

HEALTH & SAFETY

This policy was approved by the Local Governing Body on:-	January 2017
The policy owner is:	Paul Mynard
This policy will be reviewed by the Local Governing Body in: (unless earlier review is recommended by the Trust)	2020
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Signed by the Chair of the Local Governing Body:-	Ms Helen Wardale
Ratified by the Board of Trustees	17.05.17
Signed by the Chair of Trustee Board	Mr John Smith

HELLESDON HIGH SCHOOL

HEALTH AND SAFETY POLICY

Review Frequency: 3 Yearly
Next Review Date: June 2020

Statement of Intent

The Local Governing Body regards effective Health and Safety Management to be integral to delivering its ambition for excellence in education and the outstanding performance of Hellesdon High School. It is the School's objective to ensure that every reasonable step be taken to provide and maintain a safe and healthy environment for staff, students, visitors and others working within the School. This will be achieved by:-

- developing and maintaining a positive health and safety culture with an emphasis on continually improving performance taking into account human and cultural factors
- ensuring that health and safety management is an integral part of decision making and organisational processes
- ensuring that a constant awareness with regard to health and safety at work is maintained in respect of all activities within the School and during out-of-school activities
- assessing and managing risk as part of the day-to-day management of School activities, adopting a sensible and proportionate approach, with well informed decision making processes for higher risk activities and ensuring a disproportionate amount of time is not spent on trivial or everyday risks
- providing a safe and healthy working environment for staff, students and others working in the school
- ensuring safe working methods are in place and providing safe equipment
- communicating and consulting with staff and their trade union representatives
- complying with statutory requirements and where possible best practice
- providing effective information, instruction and training to enable staff to be competent in their roles
- monitoring and reviewing systems and preventative measures to make sure they are suitable, sufficient and effective
- ensuring adequate resources are made available to fulfil the School's health and safety responsibilities and objectives
- working with and monitoring the School's contractors to ensure consistent and comparable health and safety standards
- periodic review of the Health and Safety Policy as School activities and the associated risks change

It is recognised that overall responsibility for health and safety lies with all levels of management having direct responsibility for activities and staff under their control. However, all

staff have a legal and moral responsibility to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions.

All employees within the School have an obligation to co-operate and comply with this Policy so far as is reasonably practicable by:-

- complying with health and safety procedures, whether written or brought to their attention by other means for their own protection, protection of those under their supervision and others who may be affected by their actions, inactions or omissions
- not interfering with or misusing equipment that has been provided in the interests of health and safety
- reporting any incident that has led, or could have led, to damage or injury
- assisting in any investigation with regard to accidents, dangerous occurrences or near-misses

In line with the Health and Safety Organisation set out in Part 2 of this Policy, it is the responsibility of all line managers to ensure compliance with health and safety arrangements within their Areas of responsibility. From time to time, health and safety arrangements are adopted for the control of risk and reflect the procedures that are to be followed within the School.

Signed:

Chair of Governors:

Principals:

Date:

Part 2 - Health & Safety Organisation

2.1 Responsibilities

Responsibilities of Groups and Individuals within the School are assigned as follows:-

The Local Governing Body (LGB)

The Local Governing Body has responsibility for ensuring that suitable and adequate organisation and arrangements are in place for the management and control of health and safety within the School. In particular, it will ensure that:

- a written policy statement is created and communicated which promotes a positive attitude towards health and safety in staff and students.
- responsibilities for health, safety and welfare are allocated to specific people and those people are informed of these responsibilities.
- a link governor for health and safety is nominated.
- people have sufficient experience, knowledge and training to perform the tasks required of them.
- clear procedures are created which assess the risk from hazards and produce safe systems of work.
- sufficient funds are set aside with which to operate safe systems of work.
- adequate time and resources are given to individuals to fulfil their roles as defined by this policy
- health and safety performance is monitored and targets for improvement are set.
- the School's Health and Safety Policy is reviewed at least every three years
- the management of health and safety considers the needs of anyone with a protected characteristic under the Equalities Act

Principals.

