

## Health & Safety Policy

Compiled by : A West

Approved by : Safeguarding &  
Welfare Committee

Approval Date : February 2019

Status : Statutory

Review Date : February 2020

**This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

This policy has been prepared in accordance with the Health and Safety at Work Act 1974. The aim of the policy is to ensure that all practicable steps are taken to secure the health, safety and welfare of all persons using the school or participating in school sponsored activities, including trips.

### 1 Policy Statement

**1.1** To establish and maintain in so far as is reasonably practicable:

- A working and learning environment which is safe and has minimal risk to health;
- Safe working procedures among staff, students and visitors;
- Safe and healthy arrangements for the handling, storage and transport of articles and substances;
- Safe means of access to and egress from the school.

**1.2** To provide staff, students and visitors with relevant information, instruction training and supervision on the risks they face and the preventative and protective measures that control these risks, to enable all staff, students and visitors to avoid hazards and contribute positively to their own health and safety.

**1.3** Identify and evaluate all risks and risk control measures relating to incidents and near-misses within the school environment.

**1.4** To teach safety where appropriate as part of the curriculum.

**1.5** To have effective procedures in place for planning, controlling, monitoring and reviewing all preventative and protective measures for use in the case of an incident.

**1.6** To provide and maintain, so far as is reasonably practicable, appropriate welfare facilities for staff and students.

**1.7** To provide an effective system of reporting and recording incidents, dangerous occurrences and potential hazards to health and safety.

## 2 Organisation and Arrangements

### 2.1 The Governing Body

The ultimate responsibility for ensuring a safe and healthy environment within the school rests with the Governing Body. The Governing Body should report to the Bourne Education Trust any major threat to the health and safety of employees and users of the school.

### 2.2 The Head of School

The Head of School has overall responsibility for the application of this policy. The Head of School will:

- Ensure that safe working conditions, practices and procedures exist for the health, safety and welfare of staff, students and others using the school premises and facilities.
- Take appropriate action immediately when any incident, hazard or near-miss is reported to them and stop the use of any plant, tools, equipment, machinery, etc. which they consider unsafe until satisfied with safety.
- Monitor all incidents that occur on the premises (or that involve staff and students in school activities off site) and report trends of incidents and near-misses to the Safety and Welfare Committee as these may pose an increased health or safety risk.
- Make recommendations to the Governing Body for additions to or improvements to plant, tools, equipment, machinery, etc. which are dangerous or potentially so.
- Report on safety and welfare matters to the Governing Body.

### 2.3 The Business Manager

The Business Manager has responsibilities delegated by the Head of School to:

- Be the focal point for day-to-day references on safety and give advice or indicate sources of advice.
- Co-ordinate the implementation of safety procedures.
- Maintain contact with outside agencies able to offer expert advice.
- Carry out regular inspection on the school environment and check working practices in it, including risk assessments, in order to identify defects and deficiencies and take the necessary remedial action or risk control measures and to maintain records of inspection.
- Ensure that incidents and near-misses are recorded, reported as appropriate to the Head of School and that appropriate remedial action is taken.
- Review annually: provisions for first aid, emergency and safety procedures.

### 2.4 Obligations of all employees

The Health and Safety at Work Act 1974 states:

*"It shall be the duty of every member whilst at work: to take reasonable care for health and safety of him/herself and any other persons who may be affected by his/her acts or omissions at work, and as regards any duty or requirement imposed on his/her employer or any other person by or under any relevant statutory provisions, to co-operate with him/her so far as it is necessary to enable that duty or requirement to be performed or complied with."*

Also that:

*"No person shall intentionally recklessly interfere with or misuse anything provided in the interests of health or welfare in pursuance of any of the relevant statutory provisions."*

In order that the law is observed and responsibilities to students and other visitors to the School are carried out, all employees are expected:

- To know the special safety measures and arrangements to be adopted in their own working area and to ensure they are applied.
- To observe standards of dress consistent with safety and hygiene.
- To exercise good standards of housekeeping and cleanliness.
- To know and apply the emergency procedures in respect of fire and first-aid.
- To use and not wilfully misuse, neglect or interfere with things provided for their own safety and the safety of others.
- To co-operate with other employees in promoting improved safety measures in their school.
- To co-operate with the appointed safety representatives and the enforcement officer of the Health and Safety Executive or the Public Health Authority.

