



Hyde Community College

Health & Safety Policy

Approved by Governors:	B&S 26/4/2017
Date to be reviewed:	April 2018

1. **Statement of Intent**

- The Governors of the School recognise their corporate responsibility under the Health and Safety at Work Act to provide a safe and healthy environment for all staff who work at the School, the pupils of the School and other people who come onto the premises.
- The Governors will take all reasonable and practical steps to fulfil their responsibilities. They will provide safe and healthy working conditions that take account of all appropriate statutory requirements, codes of practice, advice and guidance, including those issued by Tameside Council.

The Governors shall:

- Appoint and maintain the responsibility structure set out in **Appendix One**;
- Appoint and record the name of the Health and Safety Officer(s) (if applicable);
- Record the name of and consult with the elected Health and Safety representative;
- Provide plant, equipment and systems of work, which are safe;
- Provide supervision, training and instruction so that staff and students can perform their activities in a healthy and safe manner;
- All staff will be offered the opportunity to receive health and safety training which is appropriate to their duties and responsibilities and which will be given before an employee commences any relevant work. Wherever training is required by statute or considered necessary for the safety of staff, pupils and others, then the governing body will ensure that such training is provided;
- Provide necessary safety and protective equipment and clothing, together with any necessary guidance, instruction and supervision;
- Ensure service and provision provided by the Facilities Management company is of a standard acceptable to and effectively meets the needs of the school.

REVIEW

The Governing Body will review this policy statement every 2 years and update, modify or amend it as it considers necessary to ensure the health safety, and welfare of staff, pupils and others.

2. Responsibilities

The organisational structure is set out in Appendix One.

The Headteacher's responsibilities are as follows:

- The Headteacher, will be responsible for the day-to-day operation of this organisational structure, the implementation of the statement of intent and the policies and procedures set out in this document;
- The Headteacher will ensure that all areas of the School are inspected at least once per term;
- The Headteacher will report to the Governing Body those instances where the Head's delegated authority does not allow the elimination or reduction of risks to a satisfactory level. The Head will take all necessary short-term steps to avoid danger;
- The Headteacher will ensure a system for reporting, recording and investigating accidents is in place. All reasonable steps will be taken to prevent recurrences;
- The Headteacher will ensure a system for the recording of all visitors to the site and that they are briefed of any hazards on site;
- The Headteacher will ensure arrangements for the safe conduct of maintenance work so that the impact on staff and students is considered;
- The Headteacher will ensure that new employees receive a copy of this policy before starting work at the School and that they are briefed on safety arrangements;
- The Headteacher will organise effective arrangements for the safe evacuation of the building in case of fire and other emergency and ensure that suitable fire fighting equipment is available and maintained (equipment supplied and maintained by the FM Company **Appendix Seven**;
- The Headteacher will ensure that systems of risk assessment are in place to enable prompt identification and control of hazards.
- The Headteacher will ensure that all training needs are identified and that staff are trained to the appropriate standards;
- The Headteacher will ensure the maintenance of a file of notes which contain practical information and decisions which need recording for updates of this policy;
- The Headteacher will ensure that risk assessments are carried out as appropriate.

Risk Assessments

The Headteacher is responsible for the maintenance of risk assessment records pertaining to operational matters, and for ensuring that the FM company has the necessary Risk Assessments in place concerning the buildings and grounds for which they have responsibility (delegated to Health & Safety Officer).

All members of staff

- All employees will make themselves familiar with the Health and Safety policy and the procedures contained within it. They should take reasonable care of their own Health and Safety and that of any other persons who may be affected by their activities. Everyone should avoid actions that would put themselves or anyone else at risk.
- **Appendix two** contains a checklist of duties for all members of staff.

The Health and Safety Committee

- The Health and Safety Committee will consist of the School Health & Safety Officer, Governor responsible for Health and Safety, and FM Representative. It will meet at least once per term.
- Health and Safety will be an agenda item on every meeting of the Behaviour & Safety Committee. An report on Health and Safety will be submitted to each Committee Meeting – any matters considered relevant to be reported to the Full Governing Body meetings.

