



Hardenhuish School Health And Safety Policy

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Manager**



Hardenhuish School

Health and Safety Policy

1 STATEMENT OF GENERAL POLICY

- 1.1 The **Governing Body** is responsible for setting out the overall policy for the school.
- 1.2 The planning and implementation of that policy is the direct responsibility of the **Headteacher**.
- 1.3 The aim is to ensure that all the proper precautions are taken to prevent personal injury, health hazards and damage to property. This protection is extended to staff, pupils/students, contractors and members of the public.
- 1.4 The **Governors** recognise their responsibility under the Health & Safety at Work (H&SW) Act 1974 so far as is reasonably practicable to:
 - a) Provide a productive and safe working environment.
 - b) Prevent accidents and any work related illness.
 - c) Provide plant, equipment and systems of work which are safe and without risks to health.
 - d) Make arrangements for ensuring so far as is reasonably practicable and without risks to health, the handling, storage and transportation of articles and substances.
 - e) Provide adequate training, information, instruction and supervision so far as is reasonably practicable, to enable all staff employed in the school and pupils/students to perform their work safely and efficiently.
 - f) Promote the development and maintenance of sound safety, health and welfare practices.
 - g) Maintain the premises in a condition that is safe and without risks to health and maintenance of access to and egress from the premises.
 - h) Provide and maintain a working environment that is so far as is reasonably practicable, safe without risks to health and adequate as regards welfare facilities for staff and pupils/students.
 - i) Ensure sufficient funds are available to provide as necessary, protective clothing/equipment to all staff employed in the school, for the safe use of machinery, equipment and substances.
 - j) Maintain a close interest in all health and safety matters in so far as they affect activities in the premises under the control of the school.
- 1.5 This policy will be regularly reviewed by the Governors.
- 1.6 Nothing in this policy document is intended to alter the legal requirements pertaining to Health & Safety (H&S) matters within the school.

2 ORGANISATION

- 2.1 **School Staff and Employees**
 - 2.1.1 All staff/employees are to be aware of what is expected of them in relation to the department/place of work. Applicable procedures will be clearly defined, with adequate instruction and training provided as necessary. Co-operation on the part of all employees is vital to the success of the school's Health and Safety Policy.
 - 2.1.2 All staff/employees have responsibilities under the H&SW Act and must report any possible hazards to the Headteacher, through their line manager, as well as ensuring they conduct themselves in a safe manner and do not subject themselves to unnecessary risks.
 - 2.1.3 Staff will use the correct equipment and tools for the job and any protective clothing supplied.
 - 2.1.4 All staff will ensure any toxic, hazardous or flammable substances are used correctly and stored and labelled as appropriate.
 - 2.1.5 All staff/employees will be given access to the school's H&S Policy and are required to make themselves familiar with the H&S documents held by the school.
 - 2.1.6 The H&S Policy is published on the school intranet.
- 2.2 **The Governors** recognise the need to identify organisational arrangements in the School for implementing, monitoring and controlling health and safety matters. The Governors will also ensure that the school budgets reflect the finance necessary in terms of short, medium and long-term allocations, to implement health and safety imperatives. In addition to the basic requirements placed on all staff under the H&SW Act 1974, additional responsibilities, including reporting arrangements, are summarised as follows:

2.3 The Headteacher

- 2.3.1 The Headteacher is responsible and accountable to the governors for the implementation of the Health and Safety Policy and for all matters relating to health, safety and welfare within the school.
- 2.3.2 The day to day management of health and safety matters will be delegated to the member of the leadership team responsible for health and safety in conjunction with the other individuals detailed within this section.
- 2.3.3 The Headteacher is to be aware of all contractors and third parties entering the school to undertake maintenance, service or works contracts.
- 2.3.4 The Governors will require the Headteacher to ensure the School's Health and Safety Policy is effectively implemented and understood. The policy is to be regularly monitored, effectively controlled and revised to meet changing requirements and circumstances.
- 2.3.5 The Headteacher is responsible for ensuring that all new, amended and updated material regarding H&S matters is brought to the attention of the relevant staff immediately upon receipt.
- 2.3.6 The Headteacher will ensure that the agreed procedure for reporting all defects, hazards and problems functions effectively.
- 2.3.7 The Headteacher is to be a member of the school's H&S Committee normally delegating this function to the member of the leadership team with H&S responsibilities. Regular H&S Committee meetings are to be arranged to resolve uncertain areas of responsibility, consider problems or recommendations, review procedures, accidents and their outcomes and prepare referrals to the Governing Body.
- 2.3.8 The Headteacher will seek advice, when and where appropriate, from outside agencies which are able to offer expert advice.
- 2.3.9 The Headteacher shall have the right to stop what is considered unsafe practice, or the use of any plant, tools, equipment or machinery which she or her advisors deem unsafe.
- 2.3.10 Where required for health and safety reasons, the Headteacher will make arrangements for improvements to premises and, in liaison with the appropriate members of staff, this also extends to plant, tools and equipment which are the responsibility of the School.
- 2.3.11 The Headteacher, in conjunction with the H&S committee, will review regularly the provision of the first aid and fire evacuation procedures within the school.
- 2.3.12 The Headteacher will monitor and inform the Governing Body that appropriate training has been or will be given to staff to enable them to fulfil their responsibilities safely.
- 2.3.13 The Headteacher will ensure that in all schemes of work for pupils, including work experience, arrangements are in place to ensure adequate information, instruction, training and supervision for health and safety matters.
- 2.3.14 The Headteacher will consult with trade union representatives on all health, safety and welfare matters and co-operate with them as necessary.
- 2.3.15 The Headteacher is to ensure that all relevant records are completed and available for inspection as required.

2.4 Member of the Leadership Team with responsibility for Health & Safety

- 2.4.1 To be responsible for all duties delegated by the Headteacher.
- 2.4.2 To be responsible for the critical incident and emergency procedures, including emergency evacuation of school premises.
- 2.4.3 To ensure that regular inspections are carried out of teaching and associated areas and that health and safety defects are reported promptly to the appropriate staff or the H&S committee.
- 2.4.4 To be responsible for referring H&S matters to the H&S committee for advice and action as necessary.
- 2.4.5 To act as Chair of the Health & Safety Committee in liaison with the governor representative.

2.5 Staff Health & Safety Representative

Where any of the unions representing employees of the School has appointed a union safety representative:

- 2.5.1 The union safety representative is to be encouraged by the Headteacher to fulfil their duties and will be released for appropriate training from time to time.
- 2.5.2 The H&S representative will be entitled to inspect the school in accordance with agreed Trade Union procedures.
- 2.5.3 The timescale for such inspections, monitoring and auditing will be defined and arranged through the school's H&S Committee.
- 2.5.4 Safety representatives have the right to receive any subsequent reports regarding injuries or accidents and any inspections carried out by the HSE or other authorised body.

2.6 Site Manager

- 2.6.1 To be responsible for co-ordinating all contractual work and maintenance carried out on

school premises. To liaise with the Leadership Team, Curriculum Leaders, and other staff as necessary to ensure that safety procedures and policy agreements are adhered to.

