North Chadderton School

Health and Safety Policy 2016/17

NORTH CHADDERTON SCHOOL

HEALTH & SAFETY POLICY

Section 1: Health & Safety Policy Statement

Health & Safety at Work Act 1974.

Our statement of general policy is:

- to provide adequate control of the health and safety risks arising from our work activities;
- to consult with our employees on matters affecting their health and safety;
- to provide and maintain safe plant and equipment;
- to ensure safe handling and use of substances;
- to provide information, instruction and supervision for employees;
- to ensure all employees are competent to do their tasks and to give them adequate training.
- to prevent accidents and cases of work-related ill health;
- to make arrangements within the school for the reporting of all accidents/incidents ;
- to maintain safe and healthy working conditions; and
- to review and revise this policy as necessary at regular intervals.

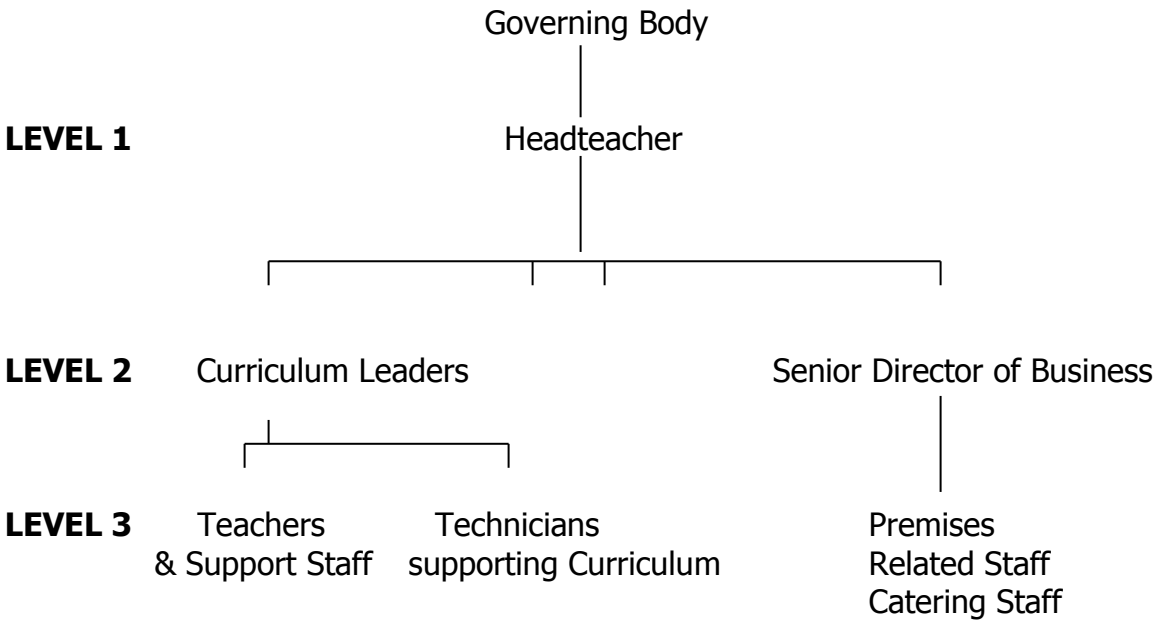
Section 2: Responsibilities

Overall and ultimate responsibility for health and safety in North Chadderton is that of the Governing Body

Day-to-day responsibility for ensuring this policy is put into practice is delegated to the Headteacher and Senior Director of Business and HR

To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:

Employee responsibilities:



All employees must:

- co-operate with supervisors and managers on health and safety matters;
- not interfere with anything provided to safeguard their own health and safety;
- take reasonable care of their own health and safety; and
- report all health and safety concerns to an appropriate person (as detailed in this policy statement).

Allocation of functions:

Level 1

- take day-to-day responsibility for all health and safety matters in the school;
- liaise with Governors on policy issues;
- ensure that problems in implementing the health and safety policy are reported to the Governing Body; and
- review and update policy as appropriate.

