

MARYHILL HIGH SCHOOL



Health & Safety Policy

Drafted by:	Mr B Lench
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**Model Framework
for a School Health
and Safety Policy**



Staffordshire County Council

Model Framework for a School Health and Safety Policy

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Maryhill High School**Statement of General Policy on
Health, Safety and Welfare**

1. This policy statement supplements both the general statement of policy issued most recently by the Staffordshire County Council.
2. The school's Governing Body and Senior Leadership Team recognise and accept their responsibilities both under civil and criminal law and also under Staffordshire's scheme of delegation for local management of schools. As responsible employers and/or persons in control of premises, the requirement to provide a safe and healthy working environment for all employees is acknowledged.
3. The school is committed to ensuring that risk assessments are undertaken, control measures implemented and systems are constantly monitored and reviewed.
4. In compliance with the Health and Safety at Work etc. Act, this schools Governing Body will ensure so far as is reasonably practicable that:
 - 4.1 The premises are maintained in a safe condition.
 - 4.2 Safe access to and egress from the premises is maintained.
 - 4.3 All plant and equipment is safe to use.
 - 4.4 Appropriate safe systems of work exist and are maintained.
 - 4.5 Sufficient information, instruction, training and supervision is available and provided.
 - 4.6 Arrangements exist for the safe use, handling and storage of articles and substances at work.
 - 4.7 A healthy working environment is maintained including adequate welfare facilities.
5. In addition to the above commitment, the Governing Body also recognises its obligations to non-employees. Where it is reasonably foreseeable that trainees, members of the public, contractors, etc., are or may be affected by the school activities being carried on within the school boundary or otherwise, the Governing Body will make the necessary information, instruction, training

and supervision available to ensure the safety of those affected. As an education provider which must set standards by example for its students, this commitment is seen as especially important.

6. Within the financial restraints dictated by the County Council, the Governing Body will ensure through the Senior Leadership Team, that adequate resources are set aside from the total budget allocation for the policy statement to be properly implemented.
7. The Governing Body is committed to this policy and all staff are required to comply as a condition of employment. They are encouraged to assist in the Governing Body's commitment to the continuous improvement in our health and safety performance. For the policy to be effectively implemented the school must have the full co-operation of employees and others who use the premises. Employees are reminded of their own duties:
 - 7.1 To take care of their own safety and that of others and;
 - 7.2 to co-operate with the Governing Body and Senior Leadership Team so that they may carry out their own responsibilities successfully.
8. All relevant Regulations, Codes of Practice and Standards will be complied with as necessary.
9. Consultation with employee representatives will be held as and when appropriate on all matters affecting the health and/or safety of employees concerned.
10. A copy of this statement has been provided to every member of staff. Copies are also posted on staff notice-boards. This policy statement and the accompanying organisation and arrangements will be revised as and when necessary.
11. This policy statement together with the organisational structure and the following arrangements and procedures has been approved by the schools Governing Body.

Mr D Roberts **Chair of Governors**

Dr A Jones **Headteacher**

23 June 2008

23 June 2008

Maryhill High School

Organisation and Responsibilities for Health, Safety and Welfare

In order to ensure that health and safety issues are dealt with in accordance with our establishments' safety policy, the following organisational structure has been approved by the Governing Body. Duties and responsibilities have been assigned to Staff and Governors as laid out below.

1. Governing Body [Mr D Roberts chair]

The Governing Body will comply with any directions issued by the Children and Lifelong Learning Directorate concerning the health and safety of persons on school premises or taking part in school activities elsewhere. The Governing Body is responsible for health and safety matters at a local level. They accept that the delegation of funds from the Children and Lifelong Learning Directorate Department carries with it some power of control and hence increased accountability. Where the spending decisions are controlled by the Governing Body, they accept a share of the responsibility for the way in which health and safety issues are addressed. However, the Children and Lifelong Learning Directorate will be informed of any issue which has significant health and safety implications and which cannot be resolved satisfactorily without their involvement.

The Governors appreciate that they can only work within their allocation of the total education budget determined by County Council members and that they will only be accountable for deciding how the budget within their control is to be spent. The Governing Body has established arrangements for ensuring the requirements of this policy are properly implemented and that the policy remains effective and appropriate.

