



Policy Statements and Procedures

HEALTH AND SAFETY POLICY

Introduction

This Health and Safety Policy deals with the aspects of health, safety and welfare over which the Headteacher, Premises Manager and the Academy Trust have control. This control is not limited to matters funded by the revenue of the school through its delegated budget or otherwise under the direction of the Board, but rather extends to cover everything associated with the site as a whole, including those matters for which other officers of the Trust also have a responsibility.

This policy is written specifically for the benefit of staff and students attending the school. It is intended to supplement existing policy statements.

The purpose of the policy is to ensure that the operations and routines of the school are conducted in such a manner as will ensure, as far as reasonably practicable, the health, safety and welfare at work of staff, students and others on the site.

All members of staff have an important part to play in implementing the policy. In particular, they have a duty to take reasonable care for the safety of themselves and anyone else who may be affected by what they do or fail to do. Members of staff also have a responsibility to co-operate with others carrying out their own duties.

Policy Objectives

This policy aims to:

- Provide clear direction to staff and others about health and safety procedures and expectations
- Recognise the contribution it can make to protect pupils, staff and the school community, as required.
- Provide detailed procedures for handling emergencies
- Resolve issues of health and safety in a professional manner.

Principals

The Headteacher, Premises Manager and Governors, in seeking to ensure that everything reasonably practicable is done to safeguard the health, safety and welfare of all those using the site, will:

- establish and maintain a safe and healthy place of work for pupils, staff and others
- provide information, instruction and supervision so that staff and pupils can work safely, avoiding hazards to themselves and others
- set up effective procedures to be used in cases of fire and other emergencies which involve evacuating the building
- set up procedures to be followed in the event of an accident
- provide adequate welfare facilities.

Procedures

Responsibility for implementing the policy Management

The Premises Manager, Headteacher and Governors are responsible for dealing with health and safety matters arising at the School.

Members of staff holding positions of responsibility

All members of staff with a responsibility for others have a duty to implement this policy as far as they

are able and to bring to the attention of the Headteacher any concerns affecting the health, safety and welfare of those for whom they are responsible.

All staff

All staff must take reasonable care of their own health, safety and welfare and have a duty to avoid doing anything likely to endanger themselves or others. They must also use any equipment and follow any procedures set to ensure their health, safety and welfare.

The Local Authority (LA)

Even as an independent school, the LA's Health and Safety Co-ordinator will arrange for the Council's Central Health and Safety Unit to provide any specialist advice and guidance required on any health and safety matters. The Co-ordinator will also give advice on the training needs of members of staff.

The Rosedale Hewens Academy Trust

The sponsor, through its Board, will appoint a non-executive director who has demonstrable expertise in terms of health and safety legislation and will set up through the Trust procedures which allow management and staff to raise concerns and suggestions for improvements etc.

The Board will meet once a term to discuss and review all emerging health and safety issues. Actions will be allocated to named members of staff and resources deployed as appropriate. Issues of concern can be raised at any time with the Headteacher, Premises Manager or Staff Governor. Health and Safety matters are also dealt with during staff meetings within training being provided as part of the in-service training provision.

Arrangements for implementing the policy Accident reporting

Accidents are to be reported in accordance with the established procedure as set out in the accident report book. The details of each accident will be reviewed to see what action can be taken to prevent a recurrence.

Advice

Staff seeking advice on safety issues should contact the Headteacher, Premises Manager or the Staff Governor. If the matter cannot be resolved locally, the Headteacher will contact the necessary Safety Co-ordinator who will, if necessary, obtain professional advice from a specialist Health and Safety organisation.

Children with special needs

Hewens Primary has developed or adopted policies for meeting the needs of children with asthma, severe allergic reaction, etc.

Contractors

Maintenance/construction work on site will be monitored by the Premises Manager to ensure it is carried out without risk to the pupils or staff. The Headteacher will be informed immediately of any cause for concern. Contractors appointed by the Governors will be asked to abide by the safety guidelines.

Curriculum

Health and safety in specific subject areas will be based upon sound advice and best practice.

Display screen equipment

Display screen equipment will be used in accordance with the Health and Safety (Display Screen Equipment) Regulations 1992.