The Principals, reporting to the Local Governing Body, is responsible for the overall effective communication, monitoring and implementation and compliance of all aspects of the Health and Safety Policy and procedures for staff and activities under their control. In particular they will:

- be fully and visibly committed to the Local Governing Body's Statement of Intent for health and safety ensuring that a positive health and safety culture is actively demonstrated and promoted through their own leadership.
- ensure that risk assessments are undertaken as appropriate by competent persons and that adequate control measures are taken on a risk basis to reasonably minimise the health and safety risks to staff and any other people who may be affected by the School's activities
- monitor and review health and safety performance through:
 - ensuring health and safety inspections of work areas/practices are undertaken
 - setting health and safety targets and objectives through appraisals and other supervisory reviews
 - reviewing incidents and accidents and identified preventive actions
 - ensuring commissioned and contracted work under their control is monitored for compliance
 - ensuring that the management of health and safety in the areas under their control considers the needs of anyone with a protected characteristic under the Equalities Act
- develop safe systems of work and procedures and ensure that they are implemented
- set a personal example by including health and safety management in daily management practice and demonstrating safe personal working practices
- ensure prompt action is taken to resolve any situations that may adversely affect the health and safety of staff or other people.
- ensure that they personally undertake all relevant training and all staff are given adequate information, instruction, training and supervision to carry out their duties, paying particular attention to new/inexperienced employees and trainees
- ensure that all plant and work equipment provided is: selected through a risk assessment process, suitable, properly maintained and subject to all necessary tests and examinations
- ensure that accidents and incidents (including near misses and violence and aggression) are properly reported and investigated and the findings acted upon without delay
- ensure there are adequate and effective arrangements in place for consulting employees and their trade union representatives on health and safety matters that affect them
- ensure information that may assist safety representatives in their role is provided to them as necessary
- when commissioning work through partners and contractors, ensure that they are selected and managed in line with statutory requirements
- ensure that they seek timely assistance and advice where expert help is required from the Site Manager
- report to the Local Governing Body at least annually on the school's health and safety performance via the Principals's Report.

Health and Safety Coordinator.

The Health and Safety Coordinator acts as adviser to the Principals on health, safety and welfare issues within the School. Additionally, the Health and Safety Coordinator will:

- provide advice to all personnel on meeting their individual responsibilities with regard to health & safety at work
- coordinate and manage the annual risk assessment review process,
- coordinate the health and safety performance monitoring process
- make provision for the inspection and maintenance of safety and work equipment
- coordinate the accident investigation and RIDDOR reporting processes
- manage the keeping of health and safety records including those related to management of building fabric, building services and contractors

The Health and Safety Coordinator, appointed by the Principals, shall undertake suitable training to be competent in their role.

The School also procures the services of the Local Authority's Health and Safety Department for professional health and safety advice and support, including external audit of its health and safety arrangements.

Line Managers

All Senior Managers and Heads of Department or Area are responsible for ensuring that they:

- apply the school's Health and Safety Policy and the relevant Health and Safety Codes of Practice to their own department or area of work and be directly responsible to the Principals for the application of the health and safety procedures and arrangements.
- carry out regular health and safety risk assessments of the activities for which they are responsible and ensure any precautions identified are communicated to their staff
- ensure that all staff they manage are familiar with the relevant health and safety Codes of Practice and procedures for their area of work.
- resolve health, safety and welfare problems members of staff refer to them, with the advice of the Health and safety Coordinator where required, or refer to the Principals any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- carry out regular inspections of their areas of responsibility to ensure that equipment and activities are safe and record these inspections where required.
- ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other staff and students to avoid hazards and contribute positively to their own health and safety.
- investigate any accidents that occur within their area of responsibility

Teachers.

Teachers are expected to:

- exercise effective supervision of their students, to know the procedures for fire, first aid and other emergencies and to carry them out.
- follow the particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant Code of Practice and to ensure that they are applied.
- give clear oral and written instructions and warnings to students when necessary.