2. Headteacher [Dr A Jones]

Overall responsibility for the day to day management of health and safety in the school rests with the Headteacher. As manager of the establishment and of all the activities carried on within it, the Head will advise Governors of the areas of health and safety concern which may need to be addressed by the allocation of funds. Matters requiring particular consideration by the Headteacher will include:

- 2.1 Ensuring that there is an adequate system in place for the undertaking of risk assessment in compliance with the requirements of the Management Regulations 1999,
- 2.2 Ensuring that there is a management system for monitoring the effectiveness of health and safety arrangements, which form part of this policy
- 2.3 Adequate staffing levels for safe supervision;
- 2.4 Oversee all arrangements for educational visits and school journeys.

- 2.5 The delegated responsibility for maintenance of the premises;
- 2.5 The purchase of equipment to meet appropriate safety standards;
- 2.6 The repair, maintenance and testing of school equipment;
- 2.7 The provision of appropriate protective clothing where necessary;
- 2.8 The purchase and maintenance of first aid materials and fire fighting appliances;
- 2.9 The funding of necessary safety training for staff;
- 2.10 The arrangements for securing health and safety assistance from a competent source;
- 2.11 The appointment of a premises manager (the Sites and Buildings Supervisor);
- 2.12 The provision of appropriate health and safety information to governors.

The Headteacher may choose to delegate to other members of staff any or all of the duties associated with the above matters. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Headteacher from the overall day to day responsibilities for health and safety within the establishment.

2. Deputy Headteacher [Mrs F Hewardine]

The Headteacher will delegate to the Deputy Headteacher all matters that are linked with the overall responsibilities of the Head in his absence and specifically those issues that affect teaching and learning see 4.15 below.

3. Sites and Buildings Supervisor [Mr B Lench]

The Headteacher will delegate to the Sites and Buildings Supervisor, the majority of the duties that are linked with the overall responsibilities of the Head. More specifically the postholder will:

- 3.1 Ensure that risks assessments are undertaken throughout the establishment and that control measures are implemented, and that these assessments are monitored and reviewed.
- 3.2 Periodically review this policy document, amend as necessary and circulate any changes to appropriate staff;
- 3.3 Ensure that the correct procedure is followed for the reporting, recording, investigation and follow-up of accidents on the premises;
- 3.4 Formulate and review the arrangements for action to be taken in an emergency and ensure that all involved are informed of the arrangements;
- 3.5 Arrange for termly evacuation drills and weekly fire alarm tests etc.
- 3.6 Advise the Property and Estates Division (or other appropriate body (e.g. Joint Property Unit) of any defect in the state of repair of the building or its surrounds which is identified as being unsafe, record in local asset management plan and take whatever local action is necessary to minimise the risk until repairs can be arranged;
- 3.7 Arrange for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe;
- 3.8 Co-ordinate the annual health and safety checklist, ensuring all areas of the establishment and all activities are covered;

- 3.9 Report to the Headteacher any situation which is unsafe or hazardous to health and which cannot be remedied from within the resources available;
- 3.10 Liaise with and monitor as far as is reasonably practicable, the activities of contractors (including catering, cleaning and grounds staff) visitors and others on the site to ensure that any risks to the health and safety of staff and others are kept to a minimum;
- 3.11 Ensure that all heads of department are kept informed of the names and details of those persons appointed to provide competent health and safety assistance;
- 3.12 Take appropriate action when necessary to prevent injury to others on the site who might otherwise be exposed to unnecessary dangers, e.g. erect barriers around opened manholes etc.;
- 3.13 Ensure that other site supervisory staff are adequately supervised;
- 3.14 Identify any particular health and safety training needs of supervisory staff in the group.
- 3.15 Ensure that staff within the group are not involved in activities outside their limitations;
- 3.16 Ensure that any personal protective equipment issued to staff is suitable for the task and that training is provided in the correct use of the equipment.
- 3.17 Ensure that all staff work in accordance with safe working practices issued by the school, the LEA etc.

4. Subject Leaders

All Subject Leaders are responsible to the Headteacher (via the Sites and Buildings Supervisor) for ensuring the application of this policy to all activities undertaken by their department. They will also have responsibilities for ensuring that all relevant parts of the Authority's statement are observed and implemented by all subordinate members of staff in their respective departments. In particular, staff holding such positions of responsibility will:

- 4.1 ensure that risks assessments are undertaken within their sections and that control measures are implemented, and that assessments are monitored and reviewed.
- 4.2 ensure that appropriate safe working rules and procedures exist within the department and that these are brought to the attention of everyone concerned;
- 4.3 ensure that all accidents (including near misses) occurring within their department are promptly reported and recorded using the appropriate forms etc.;
- 4.4 ensure that all accidents are investigated with a view to preventing a recurrence;
- 4.5 ensure that all staff within the department are aware of their specific roles in case of fire and/or emergency;
- 4.6 remove from use and inform the Sites and Buildings Supervisor of any equipment/appliance which has been identified as being unsafe and which is in need of repair;
- 4.7 ensure that adequate levels of class supervision are available at all times;
- 4.8 carry out (in conjunction with other members of staff) the annual health and safety checklist within their areas of responsibility and provide a report to the

