



# THE CORBET SCHOOL

## Health & Safety Policy

### Associated Policies

**Review Period:- Annual**

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**Policy Manager:- SBM**

**Approval Authority:- F & P**



# THE CORBET SCHOOL

## **HEALTH AND SAFETY POLICY**

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# HEALTH AND SAFETY POLICY

## Part 1 - General Statement of Policy

The Health and Safety at Work Act 1974 encompasses all work situations and involves all of us, staff and pupils alike.

Each person has a duty to others on site to maintain a working environment that is, so far as is reasonably practicable, free from hazards and risk of injury to persons employed or to others who may be affected by the work activities.

Where it is not reasonably practicable to provide a hazard free environment, it is the employer's responsibility to provide adequate protection, advice, information and training to help combat particular hazards.

It is with this in mind that this Health and Safety Policy is produced. The policy also operates, where appropriate, for groups planning or undertaking trips outside the school itself. Its contents are reviewed regularly by The Health & Safety Committee, The Senior Management Team, and authorised by the Governing Body.

## Aims

The School Governors and Headteacher recognise their responsibility to provide a safe and healthy environment for all employees, pupils, visitors, contractors at the premises and those affected by the school's activities elsewhere. Within the ethos of self-regulation the Governors and Headteacher will, so far as is reasonably practicable, ensure a safe place of work and a safe system of work.

In carrying out the above policy effectively the School Governors and Headteacher will:

1. seek the co-operation, through consultation and involvement, of all employees with a view to implementing the requirements of the Health and Safety at Work Act 1974, and associated legislation;
2. maintain all places of work, including the means of access and egress from such places, in a safe condition and ensure that work equipment and systems of work are maintained to be safe and without risks to health;
3. provide and maintain facilities and arrangements for the welfare of employees and pupils, including adequate provision for first-aid treatment;
4. ensure safety and the absence of risks to health and to the general environment in connection with the use, handling, storage, transport and disposal of articles and substances, and to provide appropriate personal protective equipment where necessary;
5. bring to the attention of all regular and temporary employees, pupils, visitors and contractors, at the school premises, sites and undertakings, their responsibilities with regards to their own safety and the safety of others who may be affected by their acts or omissions. This will involve the provision of such information, instruction, training and supervision as is necessary;

6. identify, eliminate, or reduce by controls, hazards which exist at the place of work through workstation and work activity risk assessment, and bring such hazards to the attention of employees and others who may be affected. This will include the formulation and where necessary, practise of effective procedures for use in the event of serious risk or imminent danger.

In addition to assist in the proper implementation of this policy they will:

1. keep abreast of legislation by ensuring adequate and appropriate advice through persons competent in health and safety matters and provide the necessary resources to ensure effective safety management. This will include monitoring health and safety performance on a regular basis with regards to places of work, work activities and, where necessary, contractor activities as well as keeping records;
2. encourage the full involvement and co-operation of all staff and pupils in ensuring the safety of themselves, their colleagues and others. To assist in this the school will fully co-operate with safety representatives appointed by recognised Trade Unions and will provide them where necessary with sufficient facilities to carry out their duties. The school may also convene a safety committee, should this prove necessary;
3. bring this policy statement and relevant health and safety arrangements not only to the attention of all employees, but other persons affected by the school's activities. The policy statement, organisation and arrangements will be reviewed and amended as often as necessary.
4. Direct all staff to refer to the guidance, advice and resources on the Health & Safety Executive web-site: [www.hse.gov.uk/guidance](http://www.hse.gov.uk/guidance)

## **Part 2 - Organisation – Nominated Personnel & Responsibilities**

### **The School Governors**

1. will be responsible in conjunction with the Headteacher to ensure the formulation, reviewing and subsequent amendment of the Health and Safety Policy Statement, and organisation, responsibilities, procedures and arrangements;
2. will ensure that the Health and Safety Policy is translated into effective action at all levels within the school;
3. will ensure that Health and Safety Legislation, Codes of Practice and Guidance together with school rules are implemented and that staff and pupils are operating safe working practices;
4. will ensure that health and safety is given an appropriate profile in school.
5. will make adequate financial provision for carrying the Policy into effect;
6. will cause the effectiveness of the Policy and the safety performance of the school to be monitored;
7. will cause the Health and Safety Policy to be amended whenever necessary;
8. will promote an interest in, and enthusiasm for health and safety matters throughout the school.

