

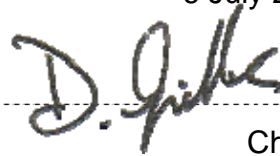
HELLEDON HIGH SCHOOL

HEALTH AND SAFETY POLICY

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Signed: _____



Chair of Governors

Statement of Intent

The Governing Body regards the promotion of Health & Safety at work to be of the utmost importance for all personnel who attend as students, work in and visit Hellesdon High School. It is School policy to ensure that every reasonable step be taken to prevent injury and ill-health to personnel by protecting individuals from hazards at work. This also includes students and visitors to the School whether it is for pursuance of their employment or other activities. This is approached by:-

- assessing and controlling risk as part of the day-to-day management of School activities
- providing and maintaining safe, healthy and secure working conditions, training and instruction so that personnel are able to perform their various tasks safely and efficiently
- ensuring that a constant awareness with regard to Health & Safety at work is maintained in respect of all activities within the School and during out-of-school activities
- periodic review of the Health & Safety Policy as School activities and the associated risks change

All personnel employed within the School have a legal obligation to co-operate in the operation of this Policy by not interfering with or misusing equipment that has been provided in the interests of Health & Safety.

All employees within the School have a corresponding obligation to co-operate and comply with this Policy so far as is reasonably practicable by:-

- complying with Health & Safety procedures, whether written or brought to their attention by other means for their own protection, protection of those under their supervision and others who may be affected by their actions, inactions or omissions
- reporting (to the Safety Officer) any incident that has led, or could have led, to damage or injury
- assisting in any investigation with regard to accidents, dangerous occurrences or near-misses

In line with the Health & Safety organisation set out in Part 2 of this Policy, it is the responsibility of all line managers to ensure compliance with Health & Safety arrangements within their Areas of responsibility. From time to time, Health & Safety arrangements are adopted for the control of risk and reflect the procedures that are to be followed within the School.

Part 2 - Health & Safety Organisation

2.1 Objectives

The objectives of the Hellesdon High School Health & Safety Policy are to:-

- promote high standards of safety, health and welfare in compliance with the Health & Safety at Work Act 1974, other statutory instruments and approved codes of practice
- ensure that places and methods of work are safe and healthy through the arrangements set out in Part 3 and others that are adopted from time to time as appropriate to changing circumstances
- protect personnel, whether they be employees, students, members of the general public visiting the School, or contractors and their employees, from any foreseeable hazards
- ensure adequate training, instruction, supervision and information is given to all employees in order that they may work in safety insofar as is reasonable and practicable
- ensure a safe and healthy working environment for all personnel and that there are sufficient facilities and arrangements for their welfare
- ensure that awareness with regard to all aspects of Health & Safety are fostered by all personnel
- ensure personnel are aware of their responsibility to take any steps necessary in order that the safety and health of both themselves and others may be safeguarded, and to co-operate in all aspects with regard to Health & Safety
- ensure that full and effective consultation on all matters is encouraged

2.2 Responsibilities

Responsibilities of individuals within the School are:-

- **The Governing Body.** The ultimate responsibility for all aspects of Health & Safety at work within Hellesdon High School rests with the Governing Body through the safety organisation.
- **Head Teacher.** The Head Teacher is responsible for the effective communication and implementation of the Health & Safety Policy and for encouraging staff, through regular monitoring, to implement Health & Safety arrangements throughout the school.
- **Safety Officer.** The nominated Safety Officer is adviser to the Head Teacher on health, safety and welfare within Hellesdon High School. The Safety Officer is also to advise all personnel in meeting their individual responsibilities with regard to Health & Safety at work.
- **Line Managers.** All Heads of Department or Area, are responsible for ensuring that the day-to-day requirements regarding Health & Safety at work are met within their Areas of concern. Where any new process or operation or substance is introduced into the Area of their responsibility, they are to liaise with the Safety Officer so that the associated risks are assessed and any precautions deemed necessary are communicated and implemented.

