

Edward Peake C of E (VC) Middle School

Federation Headteacher: Miss Z J Linington



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Health and Safety Policy Statement of Intent

The Governing Body believes that ensuring the health and safety of staff, pupils, contractors, and visitors is essential to the success of the school.

We are committed to:

- a) Preventing accidents and work related ill health.
- b) Compliance with statutory requirements as a minimum.
- c) Assessing and controlling risks from curriculum and non-curriculum work activities.
- d) Providing a safe and healthy working and learning environment.
- e) Ensuring safe working methods and providing safe working equipment.
- f) Providing effective information, instruction, and training.
- g) Consulting with employees and their representatives on health and safety matters.
- h) Monitoring and reviewing our systems and prevention measures to ensure they are effective.
- i) Setting targets and objectives to develop a culture of continuous improvement.
- j) Ensuring adequate welfare facilities exist throughout the school.
- k) Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.
- l) Trade Union Safety Representatives play a valuable role and the Governing Body recognises the mutual benefits that will arise from supporting their work.

Organisation

Introduction

In order to achieve compliance with the Governing Body's policy statement, the school's Senior Leadership Team will have additional responsibilities assigned to them as detailed in this part of the policy.

An organisational chart for Health and safety management is attached at Appendix A.

The Governing Body

The Governing Body has the responsibility to ensure that:

- a) A clear written policy statement is created which promotes the correct attitude towards safety in staff and pupils.
- b) Responsibilities for health, safety, and welfare are allocated to specific people and that these persons are informed of these responsibilities.
- c) Persons have sufficient experience, knowledge and training to perform the tasks required of them.
- d) Clear procedures are created which assess the risk from hazards and produce safe systems of work.
- e) Sufficient funds are set aside with which to operate safe systems of work.
- f) Health and safety performance is measured both proactively and reactively.
- g) The school's health and safety policy and performance is reviewed every two years.

The Headteacher

The Headteacher supports the Governing Body by ensuring that:

- a) This Policy is communicated adequately to all relevant persons.
- b) Appropriate information on significant risks is given to visitors and contractors.
- c) Appropriate consultation arrangements are in place for staff and their Trade Union representatives.
- d) All staff are provided with adequate information, instruction and training on health and safety issues.
- e) Risk assessments of the premises and working practices are undertaken.
- f) Safe systems of work are in place as identified from risk assessments.
- g) Emergency procedures are in place.
- h) Machinery and equipment is inspected and tested to ensure it remains in a safe condition.
- i) Records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, etc.
- j) Arrangements are in place to monitor premises and performance.
- k) Accidents are investigated and any remedial actions required are taken or requested.
- l) A report to the Governing Body on the health and safety performance of the school is completed termly.

The School Health and Safety Officer is responsible for:

- a) Coordinating and managing the risk assessment process for the school.
- b) Coordinating the termly general workplace monitoring inspections and performance monitoring process.
- c) Making provision for the inspection and maintenance of work equipment throughout the school.
- d) Keeping records of all health and safety activities.
- e) Advising the Headteacher of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors.
- f) Ensuring that staff are adequately instructed in safety and welfare matters in connection with their specific work place and the school generally.
- g) Carrying out any other functions devolved to them by the Headteacher or Governing Body.
- h) Unsafe conditions being reported and dealt with to agreed timescales.

Teaching/Non-Teaching Staff Holding Posts/Positions of Special Responsibility

This includes Senior Leaders, Curriculum Leaders, Facilities and Premises Manager, Site Agent. They must:

- a) Apply the school's Health and Safety Policy to their own department or area of work and be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements.
- b) Carry out regular health and safety risk assessments of the activities for which they are responsible and submit reports to the School Health and Safety Officer.
- c) Ensure that all staff under their management are familiar with the health and safety procedures for their area of work.
- d) Resolve health, safety, and welfare problems that members of staff refer to them, or refer to the Headteacher or Health and Safety Officer any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- e) Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- f) Ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.
- g) Ensure all accidents are investigated appropriately.