### **The Headteacher**

1. will ensure that the Health and Safety Policy is implemented and will liaise with the Governors to ensure full compliance with its requirements;
2. will appoint persons as listed in the organisation so as to deal with the day to day issues on health, safety and welfare. This will include the specific appointment of a Health and Safety Officer who will oversee day to day issues on health, safety and welfare, and ensure that adequate professional advice is available to meet the needs of the Health and Safety Policy. This person will be the School Business Manager; ex officio;
3. will periodically review the Health and Safety Policy and draft amendments to it whenever necessary;
4. will ensure the monitoring of the safety performance of the school and take such steps as may be necessary to improve the performance;
5. will ensure that all employees have access to appropriate health and safety training in order for them to undertake their work activity safely;
6. will ensure that a suitable and sufficient assessment of the risks to the health and safety of all persons on the school premises are carried out;
7. will promote an interest in, and enthusiasm for health and safety throughout the school;
8. will provide ongoing recommendations on health and safety to the Governing Body;
9. will be responsible for dealing with visits from the Health and Safety Executive Inspectorate. Inspectors do not have to make an appointment to visit and inspect the premises and have extensive powers under Section 20 of the Health and Safety at Work Act. The day to day liaison with the HSE will be delegated to the Health and Safety Officer but the HSE will talk to the Headteacher on overall policy matters.
10. The Headteacher and Health and Safety Officer will be responsible for reviewing and where necessary, recommending amendments to the F & P Committee.

### **The Deputy Head**

1. will represent the Headteacher on all health and safety duties and arrangements in times of absence;

### **The School Business Manager (School Health and Safety Officer)**

1. will assume the day to day responsibilities of the Headteacher for health and safety issues and will be assisted in the discharge of these duties by the Assistant Business Manager and the Site Supervisor.
2. will create a positive approach to accident prevention and the health and safety of staff, pupils and others on the school premises;
3. will ensure that staff are familiar with those parts of the Health and Safety Policy which affect them or the activities in which they are engaged;
4. will arrange for all levels of staff to receive, where necessary, adequate and appropriate training and information in health and safety matters;
5. will identify health and safety repairs and put into operation, as necessary, emergency work required to ensure the health and safety of staff, pupils and others;
6. will carry out investigations and periodically inspect the premises and activities in order to determine whether the law is being complied with and whether the highest standards of health, safety and welfare, which it is reasonably practicable to attain, are being achieved;
7. will maintain plans, schedules and other data relating to the maintenance and building alterations as they affect health and safety issues;
8. will liaise with outside bodies on matters of health and safety relating to electricity, gas, water supplies, waste disposal, safe access of pedestrians and vehicles, building regulations and planning;
9. will ensure that all external hirers/users of school premises/equipment are aware of health and safety issues which might affect them, and in particular, arrangements for the use of the hall/gym for the purpose of the theatre/entertainment.
10. will ensure that all contractors on the school premises are aware of the school environment and appropriate Health and Safety Policies and practices;
11. will ensure that they are conversant with current legislation affecting the health, safety and welfare of staff, pupils and others;
12. will advise the Headteacher of all matters requiring attention;
13. will liaise with outside Safety Advisers (Central Safety Officer), Enforcement Authorities (Health and Safety Executive and Environmental Health Officers etc), the Fire Prevention Officer etc;
14. will liaise with the Headteacher and Union Safety Representatives;
15. will co-ordinate the activities of other persons with health and safety responsibilities.