- **Teachers.** The responsibility of applying safety procedures on a day-to-day basis rests with all teachers. All accidents will be reported by them in accordance with current procedures in order that the cause of any accident can be identified and remedial action taken as appropriate. Teachers are to ensure that all new members of staff and students under their control are instructed in their own individual responsibility with regard to the Health & Safety at Work Act 1974, and any other current legislation, and that they frequently make inspections of their Area(s) of responsibility, taking prompt remedial action where necessary.
- **Employees and Students** Employees and students have a legal responsibility to ensure that they act with all reasonable care with regard to the health and safety of themselves, other members of the School, contractors, and members of the public. They are required to co-operate with supervisors, line managers, Safety Representatives and the Safety Officer, and to adhere to Health & Safety guidance given in helping to maintain standards of Health & Safety within the School.
- **Safety Representatives** It is the responsibility of Safety Representatives to make such proposals as they see fit with regard to methods of achieving improvements in Health & Safety aspects in their Area(s) of responsibility. Heads of Department are to nominate Safety Representatives to represent their Area(s) of responsibility.
- **Health & Safety Committee** The Health & Safety Committee as a whole, or through individual members, is to monitor Health & Safety performance and recommend any action necessary should this performance appear or prove to be unsatisfactory.
- **Contractors.** It is the responsibility of contractors and their employees to read and comply with the School Health & Safety Policy.

2.3 Risk Assessments

Responsibility for assessing and controlling risks rests with all personnel within the School. General risk assessments for specialist areas will be performed by the Head of Department in consultation with the Health and Safety Committee. Risk assessment and training shall be performed in consultation with the Health and Safety Committee. See also the School's Risk Assessment Policy.

2.4 Health & Safety Committee

This Committee is to comprise:-

- Safety Officer
- Department or Area representatives
- Trade Union representatives
- Nominated Governor
- Chair

2.5 The Health & Safety Committee will meet as deemed necessary, but not fewer than 4 times annually.

2.6 Terms of reference of the Health & Safety Committee

Under Section 2(7) of the Health & Safety at Work Act 1974, the Health & Safety Committee has the function, in consultation with the staff and students it represents, of keeping under review the measures taken to ensure the health and safety at work of the employees and students.

Specific functions will include:-

- the study of accident and notifiable disease statistics and trends so that reports can be made to the Chair of Governors on unsafe and unhealthy conditions and practices, together with recommendations for corrective action
- examination of safety audit reports on a similar basis
- consideration of reports and factual information provided by inspectors of the enforcing authority
- consideration of reports that Safety Representatives may submit
- assistance in risk assessment and the development of School Health & Safety procedures and safe systems of work
- monitoring the effectiveness of Health & Safety procedures and safe systems of work
- monitoring the effectiveness of the Health & Safety content of employee training
- monitoring the adequacy of Health & Safety communication and publicity in the School

Part 3 – Health & Safety Arrangements

Introduction

The Health & Safety arrangements set out below are for the information, guidance and compliance of all personnel in Hellesdon High School. Health & Safety are integral parts of management. They are key considerations that should underpin and facilitate educational and financial activity. Under the Health & Safety at Work Act 1974 and common law, employers and employees must look after children in their care. In carrying out their normal functions, it is the duty of all Heads of Department or Area to do everything possible to prevent injury to individuals. This will be achieved so far as is reasonably practicable by adoption of arrangements and procedures developed out of risk assessment for control of risk. These can be summarised as:

- providing and maintaining safe equipment and safe systems of work
- making arrangements to ensure the safe use, handling, storage and transport of materials, drugs, substances and other articles
- providing the necessary information, instruction, training and supervision to ensure all personnel are aware of their responsibilities for safety
- providing safe places of work with safe access to and exit from them
- providing a safe and healthy working environment
- providing a system for rapidly identifying and remedying hazards
- where hazardous conditions cannot be eliminated, providing suitable protective clothing and equipment

More specific arrangements are set out below and will be amended from time to time as necessary to address new risks. All personnel have a statutory duty to co-operate in fulfilling the objectives of the Governing Body and a personal responsibility to take reasonable care to ensure that their actions or inactions do not cause injury to themselves or others. Employees are required to observe special rules and safe methods that apply to their own work and to report hazards discovered by them to their Head of Department or Area. No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety.

Specific arrangements for Health & Safety

3.1 Accident reporting

Any accident or injury is to be reported to the Safety Officer by the person or persons involved in the accident, or by the Head of Department or Area, and entered in the accident report book (either the student accident book or the staff accident book). Accident books are held in the main School reception. The Safety Officer is to ensure that the Chair of Governors is informed of all accidents of a serious nature and any dangerous occurrences, and where applicable follow the requirements of current legislation (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995).

