

Sheldon School Health & Safety Policy

Version 2.0
Oct 2004

1 STATEMENT OF INTENT

1.1 The Governing Body has the primary responsibility for the health, safety and welfare of all employees and non-employees as directed by the Health and Safety at Work Act 1974 and other associated legislation. The Governing Body also recognises that all employees and pupils have the right to a safe and healthy working environment and are committed to ensuring compliance with all statutory duties and, within that legal framework, to encouraging best standards as far as is reasonably practicable.

1.2 The Governing Body accepts that it has a responsibility to take all reasonably practicable steps to secure the health of pupils, staff and others using the school premises or participating in school-sponsored activities.

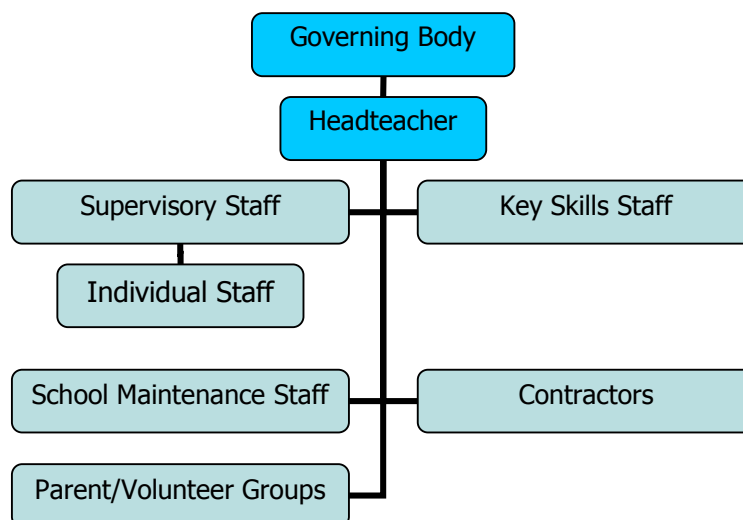
1.3 The Governing Body will take all reasonable steps to identify hazards and reduce the risks from them to a minimum. All staff and pupils must appreciate, however, that their own safety and that of others also depends on their individual conduct and vigilance while on the school premises or while taking part in school-sponsored activities.

1.4 Joint co-operation between Governors, Headteachers and employee representatives is essential to the successful implementation of this policy.

2 Organisation of H&S in Sheldon

2.1 Employees at all levels shall display a positive attitude towards health and safety

2.2 The chart below shows the general framework of responsibilities and to whom role-holders are accountable. Greater detail is given in Annex A.



GOVERNING BODY - As the employer, the Governing Body has overall responsibility for Health & Safety at Sheldon. Mindful of LEA guidance, the Governing Body shall develop and maintain, in partnership with the Headteacher, this policy in respect of Sheldon's

specific health and safety arrangements. Also, the Governing Body shall monitor and evaluate the Headteacher's performance in respect of health and safety.

HEADTEACHER - The Headteacher shall manage the school's staff, site and activities so that the health, safety and welfare of all those involved is secured in accordance with this policy.

SCHOOL SENIOR / SUPERVISORY STAFF - Shall assist the Headteacher to fulfil his/her responsibilities and ensure that those being line managed comply with this policy and procedures in respect of health and safety.

KEY SKILLS STAFF - provide H&S expertise in a particular area e.g. first aider, technician, education visit co-ordinator, lifesaver, kiln operator etc.

INDIVIDUAL STAFF - work within school policy and report any situation that significantly compromises health and safety.

SCHOOL MAINTENANCE STAFF - provide health and safety competence in particular areas of work and, if given the delegated task, to provide general supervision to contractors working on the school site.

PARENT HELPER / VOLUNTEER GROUPS - engage only in work or activities specifically authorised by the Headteacher and Governors and that they are competent to do and report any situation that significantly compromises health and safety.

CONTRACTORS - undertake work in a safe manner in compliance with health and safety law and approved guidance and notify the Headteacher of any situation in which the health and safety of others affected by the contractor's activities is or maybe significantly compromised. Contractors are directly accountable to enforcement officers in respect of their own health and safety but the party who engages them can also be held responsible if there is insufficient care in their selection or an insufficient degree of communication with them or local control of them.