3. Working Arrangements

- **Accidents**

What to do when an accident occurs:

The following procedures are suggested, but may vary according to the severity of the accident and the circumstances:

- Time should be taken to assess the situation and emergency First Aid should be given only if you are fully confident of the correct procedure;
- Obtain assistance from another adult immediately;
- Do not leave the accident victim;
- Inform office/senior staff with accurate details and indicating the type of assistance the required (this may be a First Aider or the Emergency Services);
- As soon as possible after the emergency has passed, procedures for reporting and recording accidents should be followed.

- **Accident Reporting**

The system for reporting accidents is managed and reviewed by the Head, working with the designated First Aiders. **(see Appendix three)**

- **First Aid and Illness**

Arrangements for First Aid **(see Appendix six)** will include the following:

- The number of First Aiders;
- Training arrangements;
- The medical room and its provision (if applicable);
- First Aid boxes: their contents and location and procedures for checking them;
- Procedures for contacting a First Aider, contacting emergency services and parents, covering classes in an emergency;
- The location of lists containing emergency phone numbers;
- Rules on medication.

- **Illness**

Pupils: Teachers should assess the situation as to whether or not the pupil is capable of continuing the lesson / activity. If the illness is severe then follow the procedure for Accidents.

Staff: If you are taken ill and feel incapable of continuing with the lesson, obtain assistance from another member of staff.

- **Emergencies and Evacuation Procedures**

An emergency is considered to be anything that unexpectedly disrupts the normal running of the School such as the sounding of the fire alarm or the occurrence of an accident. Here we deal with other possible emergencies.

- **Serious Service/Structural Malfunction**

This covers gas leaks, bursts, electrical faults etc. You should assess the seriousness of the situation and remedy it, if possible, without involving unnecessary risk to you or to others. If necessary, evacuate the teaching area and send for assistance.

- **Intruders**

In the event of a disturbance caused by intruders, you should, after assessing the situation, take steps to defuse the situation, seek assistance from another member of staff, inform the office, and remember not to be a hero and risk the safety of either students or yourself.

- **Student Absconding From Lesson**

Remain with your class. Inform the office/senior member of staff.

- **Emergency Evacuation**

If for any reason, we are advised by the Authorities to evacuate the School, the procedure should be as is set out in the Fire Regulations. The procedures for the safe evacuation of the building will be made known to all users of the building and plans will be displayed at all appropriate locations.

- **Critical Incidents – see separate Policies file.**

- **Fire Precautions**

- The School and grounds are **no smoking environments**. This applies to all staff, students and contractors. Signs are displayed around school;
- Fire precaution documentation in place. **See Emergency Evacuation Handbook – Appendix Seven.**

- **Electrical Safety**

The following procedures are in place to ensure electrical safety:

- **Portable electrical equipment** is tested on an annual basis and the report received is acted upon immediately. The date of inspection is recorded in the Health and Safety log and the next inspection placed in the annual programme of maintenance;
- Rules on disposal of lamps will be made clear to all necessary personnel (FM responsibility).

- **Hazardous substances and materials**

- Only substances or materials that have been assessed in accordance with the COSHH regulations may be used in School;
- All substances or materials must be used in accordance with the hazard data sheets;
- Any hazardous substances that are unwanted or unused must be removed only by recognised disposal contractors.

- **Contractors in School**

All contractors who are due to carry out work on the School site are the responsibility of the Facilities Management Company who must ensure that the relevant documentation, checks and procedures are in place and adhered to.

- **Infection control**

A table giving guidance on exclusion from School for the more common or important infectious diseases is kept in the Health & Safety file. **Appendix Ten.**

- **Supervision of pupils**

All adults who work at the School should be aware of the arrangements for the safe supervision of pupils throughout the School day and when partaking in School activities. The current arrangements are set out as **Appendix Four.**

- **Security**

- It is the responsibility of the Headteacher in consultation with the Governing Body to ensure the security of the buildings and grounds;
- All visitors will wear a visitor's badge to aid identification and confirm that signing in has taken place. All visitors will read the school's evacuation procedures (displayed in reception) unless they are to be **constantly** accompanied by a member of staff who could lead in the event of an emergency. See visitors' policy **Appendix Eleven**;
- External security shutters have been fitted to the most vulnerable external doors and windows and these protect such areas when the School is unoccupied;
- Staff should take care not to leave their personal valuables unattended in any area of the School at any time and should ensure that School equipment such as computers, videos, televisions, cameras and audio equipment is locked away out of sight when not in use. A visual check of classrooms should be made at the end of the School day to ensure that valuable equipment has been cleared away. Money should always be kept secure and should always be placed in the school safe overnight. **Thieves will cause extensive damage breaking in to steal even small amounts of cash**;
- General security in the working day depends on all occupants of the building being vigilant and reporting to the office or a senior member of staff anything unusual, suspicious or causing concern. Serious breaches of security may require the emergency procedures contained in this policy to be used.