3.2 Accident investigation

- all significant accidents or incidents and near-miss situations that are considered to be dangerous are to be reported to the Head of Department or Area. They in turn are to report the incidence to the Safety Officer.
- the Safety Officer is to carry out an immediate investigation into the incident in order to identify the cause of the accident and measures taken to prevent a recurrence. The findings will be documented and included in the Head Teacher's report to Governors.
- investigations such as these are essential in order that accidents, damage to equipment and property, and losses are kept to a minimum.
- the Chair of the Health & Safety Committee is responsible for the co-ordination of such investigations.
- all contractors must ensure that accidents involving their personnel are reported to the Safety Officer of the School, as well as their own reporting chain.
- the Health and Safety Committee will review accident/incident/near miss statistics to ensure corrective and preventative actions have been identified and implemented

3.3 Reporting procedures

Any practice or condition that is likely to have an adverse effect on the health and safety of personnel, or damage to equipment or property, is to be reported to Heads of Department or Area. Such reports and any corrective actions implemented are to be recorded.

3.4 Out-of-school visits and activities

All personnel who arrange or actively participate in School visits or out-of-school activities must follow the procedures outlined in the separate document held in each Department or Area entitled 'Procedure for School visits and out-of-school activities'. Recording and risk assessment will be processed via the EVOLVE computer software and assessed by the Educational Visits Coordinator (EVC).

3.5 Safe working procedures

Heads of Department or Area must ensure that safe working procedures are developed through:

- assessing the tasks
- identifying the hazards
- defining a safe method
- implementing the system
- monitoring and review of the system

- Safe working procedures shall take into account the physical and mental capabilities of the person likely to undertake the activity, including any special limitations, restrictions or training that may need to be applied or undertaken.
- Once developed, safe working procedures must be communicated and implemented to protect all personnel working within their Area(s) of responsibility from dangers to their health and safety. They are also to familiarise themselves with laid-down procedures and ensure that personnel under their control are fully conversant with these procedures.
- A separate policy and procedure to cover lone working will be developed and implemented to ensure the safety of staff and students working out of hours or in physically isolated localities.

3.6 Defective tools and equipment

- all defects found in hand tools, power tools or any other equipment must be reported immediately to the Head of Department or Area, who in turn will apprise the Safety Officer of the details.
- the equipment concerned is to be withdrawn from service, clearly marked with a red tag/label and isolated in an area where it cannot be reissued for further use until repair has been effected.

3.7 Means of access

- when using access equipment, such as ladders, crawling boards, etc, the correct equipment is to be used for the job to be undertaken. Stepladders should always be supported by an assistant.
- correct routes of access shall be used. Short cuts shall not be taken as they can result in serious accidents.

3.8 Machinery

All Heads of Department or Area, teachers and supervisors controlling the use of machinery must be familiar and comply with the following legislation.

- Lifting Plant and Equipment (Records of Test and Examination, etc) Regulations 1992
- Provision and Use of Work Equipment Regulations 1992
- Health & Safety (Safety Signs and Signals) Regulations 1996
- Electrical Equipment (Safety) Regulations 1994

3.9 Good housekeeping

Tidiness, cleanliness and efficiency are essential factors in the promotion of Health & Safety. Accidents can be prevented by following the guidelines listed below.

- keep corridors and passageways unobstructed.
- ensure shelves in storerooms are stacked neatly and not overloaded.
- keep floors clean.
- do not obstruct emergency exits.

3.10 Electrical equipment

- The school is part of a Norfolk County Council, five year rolling programme to bring all schools up to the latest regulations.

- All portable appliances will be tested every year, in line with current Norfolk County Council guidelines.
- Only authorised and fully qualified personnel are to install, repair or attempt to repair electrical equipment.
- If electrical equipment becomes faulty or is suspected of being faulty whilst in use, it is to be isolated from the source of supply, withdrawn from service, clearly marked with a red tag/label, and secured so that it cannot be used until repair has been affected.

3.11 Use of harmful substances

- when using harmful substances, whether they be material or chemical substances, all personnel must ensure that adequate precautions are taken to prevent injury to health.
- no new materials or chemical substances are to be brought into use unless an assessment using the Control of Substances Hazardous to Health Regulations 1994 has been carried out and clearance given for use by the Safety Officer. The user Department is to be in possession of a safety data sheet.
- work involving lead or asbestos is not to be carried out under any circumstances without reference in the first instance to the Safety Officer and the asbestos register.
- the school will abide by all relevant regulations.