- 2.6.2 To ensure that strict procedures are laid down for the completion of building work such as roofing, excavation, drainage, alteration to building structures, refurbishment and renovation or remodelling schemes.
- 2.6.3 To ensure good communication exists between the School and visiting contractors.
- 2.6.4 To act as H&S advisor to the Chair of the school's H&S committee.
- 2.6.5 The Site Manager is responsible and accountable to the Headteacher for all matters related to Health & Safety for all areas under the Site Manager's control.
- 2.6.6 The Site Manager is to be familiar with the School's H&S policy and ensure that cleaning staff/contractors are equally aware of any implications as it affects their work activities (e.g. storage arrangements, materials, equipment, substances, etc).
- 2.6.7 The Site Manager will report to the Headteacher using the School's procedures any defects or hazards which are brought to his notice.
- 2.6.8 Under Section 6 of the H&SW Act 1974 the Site Manager is required to ensure that everything received from suppliers, e.g. machinery, equipment, substances, is accompanied by adequate information and instructions prior to use. In the case of direct contract labour under the control of the Site Manager, such staff are to be informed, instructed and trained in using all such items before use.
- 2.6.9 The Site Manager will inform the Headteacher, through the designated member of the Leadership Team, whenever contractors are due to enter the school to undertake maintenance, service or works contracts. In addition, the Site Manager will ensure that all contractors are given a H&S brief prior to the commencement of work, including access to the School's asbestos register.
- 2.6.10 The Site Manager will ensure that all records pertaining to the site are completed and available for inspection as required.

2.7 Curriculum Leaders and other Managers

- 2.7.1 Curriculum Leaders are responsible and accountable to the Headteacher for all matters relating to health, safety and welfare within their respective departments. Other school managers, e.g. Learning Managers, Pastoral Managers, Resources Centre Manager, Office Manager are similarly responsible and accountable in respect of those areas and activities which are designated as non-faculty areas.
- 2.7.2 In the exercise of this responsibility Curriculum Leaders and other managers will ensure that:
 - 2.7.2.1 All staff for whom they are responsible receive instruction in their duties regarding health and safety matters.
 - 2.7.2.2 All staff under their control are adequately trained to carry out their duties efficiently and effectively.
 - 2.7.2.3 They are aware of all the regulation, codes and practice, monitoring and recording procedures and notes of guidance appropriate to their specialist areas.
 - 2.7.2.4 Where appropriate they produce a faculty/area safety policy, defining safe working arrangements, publicising these arrangements to members of staff including new teachers and supply teachers.
 - 2.7.2.5 All statutory notices, placards, registers, regulations and safety signs are displayed or available appropriate to the workplace. This will include arrangements for facilities such as first aid equipment, protective clothing and equipment, registers, log books etc.
- 2.7.3 Under Section 6 of the H&SW Act 1974 Curriculum Leaders and other managers are required to ensure that everything received from suppliers - e.g. machinery, equipment, substances - is accompanied by adequate information and instructions prior to use.
- 2.7.4 Curriculum Leaders and other managers will report to the Headteacher or nominated individual, all problems, defects or hazards, no matter how small.
- 2.7.5 Curriculum Leaders and other managers will ensure that fire drill procedures and regulations are prominently displayed in all rooms and areas for which they are responsible.
- 2.7.6 Curriculum Leaders and other managers will carry out regular safety inspections within their faculties/departments. Priority will be given to plant, machinery, equipment, electrical appliances and risk assessments.
- 2.7.7 Curriculum Leaders and other managers will report, and if appropriate, make recommendations to the Headteacher, on any practices, premises, equipment, etc. which give rise to H&S risks.
- 2.7.8 Curriculum Leaders and other managers will ensure that all relevant records are completed and available for inspection as required.