## **2.5 Staff (Teaching and Support Staff) holding positions of special responsibility (Heads of Department)**

Staff holding these positions:

- Are expected to have responsibility for the application of the school safety policy to their own department or areas of work and should observe instructions given by the Governing Body and the Head of School.
- Should establish and maintain safe work procedures (e.g. use of chemicals, guillotines, boiling water, etc.); in line with school policy.
- Should resolve any health and safety problems any member of staff or student may raise and refer any problem for which there is not a satisfactory solution within the resources available.
- Should carry out regular safety inspections and risk assessments in the department of activities for which they are responsible and submit reports to the Business Manager each school year or more frequently, if necessary, and maintain records of inspections.
- Should ensure, as far as is reasonably practicable, the provision of sufficient information, training and supervision to enable other employees and students to avoid hazards and contribute positively to their own safety and health at work.
- Should propose to the Business Manager changes and additions to plant, equipment or machinery which are necessary for maintenance of safety.
- Ensure that all donated equipment is safe and, where appropriate, seek specialist advice that this is so.

## **2.6 Particular responsibilities of class teachers**

The safety of students in classrooms, laboratories and workshops is the responsibility of the class teacher. Teaching staff are to be briefed on the School's Health and Safety Policy and Procedures at staff meetings/CPD days and a note of the briefing to be kept on file.

A class teacher is expected to:

- Know the emergency procedures in respect of fire and first-aid and the special safety measures to be adopted in their own teaching areas and to ensure that they are applied.
- Exercise effective supervision of students and ensure that they know of the general emergency procedures in respect of fire and the first-aid and the special safety measures of the teaching area.
- Give clear instructions and warnings as often as necessary (notices, posters and handouts are not enough).
- Ensure that students' coats, bags, cases, etc. are safely stowed away.
- Integrate all relevant aspects of safety into teaching process and, if necessary, give special lessons on safety.
- Follow safe working procedures personally.
- Call for protective clothing, guards, special working procedures etc. where necessary.
- Make recommendations on safety measures to the subject leader.

NB These rules apply to student teachers who must be made aware of their responsibilities by both the subject leader/mentor and their professional tutor.

## 2.7 The Student

Students are advised of the school's Health and Safety policy and procedures in assemblies.

Students are expected to

- Exercise personal responsibility for safety of themselves and others;
- Observe standards of dress consistent with safety and hygiene (this precludes unsuitable footwear, knives and other items considered dangerous);
- Observe the safety rules of the school and, in particular, the instructions of staff given in an emergency;
- Use and not wilfully misuse, neglect or interfere with things provided for safety.
- Consider health and safety issues in the year and school council meetings.

## 2.8 Hirers, Contractors and Others

When the premises are used for purposes not under the direction of the Head of School the person in charge of the activities for which the premises are in use will have responsibility for safe practices as indicated in the Terms and Conditions for the use of the school premises by Hirers. The Head of School, or the Business 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 statutory and advisory safety requirements are met at all times. An agreement stating the two items above is signed by contractor/hirer. 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 accordance with ss.3-4 of the Health and Safety at Work etc. Act 1974.

## 2.9 The Health and Safety Representative

Health and Safety representatives:

- Are not liable in law and have no additional duties other than those of all employees, as laid down in Section 7 and 8 of the Health and Safety at Work etc. Act 1974.

- Do not carry legal liability for either their activities or omissions as a safety representative.