- follow safe working procedures.
- ensure they and their students use appropriate protective equipment, clothing and guards as necessary.
- make recommendations to the Principals or Head of Department on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with Curriculum requirements for safety education.
- report all accidents, defects and dangerous occurrences to their Head of Department.

Staff

All staff have an individual responsibility to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions. In particular, they must:

- comply with the School's Health and Safety Policy and procedures at all times
- co-operate with managers in complying with relevant health and safety safe systems of work and procedures
- use all work equipment and substances in accordance with instruction, training and information received.
- wear, use, store, maintain and replace personal protective equipment as appropriate
- not intentionally misuse anything provided in the interests of health, safety and welfare
- take part in and contribute to health and safety inspections, risk assessments etc. as appropriate
- report all accidents, ill health, incidents of violence and aggression, near misses, hazardous situations, general health and safety concerns, defective equipment or premises
- attend all training relevant to their role

Students

Students, allowing for their age and aptitude, are expected to:

- take personal responsibility for the health and safety of themselves and others.
- observe standards of dress consistent with safety and/or hygiene.
- observe all the health and 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 equipment provided for their health and safety.

Safety Representatives/Employee Consultation

The Local Governing Body believes that consulting employees on health and safety matters is important in creating and maintaining a safe and healthy working environment.

Safety representatives of trade unions recognised by the School will be consulted on all matters of health and safety that may affect staff and on the provision of health and safety information and training. Non-union staff will also be consulted.

Before making any decisions which could have health and safety consequences for staff, the Local Governing Body will inform safety representatives about the proposed course of action and give them an opportunity to express their views.

It is the responsibility of Safety Representatives, as appointed by Trade Unions or Department Heads, to make such proposals as they see fit with regard to methods of achieving improvements in health and safety aspects in their area(s) of responsibility.

Contractors.

It is the responsibility of contractors and their employees to

- comply with the School's Health & Safety Policy, Safe System of Work and local procedures
- abide by relevant Codes of Practice for their trade or discipline
- report any accidents or dangerous occurrences to the Health and Safety Coordinator.

Named Individuals with Specific Responsibilities

Named individuals responsible for Health and Safety (eg Health and Safety Coordinator, Link Governor, Safety Representatives/Committee members etc) and their contact details shall be recorded and displayed on the Statutory Health and Safety Law Posters erected on notice boards around the School premises.

2.3 Risk Assessments

Responsibility for assessing and controlling risks rests with all personnel within the School. General risk assessments for specialist areas will be performed by the Head of Department in consultation with the Health and Safety Coordinator/Committee. Risk assessment and training shall be performed in consultation with the Site Manager. See also the School's Risk Assessment Policy.

Part 3 – Health & Safety Arrangements

Introduction

The Health and Safety arrangements set out below are for the information, guidance and compliance of all personnel in Hellesdon High School. Health and Safety are integral parts of management. They are key considerations that should underpin and facilitate educational and financial activity. Under the Health & Safety at Work Act 1974 and common law, employers and employees must look after children in their care. In carrying out their normal functions, it is the duty of all Heads of Department or Area to do everything possible to prevent injury to individuals. This will be achieved so far as is reasonably practicable by adoption of arrangements and procedures developed out of risk assessment for control of risk. These can be summarised as:

- providing and maintaining safe equipment and safe systems of work
- making arrangements to ensure the safe use, handling, storage and transport of materials, drugs, substances and other articles
- providing the necessary information, instruction, training and supervision to ensure all personnel are aware of their responsibilities for safety
- providing safe places of work with safe access to and exit from them

- providing a safe and healthy working environment
- providing a system for rapidly identifying and remedying hazards
- where hazardous conditions cannot be eliminated, providing suitable protective clothing and equipment

More specific arrangements are set out below and will be amended from time to time as necessary to address new risks. All personnel have a statutory duty to co-operate in fulfilling the objectives of the Local Governing Body and a personal responsibility to take reasonable care to ensure that their actions or inactions do not cause injury to themselves or others. Employees are required to observe special rules and safe methods that apply to their own work and to report hazards discovered by them to their Head of Department or Area. No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety.

