



THE BEMROSE SCHOOL

HEALTH & SAFETY POLICY

MANAGER: M STRANGE

ADOPTED: JULY 2015

This document explains the responsibilities of the school's governing body with regard to the provisions of the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1992.

It identifies the roles and responsibilities, including those of the Headteacher, Supervisory Staff (Health and Safety co-ordinator, Learning Directors etc), teaching and support staff, those who use the building during lettings and contractors working on the site.

The Health and Safety Policy will be implemented through a strong management process in order that the governing can be assured that the relevant legislation, Health and Safety Executive's Approved Codes of Practice (ACOP) and guidance are incorporated into the school's operational procedures and ethos.

1.0 GENERAL

1.1 The aim of the governing body is, "To provide a safe and healthy working and learning environment for staff, students and visitors."

1.2 It believes that the prevention of accidents, injury or loss is essential to the efficient operation of the school and is an important part of the education of its students.

1.3 The governing body notes the provisions of the Health and Safety at Work Act 1974 (s.3(1)), which states that it is the duty of every employer to conduct his or her business in such a way as to ensure that, in so far as is reasonably practicable, all persons, including those who are not in their employment, but who may be affected by it, are not exposed to risks to their health and safety.

1.4 The governing body will take all reasonable steps to identify hazards and to minimum risk and will work with staff and students so that they appreciate that their safety and the safety of others depends on the conduct of each individual.

1.5 The arrangements outlined herein, together with Health & Safety provisions made by the governing body may not in themselves prevent accidents or ensure safe and

healthy working conditions. However, the governing body believes that, by raising awareness and encouraging staff to adopt good health and safety practices, each individual can help to safeguard everyone's personal health and safety.

2.0 THE DUTIES OF THE GOVERNING BODY

2.1 In the discharge of its duty the governing body, in consultation with the Headteacher, will:

- a) be familiar with the requirements of the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1992 together with ACOP and guidance relevant to the work of the school.
- b) create and monitor a management structure for the management of health and safety.
- c) periodically assess the effectiveness of this policy and the management structure.
- d) identify and evaluate hazards in the working environment.
- e) identify and implement risk control measures in order to minimising risk.
- f) communicate with staff and or their appointed representatives to highlight specific hazards, level of risk and to publicise risk control strategies.

2.2 In particular the governing body undertakes to provide, in so far as is reasonably practicable;

- a) safe and healthy working conditions and welfare facilities in accordance with all appropriate:
 - i. legislation and statutory requirements
 - ii. approved codes of practice (ACOP)
 - iii. HSE guidance whether statutory or advisory
- b) plant, equipment and systems of work which are safe in accordance with the Provision and Use of Work Equipment Regulations 1988 (PUREW)
- c) safe arrangements for the handling, storage and transport of materials and substances in line with the Control of Substances Hazardous to Health Regulations 2002 (COSHH)
- d) Information, Instruction, training and supervision to enable staff to perform their duties safely as stipulated in the Management of Health and Safety at Work Regulations 1992
- e) appropriate safety and protective equipment and clothing free of charge, together with any necessary guidance, instruction and supervision in accordance with the Personal Protective Equipment at Work Regulations 1992 (PPE)

2.3 In so far as is reasonably practicable the governing body, through the Headteacher, will make arrangements for all staff, including those who are temporary or voluntary to receive comprehensive information in respect of:

- a) this policy
- b) Specific hazards levels of risk and risk control measures
- c) other relevant health and safety matters including Fire and Emergency Policies
- d) instruction and training provided for employees so that they may carry out their duties safely.

3.0 THE DUTIES OF THE HEADTEACHER

3.1 The Headteacher has responsibility for the maintenance and development of a safe, healthy working and learning environment for all persons using the premises or engaged in activities sponsored by the school.

3.2 In particular, the Headteacher will:

- a) be aware of the requirements of the Health and Safety at Work, Act 1974, the Management of Health and Safety at Work Regulations 1992, other ACOP and guidance relevant to the operation school.
- b) in so far as is reasonably practical, ensure at all times safe working conditions for those persons using the school premises or taking part in school sponsored activities
- c) in so far as is reasonably practical, ensure safe working practices and procedures, with special reference to the PUWER and the provision and use of machinery and other apparatus provided by the school.
- d) develop a suitable and sufficient system of hazard identification and risk assessment.
- e) conduct periodic Health & Safety reviews and safety audits.
- f) consult with members of staff, including the safety representatives, on health and safety matters encourage staff, students and others to promote health and safety and to suggest ways and means of reducing risks.
- g) identify training needs and in so far as is reasonably practical, ensure that staff receive appropriate information, instruction, training and supervision in respect of health and safety matters.
- h) collate accident and incident information and carry out accident and incident investigations.

- i) monitor first aid and welfare provision.
- j) monitor and review the health and safety management structure.

4.0 **THE DUTIES OF SUPERVISORY STAFF**

4.1 All supervisory staff (e.g. heads of departments, co-ordinators, science and design and technology technicians) will be familiar with the requirements of the Health and Safety at Work Act 1974 and any other health and safety legislation ACOP and guidance which are specific to their area of responsibility.

4.2 In addition to the general duties (see 5.0), supervisory staff will be directly responsible to the Headteacher for the implementation and operation of the school's health and safety policy within their departments.