- Sites and Buildings Supervisor;
- 4.9 maintain or have access to an up to date library of relevant published health and safety guidance from sources including the Children and Lifelong Learning Directorate , CLEAPSS, DfES, BAALPE etc., and ensure that all subordinate staff are aware of and make use of such guidance including that available in electronic format;
 - 4.10 identify specific staff health and safety training needs and inform the Sites and Building Supervisor via the annual checklist or, if more urgent, the Assistant Headteacher (CPD) accordingly;
 - 4.11 consult with all staff on any matters which may affect their health or safety whilst at work;
 - 4.12 carry out departmental induction training including any specific information and training that may be necessary because of activities which are peculiar to the department;
 - 4.14 ensure that levels of first aid provision remain adequate for the activities being undertaken;
 - 4.15 resolve health and safety problems referred by members of staff within their department. Any problems that cannot be satisfactorily solved within the department must be referred to the Deputy Headteacher;
 - 4.16 ensure (via subordinate staff) that all students are given the necessary health and safety information and instruction prior to commencing practical activities which may involve some risk;
 - 4.17 ensure that good standards of housekeeping are maintained;
 - 4.18 consult the Authority's Health and Safety Adviser or other appropriate officer when additional assistance becomes necessary.

5. Teaching Staff [Including supply]

Teaching staff are responsible for the health and safety of all students under their control whilst involved in organised work activities both on site e.g. classrooms, laboratories, workshops etc., and off site e.g. school trips. Class teachers shall:

- 5.1 ensure effective supervision by only permitting practical work to be carried out by students after carrying out a risk assessment. The class size, the abilities of the students involved, the activities to be undertaken etc. will all need to be considered;
- 5.2 be aware of the schools health and safety policy and any local rules and arrangements which may apply specifically to the department concerned;
- 5.3 ensure that safety instruction is given to all students prior to commencing practical sessions;
- 5.4 know the location of the nearest fire fighting equipment and first aid box, and know the emergency procedures in respect of fire/first aid/bomb scare etc.;
- 5.5 ensure that students follow school/departmental safety rules and that protective equipment is worn where appropriate;
- 5.6 ensure that all personal protective equipment is suitable and in good condition prior to issue;
- 5.7 ensure safety devices e.g. machinery guards are in good condition and are used;
- 5.8 report any defective equipment to the Subject Leader;
- 5.9 investigate all accidents (in conjunction with Subject Leader) which occur through activities organised/supervised by the Department;

- 5.10 propose for consideration by their Subject Leader any improvements which they consider would improve health or safety standards within the department;
- 5.11 ensure that an agreed adequate level of supervision is available and that appropriate health and safety arrangements exist prior to taking school parties off site on educational visits.

6. All Employees [including temporary & volunteers]

All employees have general health and safety responsibilities both under criminal and civil law. Staff must be aware that they are obliged to take care of their own safety and health whilst at work along with that of others who may be affected by their actions.

Employees must also co-operate with the governing body and senior management of the school so that they may fulfil any legal requirements placed on them as employers and/or persons in control of premises. All employees are required:

- 6.1 to participate in the risk assessment process and comply with findings;
- 6.2 to report all defects in the condition of the premises or equipment to which they become aware;
- 6.3 to report all accidents according to the procedures included in Part 3 of this document;
- 6.4 be familiar with the procedure to be followed in the event of a fire or other serious emergency (see Part 3);
- 6.5 to make use of all necessary personal protective equipment provided for safety or health reasons;
- 6.6 to, where necessary, make use of all control measures made available to them, e.g. fume cupboards etc.;
- 6.7 follow all relevant codes of safe working practice and local rules;
- 6.8 report any unsafe working practices to the Subject Leader or Sites and Buildings Supervisor.

7. Students [This section should be drawn to attention of all students]

All students must be encouraged to follow all safe working practices and observe all school safety rules. All students will:

- 7.1 follow all instructions issued by any member of staff in the case of an emergency;
- 7.2 ensure that they do not intentionally or recklessly interfere with equipment provided for safety purposes e.g. fire extinguishers etc.
- 7.3 inform any member of staff of any situation which may affect their safety.