2.3 Many people have roles in the successful management of health and safety within schools. Each of these has specific responsibilities and is also accountable for the carrying out of these responsibilities and for their general health and safety performance. Specific roles are listed at Annex B.

3 MONITORING MEASURING AND CONTROL

3.1 Much of the monitoring of health and safety standards within Sheldon is to be through self-regulation. The Headteacher is expected to arrange for regular monitoring of premises, equipment and practices, by school staff, against current school policy and the standards set by LEA, and to take appropriate action accordingly.

3.2 Audit reports will be provided by the LEA to the Headteacher and the Chair of Governors outlining the status of H&S in the county.

3.3 Health and safety responsibilities will be assessed as part of an individual's annual performance appraisal.

3.4 The Headteacher will record, investigate and evaluate all incidents which result in harm or loss to any member of staff, child or other person arising out of, or in connection with, the school's undertakings.

3.5 Incidents falling within the scope of 'reportable' as defined within the Health & Safety Manual for Schools must additionally be reported to the Corporate Occupational Health and Safety Manager at County Hall.

3.6 Both sets of data will be monitored and used to identify issues of concern and assess the adequacy of existing control measures.

3.7 The Governing Body will submit details of health and safety performance indicators annually to the LEA. This data will be evaluated to recognise achievements and to determine any support which may be necessary. They may also trigger formal intervention.

4 STAFF CONSULTATIVE ARRANGEMENTS

The Governing Body, through the Headteacher, will make arrangements with employees for full and proper consultation on and participation in measures for promoting health and safety.

5 EMERGENCY PLANS

5.1 The Headteacher will ensure that an emergency plan is prepared to cover all foreseeable major incidents which could put the occupants or users of the school at risk. This plan will indicate the actions to be taken in the event of a major incident so that everything possible is done to:

- a) save life;
- b) prevent injury;
- c) minimise loss.

This sequence will determine the priorities of the emergency plan.

5.2 The plan will be agreed by the Governing Body and be regularly rehearsed by staff and pupils. The result of all such rehearsals will form part of the regular risk assessment survey and the outcome will be reported to the Governing Body.

6 COMPETENCE AND PERSONAL DEVELOPMENT

6.1 Where appropriate, the Governing Body will employ professionally qualified safety experts to advise on the effective implementation of their policies and objectives and to carry out tasks that require specific action.

6.2 Faculty heads are to ensure, and to record that, all staff in their area of responsibility receive an annual H&S update.

6.3 All individuals with designated health and safety functions should be demonstrably competent to undertake them. Competence may be achieved through a combination of practical experience and formal learning.

6.4 The Governing Body supports all individuals seeking relevant and necessary personal development in health and safety within the boundaries of operational practicability.

6.5 A non-exhaustive list of competencies commonly required by school staff is given in the Training Section of the Wiltshire LEA H&S Manual.

7 REVIEW

The Governing Body and Headteacher will review this policy statement every three years and update, modify or replace it as it considers necessary to ensure the health, safety and welfare of staff and pupils.

8 SPECIFIC PROCEDURES AND FURTHER GUIDANCE

8.1 The Headteacher shall ensure that written procedures, preceded by risk assessments, are produced and maintained to provide detailed and current information about the specific health and safety arrangements in place to deal with particular risks and situations. These procedures will give instructions as to how staff should carry out duties or activities and will clearly state who is responsible for doing what and in what circumstances (normal and abnormal). All staff will be informed about these procedures.

8.2 The written procedures provided within Sheldon are as follows:

- ❖ Storage and administration of medicines
- ❖ Provision of first aid
- ❖ Fire and other emergency evacuations

- ❖ Organising outdoor education activities
- ❖ Unexpected loss of utilities
- ❖ Site security
- ❖ Reporting of accidents, incidents, hazards and near misses
- ❖ Use of dangerous tools, equipment, machinery
- ❖ Use of or exposure to any hazardous substances or materials
- ❖ Maintenance of dangerous plant and equipment and electrical systems
- ❖ Access to any height liable to cause injury
- ❖ Lone working
- ❖ Use of contractors
- ❖ Out-of-hours use of school buildings and facilities
- ❖ High risk activities associated with the curriculum or school sponsored events
- ❖ Pupils on site before and after school

8.3 Further advice and guidance is available by referring to the Health and Safety Manual for Schools provided by the LEA and held by Asst Head (H&S) and Bursar. Sheldon adopts all of the guidance within the Manual as applicable within the school and to all staff.