### **Heads of Department**

1. will ensure that staff under his/her immediate control are aware of those parts of the Health and Safety Policy which affect them or the activities in which they are engaged, and are familiar with the Department Risk Register.
2. will arrange for all levels of staff under his/her immediate control to receive, where necessary, adequate and appropriate training and information in health and safety matters;
3. will initiate and maintain positive measures to raise the level of safety performance within the department;
4. will ensure that all are conversant with current legislation affecting the health, safety and welfare of staff, pupils and others;
5. will advise the Headteacher or SBM of all matters requiring attention;
6. will liaise, on health and safety matters, with LEA subject advisers and safety officers.

### **Teaching Staff**

1. will, notwithstanding their individual functions, take reasonable care of their own health and safety and that of the pupils and others who may be affected by what they do;

2. will co-operate with school management on matters of health and safety and will not interfere with or misuse anything provided in the interest of health and safety;
3. will take special care in matters of health and safety if they teach in laboratories, workshops or other potentially hazardous areas and be aware of specific guidelines contained in LEA technical papers, and in specialist publications from bodies such as the CLEAPPS, DATA, the Assoc. of Science Education and BAALPE;
4. will report all accidents, dangerous occurrences and potentially dangerous practices and situations to Management or the Health and Safety Officer as appropriate.

### **Support Staff**

1. will, notwithstanding their individual functions, take reasonable care of their own health and safety and that of the pupils and others who may be affected by what they do;
2. will co-operate with school management on matters of health and safety and will not interfere with or misuse anything provided in the interest of health and safety;
3. will report all accidents, dangerous occurrences and potentially dangerous practices and situations to Management or the Health and Safety Officer as appropriate.

### **School Receptionist**

1. will ensure that visitors to the school are aware of any health and safety matters that may affect them at the time they sign in.

### **The Union Health and Safety Representative**

1. each TUC affiliated union has the right to appoint a Health and Safety Representative, but multi-union representation by one person is encouraged;
2. acts on behalf of union members only (not non-union members);
3. the Governing Body must be notified of the appointment by the union concerned;
4. the representative should keep themselves informed of legal requirements concerning the school and Health and Safety Policy. She/he will be provided with a copy of any health and safety information sent directly to the Headteacher/Health and Safety Officer and be permitted to attend relevant training courses;
5. any injury, potential hazard, dangerous occurrence or complaint from union members will be investigated by the representative, provided the school's reporting procedure has been followed;
6. a union representative is permitted to make inspections of the school, at intervals of not less than one term (unless circumstances have changed or an accident has occurred that results in three days absence);
7. the Headteacher or the Health and Safety Officer has the right to accompany the union representative/s during inspections, and they may take this opportunity to complete their own surveys.

### **Part 3 – Responsibilities of the School Health & Safety Committee**

The school has instigated a Health & Safety Committee to ensure a consistent approach across all areas of school. The school recognises that it should have a safety committee, which would meet to discuss issues when necessary and as a minimum will meet on an annual basis.

#### **Terms of Reference**

1. The study of accidents and notifiable disease statistics and trends, so that reports can be made to management on unsafe and unhealthy conditions and practices, together with recommendations for corrective action;
2. Examination of safety audit reports on a similar basis;
3. Consideration of reports and factual information provided by inspectors of the enforcing authority appointed under the Health and Safety Act;
4. Consideration of reports which safety representatives may wish to submit;
5. Assistance in the development of safety rules and safe systems of work;
6. A watch on the effectiveness of the safety content of employee training;
7. A watch on the adequacy of safety and health communication and publicity in the workplace;
8. The provision of a link with the appropriate enforcing authority.

**Membership** - The Committee shall consist of at least 5 members comprising representatives from the Governing Body and staff.

**Reporting** - The Committee will report on all matters in its remit to the Head Teacher & The Finance & Premises Committee of the Governing Body.

**Quorum** - A Quorum shall consist of 3 members including at least one of The Head Teacher or the Health & Safety Officer.

**Records** - It is the responsibility of the Chairman to ensure that meetings are documented.

**Policy Approval** – Formal adoption of the policy and annual reviews will need to be approved by the Finance & Premises Committee.