Drugs and medicines

Drugs and medicines will be controlled and administered in accordance with the national guidelines.

Electricity

All portable electrical equipment used must meet the relevant British Standard and will be inspected and tested at least annually as required by the Electricity at Work Regulations. Any equipment found to be defective will be removed from use until repaired and re-tested. Staff are encouraged to make visual inspections each time they use equipment so that any defects can be quickly found and dealt with.

Equipment

PE equipment is tested annually by a specialist contractor, and playground equipment is inspected as required. Staff supervising PE activities will be instructed to carry out a brief visual inspection of the equipment each time it is used. Playground equipment will be inspected on a regular basis by the Premises Manager. Defects found in any equipment will be reported for urgent repair and the equipment will be withdrawn from use until made safe.

Fire precautions

Hewens Primary School has an emergency plan to meet the requirements of the Fire Precautions (Places of Work) Regulations 1997. All staff are aware of the plan which gives details of the action to be taken in the event of a fire, and an evacuation practice will be carried out each term at a time to be decided by the Headteacher. A fire register is kept giving details of weekly checks of fire precautions equipment, as well as fire drills and staff training.

Fire extinguishers

Staff expected to use fire extinguishers will be given training, although in the event of a fire the first priority will be to escort children safely from the building. The Premises Manager will carry out visual inspections of the extinguishers on a weekly basis to ensure that they are in good order, and will arrange for any necessary maintenance to be carried out as quickly as possible.

Fire evacuation notices

Notices giving details of the nearest fire exit are displayed throughout the school. Staff must use the nearest available exit and assemble the children at the pre-determined fire assembly points.

Fire doors

Fire doors will be kept in a closed position and not propped open.

First aid/welfare

Hewens Primary School has designated and trained first aiders. These are in addition to members of staff responsible for the upkeep of the campus.

Hazardous substances

All chemicals and other products known to be hazardous, and any processes which create dust or fumes, will be assessed in accordance with the Control of Substances Hazardous to Health (COSHH) Regulations. Hewens Primary School will ensure that written information on the correct use and storage of each product is made available to the staff concerned. Whenever possible, substances creating a hazard will be replaced with safer alternatives.

Induction

The induction process for all new staff will include training and instruction in health and safety policies and procedures.

Lettings

In the event that lettings are agreed, these will be scheduled, organised and supervised out of hours to take account of the health, safety and wellbeing of those involved.

Manual handling

Every precaution will be taken to prevent injury to staff and it is the responsibility of the Premises Manager and the team to distribute heavy items to their desired location.

Minibus

All minibuses owned by the Trust will be regularly serviced to ensure there are no known defects.

Playground safety

Pupils are supervised at all times by staff and supported as necessary by members of staff.

Risk assessments

As required by the Management of Health and Safety at Work Regulations 1999, assessments will be made to identify any risks to employees and others resulting from, for example, carrying heavy or awkward loads or the use of visual display equipment. When significant risks are identified the assessment will be recorded in writing.

Everything reasonably practicable will be done to minimise or remove the risks, and written

assessments will be reviewed at least annually. Where appropriate, training will be provided on issues such as correct manual handling techniques and the use of display screen equipment

Exposure to the sun

Every care will be taken to protect pupils from prolonged exposure to the sun on very hot days. Shade and drinking water will be made available.

Swimming

Swimming lessons will be arranged as part of the curriculum and will be delivered offsite by trained instructors.

Training

All members of staff are encouraged to undertake health and safety training in matters relating to their work and subject area. This training is considered a priority by Governors and has its full support.

Vehicles on the premises

All vehicles should be driven carefully and considerately around the campus. Whenever necessary, action will be taken to enforce this. Deliveries will, whenever possible, be organised for times when pupils are in class. Vehicles are not permitted to enter areas where pupils are moving freely.

Violence to staff

All violent incidents to staff, including verbal abuse, are to be reported to the Headteacher for recording and investigating. Hewens Primary School will follow the relevant guidelines issued by the DfE for dealing with violent incidents.

Educational Visits

All education visits will be required to complete the necessary trips pack and complete a risk assessment of the journey, event and location. Only once the Headteacher is satisfied, will the visit be signed off by the Chair of Governors.