8. Staff Safety Representatives

Health and safety at work law provides for the appointment of trade union appointed safety representatives from amongst the employees. Where the governing body is notified in writing of such an appointment, the safety representative shall have the

following functions:

- 8.1 to investigate potential hazards and to examine the causes of accidents in the workplace;
- 8.2 to investigate complaints by any employee he represents relating to that employees health and safety or welfare at work;
- 8.3 to make representations to the Headteacher via the Sites and Buildings Supervisor on general matters affecting the health, safety and welfare of employees;
- 8.4 to carry out workplace health, safety and welfare inspections;
- 8.5 to attend any safety committee meetings;
- 8.6 to co-operate with his employers in promoting health and safety at work.

None of the above functions given to a safety representative impose any legal duty or liability whatsoever on that person. A safety representative is in no way obliged to carry out any or all of the above functions.

Names of Trade Union appointed Safety Representatives

Name	Union	Area Covered
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9. Health and Safety Committee

The governors' Finance and School Development Committee will also have Health and Safety as part of its remit.

The Sites and Buildings Supervisor will submit an annual report to the Committee Governing Body for their consideration. This will normally be in the Summer Term, following the annual audit. As a minimum, the report will contain a summary of accident and ill health statistics for the current year and will suggest health and safety targets and priorities for the forthcoming year.

Maryhill High School

**Arrangements & Procedures for
Health, Safety and Welfare**

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:

- 1. Accident Reporting, Recording & Investigation**
[Who should be notified, who reports to the LEA, how details are to be recorded, who undertakes investigation]
- 2. Asbestos**
[Name of Premises Manager responsible for Asbestos Record System Manual, location of manual, arrangements to ensure contractors and others such as site supervisors etc. have sight of manual prior to starting any work on the premises, instruction to staff not to drill or affix anything to walls without first obtaining approval from premises manager/checking manual, how staff should report damage to asbestos materials]
- 3. Contractors**
[How contractors are selected, arrangements induction of contractors to exchange health and safety information and agree safe working arrangements, risk assessments, frequency of liaison meetings, name of person responsible for monitoring contractors working methods, how staff should report concerns and who to, liaising with contract supervisor in Property & Estates]
- 4. Curriculum Safety [including out of school learning activity/study support]**
[Requirements for teaching staff to undertake suitable (written) risk assessments prior to commencing hazardous activities, specification of staff qualification requirements to teach certain activities, refer to any health and safety publications adopted by the school which staff must be familiar with e.g. "Safety in PE"]
- 5. Drugs & Medications**
[Parental requests for medicines to be administered, special staff training requirements, storage arrangements, recording administration, the schools policy should be repeated in school prospectus]
- 6. Electrical Equipment [fixed & portable]**
[Frequency of visual inspections by users, and through examination by competent person, who maintains the record of inspection, any limitations on bringing personal items to school. Who undertakes examination of fixed installation, how to report defective equipment]

- 7. Fire Precautions & Procedures [and other emergencies incl. bomb threats]**
[Who responsible for undertaking & reviewing fire risk assessment, frequency and arrangement of drills, procedures to be followed, staff with special responsibilities e.g. fire marshal etc, assembly points, maintenance of fire exits /escape routes, maintenance of fire extinguishers, staff training, calling the fire service, testing the fire alarm, emergency lighting etc.]
- 8. First Aid**
[Names and locations of trained appointed first aid staff, location of first aid boxes and who is responsible for checking & restocking, who summons ambulance, who accompanies children to hospital, cover in the event of absence, training & retraining of first aiders.]
- 9. Glass & Glazing**
[All glass in doors, side panels to be safety glass, all replacement glass to be of safety standard, assessment of premises to establish whether there are areas which are unsuitable for use by children due to glass being of low standard]
- 10. Hazardous Substances**
[Rules on selection and use of substances, hazard data sheets, risk assessments, staff training in safe use, selection & use of protective equipment, storage arrangements, staff health surveillance, use of mechanical controls, name of RPS (high schools only), name of Radiation Protection Adviser (C&LL)]
- 11. Health and Safety Advice**
[Details of arrangements the school has made to obtain competent health and safety advice, e.g. Health & Safety Team, Children and Lifelong Learning Directorate, Staffordshire County Council, tel: 01785-278855, Occupational Health Unit, etc.]
- 12. Housekeeping, cleaning & waste disposal**
[Arrangements to ensure premises are kept clean, to minimise accumulation of rubbish, arrangements for wet floor cleaning to minimise risks of slips, means of disposing of glass and other sharp objects, arrangements for snow shifting, security/location of external waste bins]
- 13. Handling & Lifting**
[Arrangements for identification of all activities involving lifting/handling, risk assessments to identify precautions to minimise manual handling tasks, staff training in manual handling, school guidelines for specific tasks, use of lifting aids, staff suggestions for improvement]
- 14. Jewellery [This should be repeated in school prospectus]**
[Policy on students wearing earrings and other jewellery, instructions to students,]