## Part 4 – Procedures & Arrangements

1. The Headteacher has overall responsibility for implementing the policy and for securing the health, safety and welfare of all personnel employed by the school. He will ensure that all persons know and understand their duties under health and safety legislation, both within the school and in planning and undertaking trips outside the school itself.
2. The Health and Safety Officer is appointed to co-ordinate this policy. They are responsible for co-ordinating, monitoring and ensuring compliance with the Health and Safety Policy and for bringing to the attention of the Headteacher any aspect of health and safety requiring a decision to ensure compliance with the requirements of health and safety legislation. They will undertake, on behalf of the Headteacher, a major review of health and safety matters annually, and undertake a site inspections each term.
3. The school reminds its staff and pupils of their own duties under the Health and Safety at Work Act. All staff and pupils have a duty to take reasonable care for their own safety and that of others that may be affected by what they do. Further, they must co-operate with the school in Health and Safety matters and enable the school to carry out its duties under the act.
4. Whole School Risk Assessments will be held by the SBM and Trip Risk Assessments will be held by the School Trips Adviser. Each Head of Department or Manager will hold Risk assessments for their department which must be documented and updated at least annually. The Head of Department / Manager will make staff aware of the risks appropriate to their role.
5. All COSHH information leaflets will be held by the relevant Department Head or Manager. Science, Design & Technology, & Premises all have COSHH stores
6. The administration of First Aid is undertaken by volunteers. The Health & Safety Committee will review the level of qualified first aid staff annually to ensure the school maintains an appropriate level of support.
7. All first aid treatment will be entered into the First Aid log book which is held at the school reception.
8. The Accident, Violence & Near Miss Report register is held by the Assistant School Business Manager. Report forms are available from the School Office. The ASBM reviews all forms before submission to the Health & Safety Executive. The Health & Safety Committee will review reports at least annually.
9. The Catering Manager of Shire Services is responsible for Health & Safety in the Kitchen are as part of the Service Level Agreement. In addition to the H & S agenda the school is keen to promote professional catering standards and in this respect will always aim to achieve a positive Hygiene rating of Good or above (4 or 5 on a 5 point scale).
10. The school will provide training to assist in the achievement of safe and healthy working conditions.

11. The school will identify and, so far as is reasonably practical, eliminate or control hazards and conditions which present a risk to the health and safety of staff and pupils and others affected directly by the school's operations.
12. Dangerous incidents will be investigated, and steps taken to prevent their recurrence.
13. All serious incidents, accidents, fires, enforcement notices and cases of industrial disease will be notified to the Headteacher via the School Safety Officer
14. The school provides first aid, medical and welfare facilities, and will arrange for testing and evaluating airborne contaminants and noise as necessary.
15. Any incidents involving violent, abusive or threatening behaviour by any person including pupils, parents, colleagues, members of the general public towards an employee should be reported to the Headteacher and/or School Safety Officer
16. Any incidents involving Drugs will be reported using the procedures laid down in the Drugs Policy and by using the reporting form.
17. Before new substances, plant and equipment are taken into use, all reasonable steps will be taken to minimise risks to health and safety. This will include consultation with the manufacturer or supplier and ensuring that the manufacturer's instructions are carried out.
18. Whenever the situation demands it, the school will, in the interests of safety, provide protective clothing and/or equipment. When the work situation requires the use of such equipment, staff have a duty to use the equipment provided. All protective clothing will meet the required standards.
19. Pupils will wear official school uniform, and abide by the behaviour and appearance rules which are designed to minimise the level of risk they experience as they move around the school and operate in their working environment.
20. Steps will be taken to ensure that the external and internal environment is not unreasonably affected by the school's work activities.
21. The school will, so far as is reasonably practicable, ensure that all contractors employed on school premises are competent and that they are aware of the school's safety policy and procedures.
22. Monitoring of such contractors will be carried out by the School Safety Officer / Site Supervisor to ensure that they perform in a safe manner and that risks to school staff and pupils or any other persons likely to be affected by their activities are reduced to a minimum that is practicable.
23. Where appropriate the SBM will liaise with the Health and Safety Executive, Fire Authorities, Local Authorities and with other advisory agencies.