Specific arrangements for Health & Safety

3.1 Accident reporting

Any accident or injury shall be reported to the Health and Safety Coordinator by the person or persons involved in the accident, or by the Head of Department or Area, and entered in the First Aid/Accident Report File and recorded on the incident monitoring form for the local area. The First Aid/Accident Report File is held in the First aid Room. Incident Monitoring Files are held within designated areas for each department/block. The Health and Safety Coordinator shall ensure that the Principals and Chair of Governors are informed of all accidents of a serious nature and any dangerous occurrences, and where applicable follow the requirements of current legislation (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013).

3.2 Accident investigation

- all accidents or incidents and near-miss situations are to be reported to the Head of Department or Area and recorded on the incident monitoring folder of the area concerned. The HoD shall report the incidence to the Health and Safety Coordinator.
- the Health and Safety Coordinator will carry out an immediate investigation into the incident in conjunction with the HoD and relevant individuals in order to identify the root causes and measures to be taken to prevent a recurrence. The findings will be documented and reported to the Local Governing Body via the Principals's report and/or H&S Committee minutes.
- investigations such as these are essential in order that accidents, damage to equipment and property, and losses are kept to a minimum.
- all contractors must ensure that accidents involving their personnel are reported to the Health and Safety Coordinator of the School, as well as their own reporting chain.
- will review accident/incident/near miss statistics to ensure corrective and preventative actions have been identified and implemented

3.3 Reporting procedures

Any practice or condition that is likely to have an adverse effect on the health and safety of personnel, or damage to equipment or property, is to be reported to Heads of Department or Area. Such reports and any corrective actions implemented are to be recorded in the area's incident file which is regularly monitored by the Health and Safety Coordinator/H&S Committee.

3.4 Out-of-school visits and activities (see also Educational Visits Policy)

All personnel who arrange or actively participate in School visits or out-of-school activities must follow the procedures outlined in the separate document held in each Department or Area entitled 'Procedure for School visits and out-of-school activities'. Recording and risk assessment will be processed via the EVOLVE computer software and assessed by the Educational Visits Coordinator (EVC).

3.5 Safe working procedures (see also Risk Assessment Policy)

Heads of Department or Area must ensure that safe working procedures are developed through:

- assessing the tasks
 - identifying the hazards
 - defining a safe method
 - implementing the system
 - monitoring and review of the system
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- Safe working procedures shall take into account the age, physical and mental capabilities of the person likely to undertake the activity, including any special limitations, restrictions or training that may need to be applied or undertaken.
 - Once developed, safe working procedures must be communicated and implemented to protect all personnel working within their Area(s) of responsibility from dangers to their health and safety. They are also to familiarise themselves with laid-down procedures and ensure that personnel under their control are fully conversant with these procedures.
 - A separate procedure to cover lone working has been developed and implemented to ensure the safety of staff and students working out of hours or in physically isolated localities.

3.6 Defective tools and equipment

- all safety equipment shall be subjected to regular inspection, arranged by the Site Office, to ensure its continuing fitness for purpose and any defects reported, repaired or replaced.
- all defects found in hand tools, power tools or any other equipment must be reported immediately to the Head of Department or Area, who in turn will apprise the Health and Safety Coordinator of the details.
- the equipment concerned is to be withdrawn from service, clearly marked with a red tag/label and isolated in an area where it cannot be reissued for further use until repair has been effected.

3.7 Means of access

- when using access equipment, such as ladders, crawling boards, etc, the correct equipment is to be used for the job to be undertaken – suitable training in the use of access equipment will be provided.
- all access equipment will be regularly inspected for suitability and condition.

3.8 Machinery

All Heads of Department or Area, teachers and supervisors controlling the use of machinery must be familiar and comply with the following legislation.

- Lifting Plant and Equipment (Records of Test and Examination, etc) Regulations 1992
- Provision and Use of Work Equipment Regulations 1998
- Health & Safety (Safety Signs and Signals) Regulations 1996
- Electrical Equipment (Safety) Regulations 1994

3.9 Good housekeeping

Tidiness, cleanliness and efficiency are essential factors in the promotion of Health & Safety. Good Housekeeping is the responsibility of all individuals and will be monitored by Heads of Department/Area on a regular basis.