2.8 Teaching Staff, Technicians and other support staff

- 2.8.1 Teaching staff, technicians and other support staff are responsible to their Curriculum Leader/line manager for the implementation of the School's H&S Policy during the performance of their duties.
- 2.8.2 They are to be familiar with the School's Health and Safety Policy, the implications of that policy and their responsibilities to that policy and any procedures, arrangements and practices relating to their faculty/area.
- 2.8.3 They will conform to responsibilities as laid down in any faculty/departmental policy and/or guidelines for safe working arrangements.
- 2.8.4 Teachers and other supervisory staff will ensure that where conditions apply, all pupils under their care receive instruction and are provided with on the job training to enable them to operate in a safe manner.
- 2.8.5 All problems, defects and hazards will be brought to the attention of the Curriculum Leader/line manager, using the stipulated reporting procedure.
- 2.8.6 Supply teachers will be made aware of the H&S Policy and of any special arrangements or procedures relating to their work before commencing work.
- 2.8.7 They will ensure that all fire drill regulations and assembly point information is prominently displayed in the rooms and areas for which they are responsible.
- 2.8.8 The teaching staff, technicians and other support staff will ensure that all relevant records are completed and available for inspection as required.
- 2.9 Catering Manager**
- 2.9.1 The Catering Manager is to be familiar with the school's H&S Policy and is responsible for both health & safety and food hygiene within the School's catering kitchens and servery areas..
- 2.9.2 The Catering Manager is responsible for reviewing the Food Safety Policy on an annual basis.
- 2.9.3 The Catering Manager is responsible for ensuring all kitchen staff are instructed and informed of the contents of the School's H&S Policy and the duties this imparts.
- 2.9.4 The Catering Manager is to be familiar with the Food Safety Act 1990 and the implications and requirements this places on the School.
- 2.9.5 The Catering Manager will inform the Headteacher, through the member of the Leadership Team responsible for Health and Safety, of any environmental health visits, HSE visits, any other regulatory body visit and the outcome of any such visit. In addition, the catering function will be maintained to an acceptable standard at all times necessary to meet the statutory requirements of any authorised regulatory body.
- 2.9.6 The Catering Manager will inform the Headteacher, through the member of the Leadership Team responsible for Health and Safety, of any kitchen equipment problems, failures, hazards, defects and replacements which might be needed to discharge the School's responsibilities to the users of the catering service.
- 2.9.7 The Catering Manager will ensure that all records are completed and available for inspection as required.
- 2.10 Pupils/Students**
- 2.10.1 It is expected that pupils and students will exercise personal responsibility for the health and safety of themselves and others and will observe the health and safety rules of the school.
- 2.10.2 Pupils and students will observe any dress/uniform requirements with respect to health and safety, e.g. wearing of lab coats/aprons/tying long hair back.
- 2.10.3 Pupils and students will not misuse, neglect or interfere with items supplied for their and other pupils'/students' safety.
- 2.10.4 Pupils and students will respond to the instructions of staff given in an emergency.

3 ARRANGEMENTS

- 3.1 The Governors recognise that the way forward to achieve effective management of the School's H&S Policy and the arrangements necessary to fulfil its obligations, is through the School H&S Committee. The H&S Committee will include:
- Representative of the Governing Body
 - Member of the Leadership Team with H&S responsibility (Chair)
 - Staff Health & Safety Representative if one has been appointed by the trade unions
 - Site Manager
 - Catering Manager or designated deputy
 - Medical Officer
 - PE Representative
 - Science Representative

- D&T Representative
- Drama Representative
- D of E/Sound & Lighting representative

and any other co-opted member as required by the Headteacher or Health & Safety Committee.

3.2 **General Matters**

3.2.1 **Accident Reporting/Investigation**

The reporting procedure is in accordance with the school's Accident Policy.

3.2.2 **First Aid and other Medical Provision**

The arrangements for first aid and other medical provision in school are determined by the School H&S Committee with first aid boxes located in all buildings and high risk areas. In addition, the following first aid cover will be in place:

3.2.2.1 **First Aiders**

First aid cover will be allocated by area, with at least a primary first aider and a deputy in each of the main buildings: E Centre, L Centre, S Centre, A Centre, M Centre, C Centre and the House. Additionally staff who regularly accompany school trips and those who work in higher risk departments will be trained.

3.2.2.2 **First Aid Qualification**

Most first aiders will be qualified via the one day Emergency First Aid at Work course and the medical officer will be qualified via the 3 day course. These individuals will be required to re-qualify every 3 years. The Duke of Edinburgh Co-ordinator and some other D of E expedition leaders receive specific outdoor first aid training.

3.2.2.3 **Anaphylaxis Trained Staff**

A number of staff are trained annually in anaphylaxis and the use of an epi-pen. The qualification is valid for one year only. A range of staff across school buildings and staff who frequently attend school trips are selected for this training.