8.4 Whenever required, the Governing Body, Headteacher and other staff are to seek advice from the LEA, the Council's corporate occupational health and safety service or other competent persons to ensure that the most current and relevant information is used in carrying out this policy.

9 Arrangements

9.1 **Accidents** - All accidents must be reported to the central administrative office, the teacher in charge or on duty must fill out an accident form. Accidents must be reported to the appropriate authority, as necessary, in accordance with relevant legislation. The health and safety representative is to check the accident book regularly to ensure that it is properly maintained.

9.2 **First Aid** - A list of all first-aiders is posted in the main reception office. The office first-aiders are responsible for the checking and maintenance of first aid boxes. The office first aider assesses the situation, contacts parents where necessary and, summons an ambulance or makes other appropriate arrangements.

9.3 **Fire Precautions** - Procedures posted throughout the school and set out in the Staff Handbook; the school holds termly evacuation drills, and an annual inspection of extinguishers by an outside contractor. The fire alarm, fire alarm call points and emergency lighting systems are tested regularly.

9.4 **Hazards** - All hazards to be reported to Bursar/Senior Maintenance Manager who organises interim measures and rectifications.

9.5 **Environment (Heating, Lighting, Ventilation etc)** - Problems to be reported to Senior Maintenance Manager / Bursar

9.6 **Safety Representatives/Committee** - Every area of the school is represented by a member of the committee; the school safety representative and the Asst Head (H&S) call a meeting once a term.

9.7 **Competent Person** - each Head of Faculty is deemed to have responsibility for his/her area and reports hazards and environmental problems to the Bursar / Senior Maintenance Manager.

9.8 **Risk Assessment** - this will be carried out annually by the Asst Head (H&S), Bursar, Senior Maintenance Manager and each Head of Faculty using appropriate proformas and a visual inspection. Rectification and reduction of risk will then be undertaken. Each Scheme of Work

should highlight possible hazards and give guidance on the reduction/elimination of risk. Heads of Faculty must be vigilant in monitoring risks and hazards.

9.9 Inspections - the Headteacher or a deputy and Premises Maintenance Manager carry out weekly inspections of the premises; the SMT members with responsibility for Health and Safety and the School Safety representative will also carry out regular inspections, liaising with appropriate competent persons.

9.10 Hazardous Substances - Observance of COSHH regulations is the responsibility of appropriate Heads of Faculty, the Premises Maintenance Manager, contract Cleaning and Catering Managers. The Asst Head (H&S) monitors the adherence to these regulations.

9.11 Asbestos – All staff shall comply with asbestos reporting requirements and maintenance of the Asbestos Register as required. The Asbestos Register is held by the Bursar

9.12 New Staff - as part of the school's induction programme, newcomers to the staff will be briefed on matters relating to health and safety by Asst Head (H&S).

9.13 Electrical Safety - a rolling programme of inspection and testing of electrical wiring, circuits and equipment is carried out by trained personnel or external contractors. Records are kept of equipment tested.

9.14 Infectious Diseases - tutors will inform Heads of Year if they receive notification of such a condition. The Deputy Head (Pastoral) will take the necessary steps to inform the appropriate people.

9.15 Off-Site Activities - staff organising any off-site activity must ensure that all guidelines for visits, fixtures etc are fully complied with adhering to appropriate staff-pupil ratios. Only authorised staff are permitted to drive the Minibus.

9.16 Work Experience - all companies providing placements for pupils must have bona fide status in relation to health and safety procedures.

9.17 Study Centres, Ski Resorts Etc -all such centres must be subjected to thorough vetting prior to pupils staying there.