Special Obligations of Class Teachers

Class teachers are expected to:

- a) Exercise effective supervision of their pupils and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out.
- b) Follow the health and safety procedures applicable to their area of work.
- c) Give clear oral and written health and safety instructions and warnings to pupils as often as necessary.
- d) Ensure the use of personal protective equipment and guards where necessary.
- e) Make recommendations to their Headteacher or Head of Department on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- f) Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety.
- g) Ensure that personal items of equipment (electrical or mechanical) or proprietary substances are not brought into the school without prior authorisation. Report all accidents, defects, and dangerous occurrences to the Health & Safety Officer or Head of Department.

School Health and Safety Representatives

The Governing Body and Headteacher recognise the role of Health and Safety Representatives appointed by a recognised trade union. Health and Safety Representatives are entitled by law to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time wherever practicable.

They are also entitled to certain information, for example about accidents, and to paid time off to train for and carry out their health and safety functions. However, they are not part of the management structure and are not carrying out duties on behalf of the Headteacher or Governing Body.

Time off for training of safety representatives will be provided in accordance with negotiated agreements. Representatives will be given full access to the information on health and safety, which they have a right to have under the Health and Safety at Work Act 1974. They will also be given appropriate time and facilities to undertake the range of activities of a Safety Representative in order that they can play an effective role, any problems that need further action or a review of procedures.

Obligations of All Employees

Apart from any specific responsibilities which may have been delegated to them, all employees must:

- a) Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons.
- b) Observe all instructions on health and safety issued by the LA, School or any other person delegated to be responsible for a relevant aspect of health and safety.
- c) Act in accordance with any specific H&S training received.
- d) Report all accidents and near misses in accordance with current procedure.
- e) Co-operate with other persons to enable them to carry out their health and safety responsibilities.
- f) Inform their Line Manager of all potential hazards to health and safety, in particular those which are of a serious or imminent danger.
- g) Inform their Line Manager of any shortcomings they identify in the school's health and safety arrangements.
- h) Exercise good standards of housekeeping and cleanliness.
- i) Know and apply the procedures in respect of fire, first aid and other emergencies.
- j) Co-operate with the appointed Trade Union Health and Safety Representative and the relevant enforcement authority officers.

- k) All employees who authorise work to be undertaken or authorise the purchase of equipment will ensure that the health and safety implications of such work or purchases are considered.
- l) Employees entrusted with responsibilities for specific aspects of health, safety and welfare must satisfy themselves that those responsibilities as appropriate are re-assigned in their absence. Such re-assignments must be approved by the employee's immediate superior.

Pupils

Pupils, in accordance with their age and aptitude, are expected to:

- a) Exercise personal responsibility for the health and safety of themselves and others.
- b) Observe standards of dress consistent with safety and/or hygiene.
- c) Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
- d) Use and not willfully misuse, neglect or interfere with things provided for their health and safety.

Procedures and Arrangements

The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

Accident Reporting, Recording and Investigation (including first aid)

All staff are required to ensure that all accidents, incidents and near misses are reported to the Office Manager. The procedures for reporting are:

- For minor cuts/abrasions, an Accident Report is sent home to parents. A carbon copy of this report is retained in the school office.
- For all other injuries, a more detailed incident/accident/near miss form is completed, signed by the Headteacher and retained in the school office.
- For any major accidents/injuries (especially head injuries of any kind, suspected fractures or deep cuts) a report is sent to the LA electronically via AssessNet.
- A RIDDOR form is automatically generated on AssessNet if necessary. This form is completed electronically and a hard copy is signed by the Office Manager and posted to HSE in Wales.

Asbestos

The Headteacher is responsible for the Asbestos Log Book.

This is located in the School Office, and arrangements are in place to ensure contractors have sight of and complete the log book prior to starting any work on the premises. Staff are not to drill or affix anything to walls, ceilings etc., without first obtaining approval from the Headteacher.

Audit

A termly inspection of the school site will be undertaken by the following: Health and Safety Officer, Facilities and Premises Manager and the Staff Governor responsible for Health and Safety. A report will be provided to the FGB and rectification of reported faults.

Catering

The responsibility for health and safety of the work of the school kitchen rests with the school on whose behalf the Kitchen Manager has delegated local management responsibility. The kitchen is included in any Health and Safety checks under the responsibility of the Health and Safety Officer and Facilities and Premises Manager. The Health and Safety Policy Statement is displayed prominently in the kitchen and the Kitchen Manager keeps a Risk Management file which is available for scrutiny.

The Kitchen Manager and the Headteacher will coordinate safe working where there is common use of the school facilities, eg. dining areas.