- **Smoking policy**

The School is a **no smoking environment**. All staff who work at the School are expected to refrain from smoking on the School site. Smoking Policy is attached as **Appendix Twelve.**

- **Out of School Activities** – Appointed Educational Visits Co-ordinators Andrea Radcliffe and Wendy Randall. See School's Educational Visits Policy – **Appendix Thirteen.**

- **Display Screen Equipment (DSE)**

The term Display Screen equipment (DSE) is used to describe not only the visual display unit (VDU) of a computer but also the other computer equipment and the workstation where it is used i.e. the desk, work surface, chair, input devices, software, printer and document holder. **See Appendix Fourteen.**

The duties under the *Display Screen Equipment Regulations 1992* requires the employer to assess the risks to the health and safety of its employees from the use of DSE.

- **Personal Protection Equipment (PPE)**

Personal protective equipment (PPE) is the generic name given to items of protective clothing and equipment used by individuals to control their exposure to hazards. Where it is not practicable to control exposure to hazards by any other means, the employer will provide employees with suitable PPE free of charge. The types of PPE required will be determined as part of the risk assessment process. All employees are responsible for using PPE as directed and for storing it correctly.

- **Manual Handling**

Manual handling is the name given to tasks involving lifting, putting down, carrying, pulling, pushing or moving that rely on bodily force. The employer recognises that such tasks have the potential to cause injuries. Where it is not possible to lift or move loads by mechanical means, tasks will be assessed, mechanical aids will be provided to reduce the amount of manual handling required and employees will be provided with training in safe lifting techniques. Manual handling risks will be assessed using the risk assessment checklist **(see Appendix Fifteen)**

- **Work Equipment**

For the purpose of this procedure work equipment includes plant, equipment and tools, whether owned by the school or obtained on loan or hire. The employer acknowledges and accepts its duties under the *Provision and Use of Work Equipment Regulations 1998 (PUWER)*. It will take all reasonably practicable steps to provide work equipment that will not put health and safety of any person at risk and that is suitable and properly adapted for the purpose for which it is provided.

All employees are responsible for using machines in accordance with the manufacturers' instruction. Any machine fitted with a guard to prevent contact with moving parts must not be operated with the guard removed or disabled. Machines must not be adjusted when the machine is running. Damaged equipment must not be used but must be removed to a place of safety, and the defect duly reported.

- **Use of Ladders**

Always select a ladder which is suitable for the work which is being performed. Examine it before use to ensure that it is free from defects, of good construction, sound material and of adequate strength of the job. Ladders should be fitted with non-slip feet.

Ladders should always be used when putting displays up of any kind. Staff should not stand on chairs or tables to put displays up.

- **Lone Working**

Lone working does occur on occasions, and as this may place individuals concerned at 'increased risk'. It is important that the issue is addressed within the risk assessment for the particular activity/task. In order to do this situation's need to be identified in advance so that assessments can be conducted and where necessary, appropriate measures put in place. Examples of lone working:

- School Staff: preparation, meetings, etc., outside 'normal' hours;
- Late meetings, weekend working.

See Appendix Sixteen – Lone working guidelines

Appendix One : Organisation chart for Health and Safety issues

Governor with responsibility for Health and Safety	-	Neil Openshaw
Headteacher (day to day operation)	-	Andrea Radcliffe
Designated Health and Safety Officer	-	Lorraine Chatburn

Designated First Aider with responsibility for medical provision - Alan Garlick/Rachel Fawcett

Other designated First Aiders: See First Aid File

Appendix Two: Checklist of duties for all staff

All members of staff should:

1. Take reasonable care of their own Health and Safety and that of any other person affected by their activities.
2. Co-operate to enable any statutory duty or requirement to be met.
3. Familiarise themselves with the Health and Safety aspects of their work and avoid conduct which would put them or anyone else at risk.
4. Be familiar with the Health and Safety policy and the particular aspects which affect their work.
5. Report any observed defects in the premises, plant, equipment and facilities and records kept.
6. Take an active interest in promoting Health and Safety and suggest ways of reducing risk.