Visitors

All visitors are required to report to the reception and sign the visitors' book. When it is considered necessary, they will be met and escorted to the appropriate destination.

Roles and responsibilities

Advisory Body and The Rosedale Hewens Academy Trust

The Advisory Body and The Rosedale Hewens Academy Trust have a responsibility to:

- ensure that sufficient safety equipment, including fire fighting and first aid equipment, is provided to the correct standards;
- ensure that the site and buildings are inspected termly and that sufficient funds are made available to deal with any work required for health and safety reasons;
- ensure that the plant and equipment is regularly inspected and maintained to the highest standards, and that chemicals are kept in a safe condition and safely stored;
- ensure that the emergency procedures are regularly tested;
- inform the correct channels if the Board or Trust are unable to take the necessary action to deal with safety hazard;
- In consultation with the Headteacher and the Trust, prepare a safety policy and ensure that it is followed and regularly reviewed and updated;
- ensure that goods purchased conform to the relevant standards;
- ensure that the all accident and violent incident reporting procedures are followed and that accidents and violent incidents are investigated in order to try and prevent a recurrence;
- provide the resources for training staff in first aid, fire fighting and other aspects of health and safety;
- provide protective clothing needed to protect staff and pupils from hazards;
- consult with trade union representatives and inform staff of health and safety matters;
- enable trade union health and safety representatives to carry out inspections, including preparing a report, termly and following a specific incident.

The Headteacher

The Headteacher has a responsibility to:

- implement the health and safety plans and objectives as agreed by the Advisory Body and Trust;

- be the focal point for day-to-day matters relating to health and safety;
- co-ordinate the introduction and use of any new safety procedures and to insist on safe working practices;
- take immediate action to deal with hazards as they are found. Report, as a matter of urgency, any needing the attention of the Advisory Body, keeping the trade union health and safety representative fully informed;
- Make recommendations to the Premises Manager and Advisory Body on ways to improve health and safety standards;
- carry out regular inspections of the site. Keep informed of accidents and dangerous occurrences and look for ways of preventing a repetition;
- carry out termly checks on the emergency procedures, and from time to time review the first aid cover;
- make sure that safety information is passed on to staff and that they receive the training approved by the Advisory Body;
- Keep the Advisory Body regularly informed of health and safety matters. Consult and involve trade union safety representatives in all matters relating to the health, safety and welfare of staff.

The Headteacher is able to nominate a member of staff to undertake some or all of these duties but will remain responsible to the Advisory Body for ensuring they are carried out.

Members of staff holding positions of responsibility have a responsibility to:

- ensure that safety policies and codes of practice are followed;
- insist on safe working practices being followed;
- deal with any health and safety matters raised by members of staff, and refer any that cannot be resolved to the Headteacher;
- carry out regular inspections of the area of responsibility. Report any problems to the Headteacher and the Staff Governor, and suggest ways of improving safety standards;
- ensure as far as possible that staff have all the information and training they need to work safely and avoid hazards for themselves and others.

Other members of staff have a responsibility to:

- understand and follow the emergency procedures for fire, bomb scares and first aid;
- adopt safe working practices;
- make full use of any protective clothing or equipment provided;
- make recommendations for improvements to safety standards;
- co-operate with others in promoting safety standards.

Visitors to the site have a responsibility to:

- respect and follow any instructions given by members of staff;
- follow the emergency procedures for evacuating the building;
- respect and apply the college security procedures;
- take reasonable care of themselves and others;
- report any matters of concern to a member of staff.

Contractors on site have a responsibility to:

- work safely and in accordance with the Contractor's Safety Guidelines;
- follow the emergency procedures for evacuating the building;
- respect and apply the school security procedures;
- take reasonable care of themselves and others;
- report any matters of concern to a member of staff.

Monitoring and review

This policy will be monitored by Premises Manager, the Headteacher, Advisory Body and The Rosedale Hewens Academy Trust.

Links with other policies

All policies provided by The Rosedale Hewens Academy Trust and Hewens Primary School will adhere to the Health and Safety guidelines set out in this policy.