The functions of Health and Safety representatives are as follows:

- a) to investigate potential hazards and dangerous occurrences at the workplace (whether or not they are drawn to his/her attention by the employees he/she represents) and to examine the cause of incidents at the workplace;
- b) to investigate complaints by any employee he/she represents relating to that employees' health, safety or welfare at work;
- c) to make representations to the employer on general matters arising out of (a) and (b) above;
- d) to make representations to the employer on general matters affecting the health, safety or welfare of the employees at the workplace;
- e) to accompany an official inspection;
- f) to represent the employees they are appointed to represent in consultation at the workplace with inspectors of the HSE and any other enforcing authority;
- g) to receive information from inspectors in accordance with Section 28(8) of the 1974 Act;
- h) to attend meetings of safety committees in the capacity of safety representative and in connection with any of the above functions.

In addition, Section 2 (4) of the HASAWA places upon the safety representative the function of representing the employees in consultation with employer.

### **2.10 Safety Committee**

The safety committee is the Safeguarding and Welfare Committee consisting of Governors and senior staff. The Health and Safety Representative will participate in these meetings as and when appropriate.

### **2.11 Emergencies and Incidents**

Details of the school's emergency procedures are to be found in the Emergency Plan. Action in the event of fire is in the staff handbook and the fire safety policy is attached to this document. A list of staff with first aid qualifications and the location of first aid boxes can be found in the staff handbook and Emergency Plan. If a student/member of staff or visitor is involved in an incident or is taken ill at school contact the medical room in the school office. Staff must report and record incidents in the Incident/Accident Book kept in the Medical Room. All staff should be encouraged to take part in first aid and training courses. For minor ailments student should be sent to the school Office with an explanatory note.

### **2.12 Concluding statement**

- (i) Suggestions by any member of staff to improve standards of health and safety are welcomed by the Head of School.
- (ii) The school has a no-smoking policy which applies to staff, students, visitors and contractors on the site.
- (iii) The governing body or its delegated committee will review this policy annually and update, modify or amend as it considers necessary to ensure the health, safety and welfare of staff and visitors.

### **JUBILEE HIGH SCHOOL: FIRE SAFETY POLICY**

This policy is written as an extension of the school's Policy Statement for Health & Safety, endorsed by its Senior Leadership team and Governors.

#### **Policy Statement:**

The School will ensure, so far as is reasonably practicable, that the risk from fire will be managed in compliance with the Fire Safety Act 2005, the Fire Safety Regulations 2006, The Management of Health & Safety at Work Regulations 1999, and other appropriate regulations.

Management of fire risks will be undertaken in such a way as to prevent injury or ill-health to employees, students, visitors, contractors and others who may be affected by the activities of the organisation.

#### **Aims/Objectives:**

- To ensure compliance with all relevant legislation
- To ensure effective liaison with the local fire authority where appropriate
- To undertake suitable and sufficient fire risk assessments of all premises and activities within premises
- To identify and implement reasonably practicable control measures to control risks from fire
- To conduct regular fire evacuation drills and testing of emergency equipment
- To conduct regular fire safety inspections

#### **Responsibilities:**

- The Business Manager will ensure that appropriate policies, procedures and audit protocols are in place and reviewed from time to time
- The Senior Leadership and Middle Leadership teams will ensure that these policies and procedures are implemented and adhered to on a sustainable basis in their areas of responsibility
- Heads of Departments will ensure that these policies and procedures are implemented
- The Health & Safety Officer will ensure that an appropriate system for carrying out fire risk assessments is in place
- The Health & Safety Officer will ensure that suitable and sufficient fire risk assessments are carried out on all premises and activities within the premises
- Heads of Department will ensure that action plans, fire precautions and evacuation procedures, resulting from fire risk assessments, are implemented and control measures for controlling the risk from fire are maintained
- The Health & Safety Officer will ensure that audits are carried out periodically to ensure the effectiveness of control measures
- Employees, students, visitors, contractors and others will ensure they participate as requested in the fire risk assessment process and will ensure they comply with the arrangements made to control risks from fire hazards

February 2019