing Bodies</i> and the HSE document <i>School Trips and Outdoor Learning Activities</i> (see also our policy on Educational Visits)

Appendix 1

Reporting injuries and accidents

Serious work-related injuries to a member of staff or a child must, by law, be recorded and reported. The employer is responsible for this, but staff may be asked to prepare the report. What, how, where and when to report is explained on the HSE website at <http://www.hse.gov.uk/riddor/index.htm>.

Employers must report:

- ☒ deaths
- ☒ major injuries
- ☒ over-3-day injuries – where an employee is away from work or unable to perform their normal work duties for more than 3 consecutive days
- ☒ where there is an accident connected to the work activity which causes injury to pupils, members of the public or other people not at work and they are taken from the scene of an accident to hospital
- ☒ specified dangerous occurrences – where something happens that does not result in an injury, but could have done

The requirements are found in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)

Appendix 2

FURTHER INFORMATION

Legislative links

The Management of Health and Safety Regulations 1999
<http://www.legislation.gov.uk/uksi/1999/3242/contents/made>

The Adventure Activities Licensing Regulations 2004
<http://www.legislation.gov.uk/uksi/2004/1309/contents/made>

Information about reporting injuries
<http://www.hse.gov.uk/riddor/index.htm>

Information on transport legislation affecting schools <http://www.dft.gov.uk/> **and**
<http://www.dft.gov.uk/dvla/>

External links

Health and Safety Executive, information on a range of health and safety issues
<http://www.hse.gov.uk>

Outdoor Education Advisers' Panel, information on 'school trips' (not just outdoor activities)
<http://www.oeap.info>

Advice on science safety
<http://www.cleapss.org.uk>

Association for Science Education, for advice on science safety
<http://www.ase.org.uk>

Association for PE, for advice on safety in PE and school sports
<http://www.afpe.org.uk>

Council for Learning Outside the Classroom, information on 'school trips' including accreditation
<http://lotcqualitybadge.>