3.2.2.4 **Defibrillators**

The School has one defibrillator located in E Centre foyer. A number of staff are trained in its use annually.

3.2.3 **Fire Precautions**

The arrangements for general fire safety and evacuation are in accordance with the School's Fire and Evacuation Procedures.

3.2.4 **Other Disaster Precautions**

The arrangements for the management of other disasters relating to bomb warnings, flood, lightning, death, etc. are contained within the School's Planning for and Managing Major/Critical Incidents Procedure.

3.2.5 **Post Disaster Recovery**

The arrangements for the recovery of the school following any disaster are contained within the School's Planning and Managing Critical Incidents Procedure and Business Continuity Plan.

3.3 **Training Arrangements**

3.3.1 **Induction Training**

This will apply to new employees or transfer of employees to another department. Staff will be made aware of School/departmental policies and procedures, fire precautions, first aid and welfare arrangements as part of their induction training.

3.3.2 **Specific Training**

The Governors recognise that in certain areas staff will need to acquire an accepted level of competence to perform their tasks.

3.3.2.1 Technology: Employees who have recourse to use or instruct in the use of dangerous machinery (e.g. woodwork, metalwork) will be required to be suitably qualified via attendance at an approved safety course.

3.3.2.2 Performing Arts, Sound & Lighting and Premises Staff: Employees who have recourse to use scaffolding and associated equipment will be required to undertake the appropriate training to ensure their competence.

3.3.2.3 Science and DT: Employees will be trained in accordance with the COSHH Regulations 1988 and any other appropriate regulations, as amended.

3.3.2.4 First Aid, Epi-pen and Defibrillators: Designated staff will be trained in accordance with paragraphs 3.2.2.1, 3.2.2.2, 3.2.2.3 and 3.2.2.4 above.

3.4 **Risk Assessments**

3.4.1 The Governors recognise their responsibilities as an employer to ensure that risk assessments

are carried out for all areas of the school and its activities. The Governors are committed to the institution of hazard elimination by a system of monitoring and review and the setting up of appropriate control procedures.

3.4.2 In fulfilling these responsibilities, they require the Headteacher or delegated member of the Leadership Team to ensure that the School conforms to all current statutory regulations.

3.4.3 Curriculum Leaders/Heads of Department/School Managers will be invited to assist in the process of risk assessment in areas which they oversee. The Governors also recognise the need for anyone assisting in the process of risk assessment to receive training in these

3.4.4 processes where required.

As well as site risk assessments, risk assessments are required for certain activities, e.g. in PE, Design Technology, Science and are also required for all off site trips and activities.

3.4.5 The process of risk assessment is formally adopted by the Governing Body in order to emphasise that the Governing Body's responsibility for the assessments has been recognised and re-affirmed and that the risk assessments themselves are the property of the Governing Body as employer.

3.5 **COSHH**

Working with the School Chemical Register and the COSHH package, appropriate Curriculum Leaders are to ensure that appropriate monitoring procedures are in place.

3.6 **Checking of Electrical Equipment**

All portable electrical equipment will be checked annually and all fixed electrical equipment will be checked every five years.

3.7 **Plant Machinery/Equipment**

3.7.1 Curriculum Leaders and other designated individuals will be responsible for carrying out periodic checks within their departments, using the text, checklists and information as contained within CLEAPSS and ASE.

3.7.2 Inspections of departments and other areas within the school will take place on a regular basis.

3.7.3 It is recognised that certain items of machinery/equipment are required to be checked and certified by external contractors. The Site Manager maintains a register of those requirements and appropriate budgetary allocation is provided.

3.7.4 Designated Curriculum Leaders and individuals are responsible for defining safe systems of work for cleaning and maintaining plant/machinery.

3.7.5 Designated Curriculum Leaders and individuals are responsible for the selection and provision of suitable protective clothing/equipment in the areas of work and appropriate budgetary allocation is provided.