Caretaking and Cleaning

The Site Agent has responsibility for the cleaning team (in-house) and the cleaning of the outside paved areas of the school. The CBC Manual for Site Agents is available for reference.

Contractors

All contractors engaged will exchange health and safety information and agree safe working practices, risk assessments and hold regular liaison meetings. The Site Agent and Facilities and Premises Manager are responsible for monitoring contractors working methods. Staff should report any concerns to the Health and Safety Officer.

Curriculum Safety (including out of school learning activities)

Curriculum safety is the responsibility of the Curriculum Leaders in conjunction with the subject teachers and associated technicians.

Display Screen Equipment

Work station risk assessments will be carried out annually, or after office moves or receipt of new equipment in accordance with the H&S DSE Regulations 1992.

Educational Visits and Journeys

See Appendix C – Educational Visits and Journeys Policy.

Electrical Equipment (fixed and portable)

Electrical equipment is checked annually by the Site Agent, a fully trained PAT tester. Records of inspection and testing are maintained and certificates/labels held accordingly. The electrical wiring is checked every 5 years and inspection certificate held.

Fire Precautions and Emergency Procedures

The responsible person is the Headteacher, in liaison with the Fire Warden. The Site Agent is responsible for the weekly maintenance and externally arranged annual inspection of fire equipment by an approved contractor.

See Appendix D – Fire and Emergency Evacuation Plan.

First Aid

An up to date list of trained First Aiders is displayed in the School Office. First Aid boxes are located in the School Office, Design Technology Area, Science department and PE department. The receptionist will arrange that the contents of the boxes are replenished as necessary. First Aid procedures are followed in accordance with the School Medical Policy.

Portable First Aid kits for school visits and journeys are available from the school office.

Grounds Maintenance

The school grounds are maintained by an outside contractor. The contractor logs in and out via the Reception and is monitored by the Site Agent

Hazardous Substances

All hazardous substances used in school are assessed in accordance with the Control of Substances Hazardous to Health Regulations 2002 (COSHH). All substances are locked away. The curriculum leader will ensure that all substances used in teaching the subject are assessed and that information is passed on to teachers, pupils etc who may be exposed while using the substances. The Headteacher will ensure that a register is kept of all substances covered by the COSHH.

Inclusion

Planning and assessments for pupils are carried out by the SENDCo in accordance with the Schools Inclusion Policy.

Lettings/shared use of premises/use of Premises Outside School Hours

See Appendix E – Policy for Lettings.

Lone Working

It is the responsibility of the staff member to inform the Site Agent of their intention to work on site out of school hours or during school holidays.

Managing Medicines & Drugs

See Appendix F – Medical Policy and Appendix G - Supporting Children with Medical Conditions Policy.

Maintenance and Inspection of Equipment

Annual maintenance and inspection of premises equipment (e.g. sports hall / electric or gas cookers) is the responsibility of the Site Agent, Facilities and Premises Manager and Curriculum Leaders. All inspections will result in a certificate being issued and any remedial work actioned.

Manual Handling and Lifting

All manual handling and lifting training is actioned on an individual basis. Induction of staff (e.g. cleaners) will include information about manual handling and lifting.

PE Equipment

The Leader of P.E. is responsible for ensuring that health and safety arrangements are in place. Annual maintenance of all P.E. equipment must take place and report results to the Headteacher.

Risk Assessments

The Educational Visits Coordinator is responsible for ensuring RA's are undertaken.

School Transport

Arrangements for school transport are organised by the Local Authority.

Security/Violence

See Appendix H - School Security Policy.

Site Maintenance

The school site is managed by the Site Agent, who is responsible for reporting all maintenance issues to the Facilities and Premises Manager.

Smoking

The school has adopted the Local Authority policy on smoking. No smoking is allowed on our school site.

Staff Training & Development

The staff handbook, which outlines all H & S responsibilities is updated annually.

Stress

The school follows the guidance issued by the Local Authority.

Visitors

All visitors to the school will sign in (and out) at Reception using the Visitors' Book and Fire Register. Visitor badges will be worn which outline Fire regulations and contain a H & S disclaimer.

Working at Height

The school follows the Local Authority guidance on working at height. We do not have scaffolding.

Signed _____
Chair of Governors

Date approved _____ January 2017 _____

Review date _____ January 2019 _____