3.12 Skin infections and hand care

- to reduce the risk of dermatitis, oil acne or skin cancer, unnecessary skin contact with oils and chemicals shall be avoided. Appropriate gloves and protective clothing shall be provided and worn where necessary.
- barrier creams shall be provided for use before commencing work. These provide a barrier between the skin and harmful chemicals, oils and dirt.
- oily or chemically soiled rags shall not be placed in pockets.
- clothing shall be changed if it has become contaminated with chemicals, flammable liquids or oils.

3.13 Smoking

Smoking is not permitted on the School site.

3.14 Emergency services

- Fire, Police or Ambulance services can be contacted by dialling 9/999 and asking for the service required.
- There is a qualified first aider on call within the School administration during working hours.

3.15 Noise

Where noise cannot be controlled at source, all personnel are to wear ear protection in areas where high noise factors exist. These areas are to be designated with the approved warning signs.

3.16 Fire prevention

- fire orders are available for all personnel to read in their Department or Area. They cover all aspects of fire prevention.
- a notice, 'Action to be taken in the event of a fire' is posted in all buildings at fire points and each classroom has a printed notice clearly identifying the evacuation route and assembly area to be used.

- personnel are responsible for knowing the location of fire points and fire exits. They should also know the location of the assembly point in the event of a fire.
- the most important part of fire control is prevention. It is with this in mind that all personnel are to be conversant with the fire potential of materials and substances that they use, and should exercise maximum care in their use, especially those marked 'flammable'.
- fire evacuation procedures, fire prevention training and fire alarm testing are to be carried out in accordance with current legislation and the School's Emergency Evacuation Policy.

3.17 Visitors

- it is the duty of all personnel within the School to ensure the health and safety of all visitors to the School.
- visitors should not be allowed to enter work areas unaccompanied and, where protective clothing is issued for a specific area or task, the same level of protection is to be afforded to any visitor proceeding to that area.

3.18 Contractors

Contractors working within the School are required to comply with the working rules as issued by this School. Any breach of these rules is to be reported to the Safety Officer. Any member of staff requiring work done by a contractor should liaise with the Premises Manager, to make sure all necessary paperwork and Health & Safety requirements are in order.

3.19 Use of vehicles

Only those persons authorised and in possession of the appropriate licence/permit are to drive vehicles on School business. All drivers are expected to act responsibly while using vehicles on the School site, abide by signage and adhere to marked routes.

3.20 Legionellosis

The primary aim is to prevent the build-up of the Legionella pneumophilla organism in water systems and to prevent inhalation of infected water droplets. All statutory testing shall be carried out by a suitably qualified contractor/company. Control measures are as follows.-

- all showers are to be turned on and left running for 5 minutes weekly.
- all showers are to be cleaned monthly, or after more than one week's non-use, to prevent slime, corrosion and scale build-up. This will involve dismantling the showerheads to clean and disinfect inside the spray nozzle.
- water temperature is to be below 20 degrees C (cold) or above 55 degrees C (hot) and this is to be checked monthly.
- records are to be maintained of all cleaning and temperature checks carried out.
- water storage tanks are to be covered.
- records are to be maintained of any maintenance, water treatments or disinfection.
- swimming pool water is to be maintained/checked daily, and records kept, any defects are to be reported to the Premises Manager, who will decide if the pool is to be closed until the water is satisfactory.

3.21 Manual handling of loads

Personnel are not to lift, drag, push or carry heavy or awkward loads unless training has been undertaken and risk assessments carried out. Health & Safety information and advice are available on all aspects of health, safety and welfare through the Safety Officer.

3.22 Staff Wellbeing

There is a staff wellbeing committee who meet regularly, where the work life balance is reviewed.

3.23 Statutory Testing

All statutory testing is carried out by suitably qualified contractors in a timely manner as required by the regulations.

3.24 Pregnancy Risk Assessment

Where a member of staff notifies the School that she is pregnant, the line manager (Head of Department or member of Leadership Team) shall ensure that a suitable risk assessment is carried out, documented and reviewed throughout the term of the pregnancy.

Where it is determined that a student is pregnant, the Head Teacher shall ensure that a suitable risk assessment has been carried out and documented by an appropriate member of staff (see Safeguarding Policy), and is reviewed throughout the term of the pregnancy.

Additional arrangements will be appended as they are developed out of risk assessments carried out in accordance with this Policy