- 15. Lettings/shared use of premises**
[Restrictions on use of equipment, staffing requirements, first aid provision, fire and emergency arrangements, standard operating procedures, agreeing responsibilities at school fetes and other fund raising events, emergency lighting, public entertainment license]
- 16. Lone Working**
[Safe working practices/rules for staff who work alone, contact arrangements, risk assessment]
- 17. Maintenance / Inspection of Equipment**
[Details of what equipment requires periodic inspection, examination, testing. List types of equipment e.g. ladders and steps, fume cupboards, other extraction systems, PE equipment, D&T machines, lifts & lifting equipment, pressure cookers, autoclaves, fire alarm and smoke detection, emergency lighting, fire extinguishers, panic alarms etc, type of check required and frequency, who undertakes the checks and what records must be kept.]
- 18. Monitoring the Policy**
[Who carries out bi-annual H&S checklist, other checks or workplace inspections to monitor implementation of policy by staff, monitoring accident reports/trends, complaints]
- 19. Personal Protective Equipment (PPE)**
[Selection of equipment which is suitable, arrangements for periodic checking and maintenance of equipment, ensuring proper use, supervision, PPE to be provided free of charge where risk assessment determines to be necessary]
- 20. Reporting Defects**
[Who hazards should be reported to, interim measures to be taken pending rectification, who arranges remedial works.]
- 21. Risk Assessments**
[Who is responsible for ensuring RA's are undertaken, arrangements for undertaking special RA's (such as for staff who are pregnant or who have health problems), arrangements for periodic review of RA's]
- 22. School Trips/ Off-Site Activities**
[Requirements when planning school trip, who to obtain approval from, when to notify C&LL, emergency arrangements, parental authorisation, supervision requirements, first aid provision, name of school visits co-ordinator]
- 23. School Transport**
[Driver medical examinations, license requirements, authorised drivers, name of person responsible for undertaking checks on minibuses, student supervision arrangements]
- 24. Smoking**
[Locations staff are permitted to smoke]

- 25. Staff Consultation**
[Frequency of h & s committee meetings, terms of reference, how staff can raise issues of concern and make suggestions for health and safety improvements]
- 26. Staff Health & Safety Training and Development**
[How new staff are briefed about H&S arrangements and by whom, establishing minimum health and safety competencies for certain activities, (e.g. use of haz substances, work at height, use of VDU's) and certain roles (e.g. premises manager, safety co-ordinator, head of department, site supervisor etc)]
- 27. Staff Well-being / Stress**
[School and county arrangements in place for supporting staff]
- 28. Supervision** *[including out of school learning activity/study support]*
[Supervision requirements for students during curriculum time (e.g. students must not be left unattended) and all other times when in care of school, agreed ratios for school trips, requirements for criminal conviction clearance]
- 29. Swimming Pool Operating Procedures**
[Operating procedures to include minimum supervision standards, how to summon assistance in emergency, what to do if problem identified with pool water quality, supervision in changing areas, max numbers of swimmers, conditions of hire to outside organisations, first aid provision, training plant operators]
- 30. Use of VDU's / Display Screens**
[Training requirements for staff who make significant use of VDU's, how to report defects in workstation, how to report health concerns and who to, advice on maximum time to be spent on VDU without break, arrangements for eyesight testing]
- 31. Vehicles on Site**
[Rules for the management of vehicles on site, restriction on vehicle movement at certain times, segregation of large vehicles from pedestrian areas, restrictions on reversing vehicles, special arrangements for deliveries]
- 32. Violence to Staff / School Security**
[Specify rules for maintaining site security (e.g. keeping doors shut, controlling visitor access, signing in arrangements, identifying staff who are at greater risk of injury, special training requirements, requirement for all staff to report all incidents of verbal & physical violence)]
- 33. Working at Height**
[Restrictions on staff using steps and ladders, training required, rules on using access equipment, arrangements for inspecting and recording checks on access equipment, restrictions on use by students, contractors etc.]

34. Work Experience

[Arrangements for assessing potential work placements, training requirements for work experience co-ordinators, arrangements for induction and supervision of students on work placement within own establishment,]