Level 2

- draw up Service procedures and review annually;
- arrange for staff to be given adequate information, instruction and training;
- check procedures are being followed in the department; and
- act on reports from Level 3 within agreed timescale and report problems to Level 1.

Level 3

- check classroom/work area is safe;
- check equipment is safe to use before using;
- ensure safe procedures are followed; and
- report any problems/defects to Level 2.

In addition, union appointed safety representatives are entitled to investigate any accident/incident occurring, any potential hazard reported and to carry out safety inspections at a rate of one inspection per quarter.

Section 3: Arrangements

3.1 Health & Safety Risks Arising From our Work Activity

- Risk assessments will be undertaken by Curriculum Leaders, Senior Progress Leaders, SLT, Premises related staff and Curriculum Support Technicians.

- The findings of the risk assessments will be reported to the Headteacher or Senior Director of Business and HR
- Action required to remove/control risks will be approved by the Headteacher and the Governing Body and they will be responsible for ensuring the action required is implemented.

  The Headteacher or Senior Director of Business and HR will check that the implemented actions have removed/reduced risks.

- Assessments will be reviewed every year or when the work activity changes, whichever is soonest.

3.2 Consultation with Employees

- Consultation with all employees is via the school briefing system, Department meetings and a standing item on the six weekly meeting the Professional Associations

3.3 Safe Plant & Equipment

- Appropriate Curriculum Leaders and premises related staff will be responsible for identifying all equipment/plant needing maintenance.

- The Senior Director of Business and Director of Finance will be responsible for ensuring effective maintenance procedures are drawn up.

- The Director of Finance will be responsible for ensuring that all identified maintenance is carried out.

- Any problems found with plant/equipment should be reported to:

  For Curriculum Equipment: Curriculum Leaders in the first instance.

  For Premises/Office Related Equipment: to the appropriate line-manager.

- No unauthorised electrical equipment is to be used on school premises.

- Where appropriate, residual current devices should be used with all electrical equipment.

3.4 Safe Handling & Use of Substances

- Curriculum Leaders and the Premises Manager will be responsible for identifying all substances that require COSHH (Control of Substances Hazardous to Health) assessments.

- Chemicals required for teaching, as set out in the National Curriculum, will be used in accordance with guidance and hazard cards produced by CLEAPSS Schools Science Service.

  Curriculum Leaders will be responsible for ensuring that all relevant employees are informed about the COSHH assessments.

  Curriculum Leaders will check that new substances can be used safely before they are purchased, by providing the Health & Safety Section with details of the proposed product.

- Assessments will be reviewed every 2 years, or when the work activity changes or the constituents of the product change, whichever is the sooner.

3.5 Information, Instruction & Supervision

- The Health & Safety Law poster is displayed in the Main reception
- Health & Safety advice is available from:

  Julie Wood
  Green Ash Solutions

- Supervision of young workers/trainees will be arranged/undertaken/monitored by the Senior Director of Business and HR or Line Manager as appropriate.

- The Headteacher is responsible for ensuring that our employees working at locations under the control of other employers, are given relevant health & safety information.

3.6 Competency for Tasks & Training

- Induction training will be provided for all employees

- Job specific training will be provided by the appropriate professional organisation, and internal & external agencies as appropriate.

- Specific jobs requiring special training are: Premises related staff, Technicians supporting curriculum areas and teachers of practical subjects.

- Training records are maintained.

- Training will be identified, arranged and monitored in accordance with the performance management scheme for teaching staff and the development review scheme for support staff.

3.7 Accident, Fist aid & Work Related Ill Health

- The names of first aiders and/or appointed persons are displayed on the VLE

- The first aid boxes are kept in Reception , Science preparation rooms, Design Technology , Conduct Manager Office , Safeguarding Office, Cathedral Suite, PE office

- A list of the names of pupils who have specific medical requirements e.g. asthmatics, epileptics, are kept on the school's information system.

- Children, who are asthmatic, are required to keep a spare inhaler at the school and this is kept in a locked cupboard. Each inhaler will be labelled with the child's name. The key to the cupboard is kept by the office staff to ensure that the inhalers can be accessed in an emergency.