Signed: _____

Chair of Governors

Date:

Date of next review: May 2007

Signed: _____

Headteacher

Date:

Annex A - Duties

1 THE DUTIES OF THE GOVERNING BODY

1.1 In the discharge of its duty the Governing Body will:

- ❖ make itself familiar with the Local Education Authority's Health, Safety and Welfare Policy (particularly Section 4.10 - Responsibilities of the Governing Body), the Local Management of Schools scheme and the advice and guidance provided by the LEA;
- ❖ take account of that policy and scheme within budget and other policy considerations;
- ❖ ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school;
- ❖ periodically assess the effectiveness of this policy and ensure that any necessary revisions are made;
- ❖ establish an effective health and safety management structure within the school and monitor and evaluate the Headteacher's performance on health and safety matters;

1.2 So far as is reasonably practicable the Governing Body, through the Headteacher, will ensure all staff, including temporary and voluntary staff and helpers and those on fixed-term contracts, receive comprehensive information on:

- ❖ this policy;
- ❖ all other relevant health and safety matters;
- ❖ the instruction and training that is available to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk.

1.3 Means of Accountability:

- ❖ Subject to scrutiny from OFSTED and financial regulators.
- ❖ The LEA Assistant Director (Resources & Improvement) will evaluate the school's annual health and safety audit report.

2 THE DUTIES OF THE HEADTEACHER

2.1 The Headteacher is required to take all necessary and appropriate action to ensure that proper health and safety standards are maintained at all times. The Headteacher may nominate an Assistant Head as the school's Health and Safety representative who shall have delegated powers to fulfil the responsibilities assigned to the Headteacher.

2.2 The Headteacher shall set-up the necessary arrangements to cover all health and safety legal requirements, to publish these arrangements, revising and republishing as necessary, and monitoring effectively the implementation of these arrangements.

2.3 Specifically, as well as the duties which all members of staff have (see 4), the Headteacher shall:

1. manage the school's staff, site and activities so that the health, safety and welfare of all those involved is secured;
2. bring any health and safety concern outside of own control or any health and safety responsibility that is unable to be met, to the attention of the Governing Body;
3. assess and record all significant risks to staff, pupils, visitors, contractors and hirers and to ensure that they are controlled as far as is reasonably practicable;
4. develop and distribute school-specific policies on local health and safety issues;
5. monitor and secure compliance with the school's policy and the control measures identified through risk assessments;
6. ensure staff are properly trained, instructed and supervised for any relevant health and safety role and that all staff engage properly with LEA and school health and safety procedures;
7. inspect the school site and property for any unsafe condition and to make safe in a timescale commensurate to the level of danger;
8. assure routine maintenance and servicing of equipment through the LEA mechanism or other competent means;
9. consider health and safety in the selection of contractors and the planning of contracted work, and to provide general supervision to contractors whilst on the school site;
10. investigate all accidents, near misses and episodes of work-related ill-health;
11. monitor and evaluate the health and safety performance of staff;
12. have and practise emergency and contingency plans;
13. provide the means for consultation with staff on health and safety matters;
14. supply an annual health and safety performance report to the Governing Body.
15. ensure that all visitors report to reception on arrival and wear an identity badge while on site.

2.4 Means of Accountability:

- ❖ The Governing Body will evaluate the school's annual health and safety audit report.
- ❖ Performance of health and safety duties are monitored and evaluated during annual performance review by Governors.
- ❖ OFSTED will assess health and safety management.

3 THE DUTIES OF SUPERVISORY STAFF

3.1 In addition to the general duties which all members of staff have (see 4), supervisory staff will be directly responsible to the Headteacher, or the member of staff nominated by the Headteacher, to have overall day-to-day responsibility for the implementation and operation of the school's health and safety policy within their relevant departments and areas of responsibility.

3.1 As part of their day-to-day responsibilities they will ensure that:

1. safe methods of working exist and are implemented throughout their area of responsibility;
2. health and safety regulations, rules, procedures and codes of practice are being applied effectively;
3. staff, pupils and others under their jurisdiction are instructed in safe working practices;
4. new employees working within their area are given instruction in safe working practices;
5. risk assessments are conducted in their area of responsibility as required by the Headteacher or as necessary;
6. regular safety inspections are made of their area of responsibility as required by the Headteacher or as necessary;
7. positive, corrective action is taken where necessary to ensure the health and safety of all staff, pupils and others;
8. all plant, machinery and equipment in the department in which they work is adequately guarded, in safe working order and restricted to authorised persons only;
9. appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the department in which they work;
10. hazardous and highly flammable substances in the department in which they work are correctly stored and labelled, and exposure is minimised;
11. they monitor the standard of health and safety throughout the department in which they work and encourage staff, pupils and others to achieve the highest possible standards of health and safety;
12. all health and safety information is communicated to the relevant persons;
13. they report any health and safety concerns to the Headteacher.