3.8 **Contractors on Site**

3.8.1 All contractors entering or working on school premises will be the responsibility of the Site Manager

3.8.2 All contractors will be informed of the point of contact at the school and the safe working arrangements, including the H&S Policy applicable to them.

3.9 **Arrangements for Health & Safety Committee Members**

3.9.1 The arrangements for H&S Committee members are as outlined in paragraph 3.1 above.

3.9.2 The Head and other individuals with cause will liaise with the professional associations with regard to any problems, hazards or defects pertaining to their members' areas of activity. Problems other than sources of imminent danger will be addressed by the H&S Committee

3.10 **Field Trips**

3.10.1 Procedures for field trips and extra curricular activities are contained in the School's Educational Visits Policy and the Wiltshire Council Safety in Offsite Activities publication.

3.10.2 In order to provide for as much assurance as possible, the Governing Body purchases a Local Authority service to ensure that the risk assessments for off site activities are adequate and that such activities are safe, provided that the assessed preventative measures are put in place and the risk assessments are updated in light of prevailing events/weather.

3.11 **Emergency Procedures**

In the event of accidents, fires, explosions, spillage or any other incident which has a H&S impact, the details will be notified to the House office reception staff without delay who will then activate the Emergency/Critical Incident Procedures as appropriate and call the emergency services if required.

3.12 **Work Experience**

The Careers and Transition Manager, who has responsibility for work experience, will work within current government guidelines.

3.13 **Use of School Premises Outside Hours**

All lettings are in accordance with the School's Lettings Policy. All organisations letting the school premises

on a regular basis are required to hold Public Liability Insurance.

3.14 Minibuses

- 3.14.1 The individual with responsibility for the maintenance and use of the school's minibuses is to ensure that the requirements of the various Road Traffic Acts, Statutory Instruments, insurance and driver criteria are met.
- 3.14.2 The school will provide adequate and proper training for staff who volunteer to drive school minibuses. Staff will receive training before driving pupils in any minibus belonging to the school.
- 3.14.3 Seat belts are fitted and comply with current legislation. Minibuses will not be taken onto the road with passengers if seat belts are inoperative.
- 3.14.4 Minibus drivers will ensure that any trailer attached to the vehicle does not exceed the maximum permitted tow weight, or the combined gross vehicle weight as detailed in the manufacturer's handbook.
- 3.14.5 Minibus drivers will ensure that any baggage placed in the vehicle does not exceed the maximum permitted weight detailed in the manufacturer's handbook. Such baggage will be stowed securely and not placed in the aisles.

3.15 Working with VDUs

- 3.15.1 The School will conform to the Health and Safety (Display Screen Equipment) Regulations 1992 and any subsequent regulatory requirements. All staff will be made aware of current guidelines, including the use of VDUs, issued by the HSE when in the office environment.
- 3.15.2 Work stations will be assessed for any H&S risks and will comply with the standards prevailing at the time.
- 3.15.3 Work will be planned in such a way as to ensure adequate breaks and changes in activity, particularly with regard to VDU operation.
- 3.15.4 The HR Manager will arrange for VDU users to undergo regular eye tests under the display screen equipment regulations. A user may either receive a voucher for an eye test at the School's opticians or be reimbursed up to the equivalent value if they choose to go to a different optician. A user is defined as someone who uses display screen equipment for continuous periods of an hour or more on a more or less daily basis.

4 MONITORING PERFORMANCE

- 4.1 The Headteacher will report to the Governors on an annual basis that all inspections have been carried out and resultant actions undertaken by suitably qualified or experienced personnel.
- 4.2 The Governor with responsibility for H&S will conduct regular site audits with a member of the premises staff.
- 4.3 The Governors, together with the Headteacher, will identify the strengths and weaknesses in the conduct of area inspections in order to remedy situations and to plan, in conjunction with the H&S Committee, future objectives regarding H&S policy and activities.