Accidents can be prevented by following the guidelines listed below.

- keep corridors and passageways unobstructed.
- ensure shelves in storerooms are stacked neatly and not overloaded, with heavy items stored at the appropriate height.
- keep floors clean.
- do not obstruct emergency exits or equipment.

3.10 Electrical equipment

- New and replacement equipment will be installed to current regulations. A rolling replacement programme is in place.
- All portable appliances will be tested annually by a competent appointed person.
- Only authorised and fully qualified personnel are to install, repair or attempt to repair electrical equipment.
- If electrical equipment becomes faulty or is suspected of being faulty whilst in use, it is to be isolated from the source of supply, withdrawn from service, clearly marked with a red tag/label, secured so that it cannot be used and reported to the Site Office for repair or replacement.

3.11 Use of harmful substances

- when using harmful substances, whether they be material or chemical substances, all personnel must ensure that adequate precautions are taken to prevent injury to health.
- no new materials or chemical substances are to be brought into use unless an assessment using the Control of Substances Hazardous to Health Regulations 2002 has been carried out and clearance given for use by the Health and Safety Coordinator. The user Department is to be in possession of a current safety data sheet.
- work involving lead is not to be carried out under any circumstances without reference in the first instance to the Health and Safety Coordinator.
- all work which may involve or come into contact with asbestos containing materials shall be controlled and coordinated via the Site Office in accordance with the School's Asbestos Management Plan. All work involving asbestos shall only be undertaken by a licensed asbestos contractor.

3.12 Skin infections and hand care

- to reduce the risk of dermatitis, oil acne or skin cancer, unnecessary skin contact with oils and chemicals shall be avoided. Appropriate gloves and protective clothing shall be provided and worn where necessary.
- barrier creams shall be provided for use before commencing work. These provide a barrier between the skin and harmful chemicals, oils and dirt.

- oily or chemically soiled rags shall not be placed in pockets.
- clothing shall be changed if it has become contaminated with chemicals, flammable liquids or oils.

3.13 Smoking

Smoking is not permitted on the School site.

3.14 Emergency services/First Aid

- Fire, Police or Ambulance services can be contacted by dialling 9/999 and asking for the service required.
- There is a qualified first aider on call within the School administration during working hours. A list of further trained and qualified first aiders available throughout the school shall be maintained and held in the main Administration Office.
- First aid boxes shall be maintained in key locations across the school. Inspection and replenishment shall be undertaken by an appointed First Aider
- A defibrillator is available in the Administration Corridor for use by appropriately trained staff.

3.15 Noise

Where noise cannot be controlled at source, all personnel are to wear ear protection in areas where high noise factors exist as determined by local risk assessment. These areas are to be designated with the approved warning signs.

3.16 Fire prevention/Fire Safety

- a fire risk assessment shall be carried out annually
- local fire safety procedures are available for all personnel to read in their Department or Area. They cover all aspects of fire prevention and action to be taken in the event of a fire.
- specific training for Fire Wardens and other key personnel will be undertaken and regular fire drills conducted and assessed
- each classroom has a printed notice clearly identifying the evacuation route and assembly area to be used.
- personnel are responsible for knowing the location of fire alarm break glass points and fire exits. They should also know the location of the assembly point in the event of a fire.
- the most important part of fire control is prevention. It is with this in mind that all personnel are to be conversant with the fire potential of materials and substances that they use, and should exercise maximum care in their use, especially those marked 'flammable'.
- fire evacuation procedures, fire prevention training, provision/maintenance of fire extinguishers, emergency lighting and fire alarm testing will be carried out in accordance with current legislation and the School's Emergency Evacuation Policy.