Where machinery or equipment is used, staff should:

1. Check that it is adequately guarded.
2. Check that it is in safe working order.
3. Not make unauthorised or improper use of the equipment.
4. Use the correct tools or equipment for the job and adopt any appropriate protective or safety measures.
5. Ensure that hazardous substances are properly used, stored and labelled.

Appendix Three : Accident Reporting

1. All employees are required to report any accidents which occur at work.
2. An accident report form must be completed for all absences, which result in medical treatment or absence to staff, students or third parties. All accident report forms should be submitted to Tameside MBC as quickly as possible. We retain a copy of the form and the original is sent directly to the Diane Parsons within four working days. Copies of accident investigation reports, written statements that may have been made by the injured party or witnesses must be attached to the form. Records should be kept for seven years.
3. A separate form must be completed for each individual who suffers injury. For trivial/minor/non-consequential incidents where the individual involved does not require first aid or medical treatment and where there is no apparent injury e.g. bumps to head. Ensure the incident is recorded on either an individual index card or separate sheet.
4. **If the accident is likely to be reportable to the Health and Safety Executive it should be reported immediately to Tameside MBC.**
5. Staff, who have witnessed an accident should co-operate fully with the Head in supplying information to complete the form with special reference to Section 8. The form will be signed by the Head or Nominated Person.
6. All reasonable steps will be taken to identify the cause of the accident or dangerous occurrence and, wherever possible, remedial measures will be taken to prevent a recurrence.
7. Book to record minor accidents.
8. **Weapons, Violence and aggression**

All incidents of violence or aggression must be reported directly to Tameside MBC within four working days. If a result of a violent incident an accident occurs Tameside accident report form should be completed.

It is prohibited to bring any article which is made, can be adapted or can be used to cause injury or harm onto school premises. Any such prohibited item should be ceased and police advice taken.

Appendix Four : Supervision of students

The School day

1. Before

Breakfast club from 8.30am
Dining room open from 8.30am
Staff on duty from 8.30am

2. Morning Registration

Students with form tutors for registration 9.00-9.15am
Or in Assembly on assigned day each week 9.00-9.15am

3. Break supervision

Staff on duty in designated areas (see rota)

4. Lunchtime supervision

Staff on duty in designated areas (see rota)

5. Advice to Pupils on road safety

Through tutorials and assemblies

6. Message to parents/carers re parking – Health and Safety issues re parking etc

Letters from Headteacher
Signs around site

Appendix Five : Security arrangements

1. Facilities Management are responsible for opening the School in the morning.
2. Facilities Management are responsible for checking all doors and windows before setting the intruder alarm and locking the School.
3. **Visitors to the School**
All visitors to School are registered at reception and issued with a badge.
Contractors undertaking works are managed by Facilities Management.
4. **Contact with the police.** A record should be kept of all contacts with the police.

Appendix Six: Medical and First Aid arrangements

1. The designated First Aid staff in the school are identified in **Appendix One**.
The duties of First Aiders are as follows: -
 - give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at School
 - when necessary, ensure that an ambulance or other professional medical help is called.
 - ensure that the necessary documentation is completed as soon as possible after the event.

2. **First Aid boxes are located in the main school office.**

First Aiders are responsible for maintaining the list of contents for First Aid boxes and for monitoring the checking and maintenance of First Aid boxes.

3. The Office Manager (Wendy Randall) is responsible for maintaining records of training and ensuring that staff are booked on refresher courses as appropriate.
4. The Office Manager is responsible for checking and updating these lists.

List contents: -

Names, addresses, telephone numbers of emergency services, hospitals and local GPs

Names and location of First Aiders with internal telephone numbers

Procedure for contacting parents in the event of an accident or illness

5. **Medication – Document ‘Managing Medicines in Schools – document included in Appendix six.**

Appendix Seven: Emergency Evacuation Handbook

See separate hand book included as Appendix seven.

Appendix Eight : Health and Safety Committee

Chair
Health and Safety Governor
Business Manager
Asst Health & Safety Officer
FM Representative

Remit

Half termly meetings
Keep policy up to date
Check policy in operation
Spread Health and Safety awareness

Role of competent persons is to advise on Health and Safety needs / priorities / problems

Further Information on policies and guidance go to:-

TMBC website Education - support net <http://www.tamesideschoolssupport.net/>