- The school must have written parental consent before any form of medication can be administered.

- Medication may only be administered if it is in an emergency situation, if it is critical to life and if the Head has prior knowledge about the child's medical condition.

- Staff administering medication in an emergency e.g. inhaler, **must** be fully trained to do so.

- All major accidents/ incidents (including violence at work) and cases of work-related ill health are to be recorded

- All accidents/incidents will also be recorded on the report forms which are located on the VLE

- The Headteacher is responsible for reporting accidents, diseases and dangerous occurrences to the Health & Safety Executive.

3.8 Monitoring

- To check our working conditions and ensure our safe working practices and policies are being followed, we will:

  Carry out spot-check visits termly.

  Conduct workplace inspections annually with the school trade union Health and Safety representative.

  Conduct health and safety audits annually.

- The appropriate line manager is responsible for investigating accidents.

- The Senior Director of Business and HR is responsible for investigating work-related causes of sickness absences.

- The Headteacher is responsible for acting on investigation findings to prevent a recurrence.

3.9 Emergency Procedures – Fire & Evacuation

- The Headteacher is responsible for ensuring the fire risk assessment is undertaken and implemented.
- Escape routes and exits are checked by premises related staff on a daily basis.
- Fire extinguishers are maintained and checked by an external provider once each year.
- Alarms are tested by premises related staff weekly.
- Emergency evacuation/fire drills will be carried out termly.
- Records will be kept by the Headteachers PA

3.10 Visitors

All visitors will be managed in accordance with the Visitor Policy

- Any person visiting the premises is requested to make an appointment prior to the visit.
- On entering the premises, visitors must go to the reception and sign in the visitors' book.
- All visitors will be issued with a badge which is to worn for the duration of the visit.
- On departure, visitors must sign out in the visitors' book.

3.11 Contractors & Safety

- All contractors are required to attend a pre-start meeting with the Senior Director of Business or Premises Manager and any other relevant personnel e.g. Health & Safety Officer, in order for health and safety rules/information etc. to be communicated.
- All contractors are required to sign in and wear a visitor's badge
- Contractors equipment must not be left unattended.
- Contractors activities must not present a hazard to others in the vicinity of the work. The Senior Director of Business and premises related staff are responsible for monitoring contractors activities whilst on site.
- All contractors are required to complete a permit to work

3.12 Educational Visits/Extra-Curricular Activities

- The Headteacher is responsible for ensuring that the Education and Cultural Services Service policy is followed. This policy adopts the guidance set out in the Department

for Education and Skills (DfES) document entitled "Health & Safety of Pupils on Educational Visits".

- All educational visits must be authorised by the Headteacher in advance.

- The Headteacher or Service Manager will ensure that all appropriate information relating to the trip e.g. arrival/departure times, clothing requirements, contact numbers etc. is communicated to the parents of the children.

- Adult supervision will be in accordance with the recommended ratios.

- Advice relating to educational visits can be obtained from Gillian Hindle, Senior Director of Business and HR.

- Parental consent is to be sought and given in writing, where parental helpers are used.

- Non-employed helpers are to be vetted and approved in accordance with legislation

- The Headteacher is responsible for ensuring that all vehicles used for the purpose of transporting children to and from specified destinations contain appropriate seat belts, are properly taxed, insured and have valid M.O.T. certificates.

3.13 Movement of Vehicles

- Staff and visitors should park their vehicles in the designated car park.
- A speed restriction of 5 m.p.h. is in place within the school grounds.

3.14 School Security

Refer also to arrangements for "visitors".

- Security of the school is maintained by:

    - Perimeter fencing
    - CCTV
    - Signposting
    - Security lighting
    - Recording of visitors and contractors on site
    - All staff and sixth formers wearing security badges

3.15 Occupational Health Services & Stress

- Occupational Health Services are purchased through a service level agreement with Peninsula Business Services

- Any individual suffering from work-related stress should follow the guidance set out in the policy adopted by the Governors

- If a manger suspects that an individual may be suffering from stress, he/she should follow the guidance set out in the appropriate policy.