3.17 Visitors and Site security

- it is the duty of all personnel within the School to ensure the health and safety of all visitors to the School.
- all visitors will be required to register at reception and will be issued with a visitor's badge and Safeguarding and Fire safety Guidance Leaflet

- visitors will not be allowed to enter work areas unaccompanied and, where protective clothing is issued for a specific area or task, the same level of protection is to be afforded to any visitor proceeding to that area.

3.18 Contractors

Contractors working within the School are required to comply with the working rules as issued by the School. Any breach of these rules is to be reported to the Health and Safety Coordinator. Any member of staff requiring work done by a contractor should liaise with the Site Office, to make sure all necessary paperwork and Health & Safety requirements are in order.

3.19 Use of vehicles

Only those persons authorised and in possession of the appropriate licence/permit are to drive vehicles (including minibuses) on School business. All drivers are expected to act responsibly while using vehicles on the School site, abide by signage and adhere to marked routes. The School's Vehicle Policy applies.

3.20 Legionellosis

The primary aim is to prevent the build-up of the Legionella pneumophilla organism in water systems and to prevent inhalation of infected water droplets. All statutory testing shall be carried out by a suitably qualified contractor/company. Control measures are as follows.-

- all showers are to be turned on and left running for 5 minutes weekly.
- all showers are to be cleaned monthly, or after more than one week's non-use, to prevent slime, corrosion and scale build-up. This will involve dismantling the showerheads to clean and disinfect inside the spray nozzle.
- water temperature is to be below 20 degrees C (cold) or above 55 degrees C (hot) and this is to be checked monthly.
- records are to be maintained of all cleaning and temperature checks carried out.
- water storage tanks are to be covered.
- records are to be maintained of any maintenance, water treatments or disinfection.
- swimming pool water is to be maintained/checked daily and records kept. Any defects are to be reported to the Site Office, who will decide if the pool is to be closed until the water is satisfactory.

3.21 Manual handling

Personnel are not to lift, drag, push or carry heavy or awkward loads unless training has been undertaken and risk assessments carried out. Health and safety information and advice on manual handling is available through the Health and Safety Coordinator.

3.22 Staff Wellbeing and Consultation

There is a staff wellbeing committee who meet regularly, where the work life balance is reviewed. Staff representatives (including non-union employee representatives) are involved in health and safety consultation via the H&S Committee.

3.23 Statutory Testing

All statutory testing shall be carried out by suitably qualified contractors in a timely manner and records maintained as required by relevant regulations.

3.24 Pregnancy Risk Assessment

Where a member of staff notifies the School that she is pregnant, the line manager (Head of Department or member of Leadership Team) shall ensure that a suitable individual risk assessment is carried out, documented and reviewed throughout the term of the pregnancy.

Where it is determined that a student is pregnant, the Principals shall ensure that a suitable individual risk assessment has been carried out and documented by an appropriate member of staff (see Safeguarding Policy), and is reviewed throughout the term of the pregnancy.

3.25 Computers and Workstations

Computer and work station risk assessments will be carried out in line with current legislation and guidance for all employees identified as 'users' within the regulations.

3.26 Violence towards Staff

Violence and abusive language towards staff will not be tolerated. The School's Behaviour and Dealing with Aggressive Parents and Visitors policies refer.

3.27 Training

- Induction
Health and safety induction training, including department specific training, will be provided for all new employees and recorded on the employee's induction form.

Additional training needs will be identified, arranged and monitored by line managers via the appraisal system.

- Specific and Refresher Training
Individuals with specific health and safety training needs (eg Site Team, First Aiders, Fire Wardens, Health and Safety Coordinator, Technicians, Educational Visits Coordinator, Minibus drivers, subject leaders (eg science, PE, Technology) etc) will be required to attend relevant training courses appropriate to their needs as described in approved codes of practice, School Policies and in Guidance from the Local Authority.

Additionally, all staff will undertake regular health and safety training during INSET days on appropriate topics identified by the Health & Safety coordinator.

Records of completed training, including any requirements for refresher training or expiry dates will be maintained within the individual's personnel files.

Review

This policy will be reviewed at least every three years or more frequently in light of experience, or statutory, operational or organisational changes.