3.3 Means of Accountability:

- ❖ Annual individual performance appraisal by the Headteacher.
- ❖ High risk curriculum areas may be reviewed by the relevant LEA Specialist Adviser.

4 THE DUTIES OF ALL MEMBERS OF STAFF

4.1 All staff are expected to familiarise themselves with the health and safety aspects of their work.

4.2 All staff have a responsibility to:

1. take reasonable care of their own health and safety and that of any other persons who may be affected by their acts or omissions at work;
2. follow agreed working practices and safety procedures;
3. report any accident, near miss, incidents of violence, including verbal abuse or any hazard;
4. ensure health and safety equipment is not misused or interfered with.

4.3 Means of Accountability:

- ❖ Annual individual performance appraisal by senior member of staff.

5 SCHOOL MAINTENANCE STAFF / KEY SKILLS STAFF

5.1 Specific Responsibility:

1. To provide health and safety competence in particular areas of work.
2. To identify the need for relevant knowledge, skills, equipment and materials.
3. To work within the relevant LEA and school policy.
4. To report any situation that significantly compromises health and safety.
5. If given the delegated task, to provide general supervision to contractors working on the school site.

5.2. Means of Accountability:

- ❖ Annual individual performance appraisal by senior member of staff.

6 HIRERS, CONTRACTORS AND OTHERS

6.1 The Headteacher 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.

6.2 When the premises are used for purposes not under the direction of the Headteacher, then the principal persons in charge of the activities for which the premises are in use will be expected to maintain the safe practices as indicated in paragraph 2.1 of this document.

6.3 When the school premises or facilities are being used out of normal school hours for a school-sponsored activity then, for the purposes of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and will comply with the requirements of this section.

6.4 When the premises are hired to persons outside the employment of the school, it will be a condition of all hirers, contractors and others using the school premises or facilities that they are familiar with this policy, that they comply with all safety directives of the Governing Body and that they will not, without the prior consent of the Governing Body:

1. introduce equipment for use on the school premises;
2. alter fixed installations;
3. remove fire and safety notices or equipment;
4. take any action that may create hazards for persons using the premises or the staff or pupils of the school.

6.5 All contractors who work on the school premises are required to ensure safe working practices by their own employees under the provision of the Health and Safety at Work Act 1974 and must pay due regard to the safety of all persons using the premises.

6.6 In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Headteacher will take such actions as are necessary to prevent persons in his or her care from risk or injury. This may include requiring the contractor to stop work or leave the site.

6.7 The Governing Body will draw the attention of all users of the school premises (including hirers and contractors) to Section 8 of the Health and Safety at Work Act 1974, which states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare.

7 PARENT HELPER / VOLUNTEER GROUPS

7.1 Specific Responsibility:

1. To engage only in work or activities specifically authorised by the Headteacher and Governors and that they are competent to do.
2. To work within the LEA and school policy.
3. To report any situation that significantly compromises health and safety.

7.2 Means of Accountability:

- ❖ The Headteacher is responsible for all parent helper/volunteer activities.
- ❖ Individuals may be directly accountable to enforcement officers.

Annex B - Specific Responsibilities

Responsibility	Responsible Member of Staff
Assistant Head (H&S)	Emma Le Fleming
SMT members with responsibility for Health and Safety	Emma Le Fleming, Roger Hammett
Reporting investigations and recording incidents	Carolyn Wakefield
Safety representative and safety inspections	Emma Le Fleming, Roger Hammett
First aid	Carolyn Wakefield
Fire and other emergency evacuations	Emma le Fleming
Site security	Roger Hammett
Use of contractors	Roger Hammett
Ensuring legal requirements are met, for example regular testing of lifts, and notifying accidents to the Health and Safety Inspector	Emma le Fleming
The training programme	Emma le Fleming
Faculty H&S Representatives:	
Science Faculty	Mike Goodyer
DT Faculty	John Bull
PE Faculty	Adam Douglas
PX Faculty	Adam Stevens
Maths Faculty	Alison Kissane
English Faculty	Steve Ellis
Humanities Faculty	Barry Devine
PSRE Faculty	Jacqueline Needham
SN Faculty	Kerry Buckley
Modern Languages	Jane Fitzgibbon