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

- a) safe working conditions exist within their department.
- b) regular safety inspections are made to identify hazard and assess risk.
- c) Risk control measure, safety rules and procedures are being applied effectively
- d) new employees undergo an induction into the department are given the appropriate information, instruction, training and supervision.
- e) machinery and equipment is in good working order in accordance with PUWER 1998.
- f) all reasonably practicable steps are taken to prevent the unauthorised or improper use of all plant, machinery and equipment.
- g) PPE, first aid and fire appliances are in good condition and easily accessible.
- h) hazardous substances are used, stored and labelled correctly in accordance with the COSHH 2002 regulations.
- i) signage conforms to the Health and Safety Signs Regulations 1996.
- j) health and safety concerns are reported to the school's Premises Manager.

5.0 THE DUTIES OF ALL MEMBERS OF STAFF

5.1 staff should make themselves aware of the requirements of the Health and Safety at Work Act 1974 together with any other legislation, ACOP or guidance are relevant to their work.

They should:

- a) 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.
- b) cooperate with their employer, in regard to any duties or requirements imposed on the employer or any other persons, by or under any of the relevant statutory provisions, in so far as is necessary to enable those duties or requirements to be performed or complied with.

5.2 In particular all members of staff will:

- a) be familiar with the safety policy as laid down by the governing body
- b) follow safety rules, procedures and guidance in respect of health and safety.
- c) visually check machinery and equipment is in good condition and good working order before use.
- d) not make unauthorised or improper use of plant, machinery and equipment.
- e) only use the correct equipment, tools.
- f) make appropriate use of protective equipment, safety devices and welfare facilities made available by the school.
- g) use, store and label hazardous substances correctly.
- h) report any defects on the premises, or its plant, equipment and facilities which they may observe.
- i) take an active interest in promoting health and safety and suggest ways of reducing risks.

6.0 HIRERS, CONTRACTORS AND OTHERS

6.1 When the premises are used for purposes not under the direction of the Headteacher then the principal person in charge of the activities for which the

premises are in use will have responsibility for safe practices as indicated in paragraph 3.0 of this document.

- 6.2 The Headteacher, school business manager or premises manager 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.
- 6.3 When the school premises or facilities are being used out of normal school hours for a school sponsored activity, 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 employ of the governing body, it will be a condition for 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:
 - a) introduce equipment for use on the school premises
 - b) alter fixed installations
 - c) remove fire and safety notices or equipment
 - d) take any action that may create hazards for persons using the premises or the staff or students 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 provisions of the Health and Safety at Work Act 1974 and must pay due regard to the safety of all persons using the premises in accordance with ss.3-4 of the Health and Safety at Work, Act 1974.
- 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 being at risk of injury.
- 6.7 The governing body draws the attention of all users of the school premises (including hirers and contractors) to s.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 in pursuance of any of the relevant provisions.

7.0 **STAFF CONSULTATIVE ARRANGEMENTS**

- 7.1 The governing body, through the Headteacher, has established a safety committee. Representatives on this committee are nominated by staff and may include safety representatives from trade unions or staff associations.

8.0 CODES OF PRACTICE AND SAFETY RULES

- 8.1 From time to time the Department for Education (DCSF), the Health and Safety Executive (HSE) or other regulatory bodies may issue codes of practice on particular topics for the guidance of Headteachers and those in control of educational premises. Such ACOP or guidance may be incorporated into the school's health and safety policy and procedures. However, if the Headteacher considers the inclusion of all or any such documents into this policy to be inappropriate he or she will be required to demonstrate to the satisfaction of the governing body that he or she has already introduced codes of practice and methods of working which achieve an equivalent or higher standard of health and safety.
- 8.2 In consultation with the governing body, taking into account the requirements of this statement, the safety committee will approve changes to the policy, procedures and or the management of health and safety following the publication of ACOP, guidance or equivalent measure as required by the Headteacher for the observation of health and safety in school.

9.0 RISK ASSESSMENT

- 9.1 The Headteacher will develop a suitable and sufficient system of hazard identification and risk assessment is in operation covering the premises, plant, equipment and all school-sponsored activities

10.0 EMERGENCY PLANS

- 10.1 The Headteacher will ensure that an emergency plan is in place in the event of a major incident. The plan will indicate actions to be taken in the event of a major incident so that, in so far as is reasonably practicable, everything is done to address the following priorities:
- a) preservation of life
 - b) prevention of injury
 - c) minimise loss
- 10.2 The plan will be agreed by the governing body and be regularly rehearsed by staff and students. The result of all such rehearsals will form part of the regular risk assessment process. The outcome will be reported to the governing body.

11.0 FIRST AID

- 11.1 The arrangements for first aid provision will be adequate to cope with all foreseeable major incidents.
- 11.2 The number of certificated first aiders and or appointed persons will not, at any time, be less than the number required by law.
- 11.4 Supplies of first aid material will be held at various locations throughout the school. These locations will be determined by the Headteacher. They will be prominently marked and all staff will be advised of their position.
- 11.5 Adequate and appropriate first aid provision will form part of the arrangements for all out-of-school activities.
- 11.6 A record will be made of each occasion any member of staff, students or other person receives first aid treatment either on the school premises or as part of a school-related activity.

12.0 REVIEW

- 12.1 The governing body will review this policy statement annually.

PERFORMANCE INDICATORS

1. The safety committee meets once each term
2. Accident reports are submitted to the Resources Committee
3. Constructors working on site will be given a copy of this policy