

# Policy on School Health and Safety

SWALE ACADEMIES TRUST

DIRECTORS

## Swale Academies Trust

### Policy on School Health and Safety

This policy has been prepared in accordance with the Health and Safety at Work Etc. Act 1974 and other current legislation. The aim of the policy is to ensure that all practicable steps are taken to secure the health, safety and welfare to all persons using or visiting the school/college, or engaged in off-site activities.

#### 1. Policy Statement

1.1 To establish and maintain in so far as is reasonably practicable:

- i. an environment which is safe and without risk to health;
- ii. safe working procedures (based on a risk assessment approach) among staff and pupils/students;
- iii. safe and healthy arrangements for the handling, storage and transport of articles and substances;
- iv. safe means of access to and exit from the school.

1.2 To ensure, so far as is reasonably practicable, the provision of information, instruction, training, and supervision as appropriate to enable all staff and pupils/students to avoid hazards and contribute positively to their own health and safety and that of those affected by their acts or omissions.

1.3 To teach safety, where appropriate, as part of the curriculum.

1.4 To set out, review and ensure compliance with procedures for use in case of an accident

1.5 To provide and maintain in compliance with the provisions of The Workplace (Health, Safety and Welfare) regulations 1992 especially noticing Sections 20 – 23 (NB 21.2.c states so far as practicable) suitable and sufficient welfare facilities for staff, pupils and students.

1.6 To provide an effective system of reporting and recording accidents, dangerous occurrences and potential hazards to health and safety.

1.7 Set out method statements for activities not of a trivial nature that have an impact on health and safety.

## 2. Organisation and Arrangements for Health and Safety

### 2.1 The Governing Body

The ultimate responsibility for ensuring a safe and healthy environment within the school/college rests with the Governing Body.

The Governing Body shall ensure the reporting to the Local Authority and the Health and Safety Executive as directed by statute, any threat to the health and safety of employees and users of the school.

### 2.2 The Head of School

The Head of School has overall responsibility for the application of this policy. The head of School shall:

- i. take appropriate action immediately any hazard is reported to him/her and stop any perceived threat to personal safety;
- ii. make recommendations to the governing body for additions to or improvements to plant, tools, equipment, machinery, etc. which are dangerous or potentially so;
- iii. report on safety and welfare matters to the governing body.
- iv. shall put in place a system for reporting, on a without blame culture, any near misses and implement actions to learn from these and implement actions to prevent recurrences.

## 2.3 The Health and Safety Co-ordinator

The Health and Safety Co-ordinator has responsibilities delegated by the Head of School to:

- i. be the focal point for day-to-day references on safety and give advice or indicate sources of advice;
- ii. co-ordinate the implementation of safety procedures;
- iii. maintain contact with outside agencies able to offer expert advice;
- iv. carry out regular inspections of the school and check working practices in it;
- v. ensure that accidents and hazards are recorded, reported as appropriate to the Health and Safety Co-ordinator and that appropriate remedial action is taken;
  
- vi. Review annually:
  - a. Provisions of first aid (May)
  - b. Emergency regulations (September)
  - c. Safety procedures (September)
- vii. Review biennially risk assessment procedures, with the assistance of Subject Leaders and other employees, as necessary.

## 2.4 The Site Manager

The Site Manager has responsibilities delegated by the Head of School to ensure that:

- i. at all times the school/college site is safe, without hazards to cause injury or present a risk to health;
- ii. any recommendations made by the Fire Officer are promptly actioned.
- iii. external waste bins are at all times chained and padlocked to a brick wall away from any building.
- iv. boiler rooms, electrical intake rooms and switchgear rooms are kept clear of combustible items and that they are swept clean at regular intervals.
- v. the area around the sump pump is clear of litter and that the pump is started weekly.
- vi. all fire exit doors are checked weekly in order to confirm that they are in working order and not blocked.

vii. to ensure all relevant electrical equipment shall be inspected and tested in accordance with the Electricity at Work Regulations as amended or replaced.

Issues of health and safety must be dealt with as a priority and the Site Manager should maintain close liaison with the Health and Safety Co-ordinator. At all times the safety of all site users must be paramount and repairs

## 2.5 Obligations of all Employees

The Health and Safety at Work Etc. Act 1974 states:

*"It shall be the duty of every employee while at work:*

*i. To take reasonable care for the health and safety of him/herself and any other persons who may be affected by his/her acts or omissions at work, and*

*ii. As regards any duty or requirement imposed on his/her employer or any other person by or under any of the relevant statutory provisions, to co-operate with him/her so far as it is necessary to enable that duty or requirement to be performed or complied with."*

also that;

*"No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions."*

In order that the law be observed and responsibilities to pupils/students and other visitors to the school/college are carried out, all employees are expected:

- i. to know the special safety measures and arrangements to be adopted in their own working area and to ensure they are applied;
- ii. to observe standards of dress consistent with safety and hygiene;
- iii. to exercise good standards of housekeeping and cleanliness;
- iv. to know and apply the emergency procedures in respect of fire and first-aid;
- v. to use and not wilfully misuse, neglect or interfere with things provided for their own safety and the safety of others;
- vi. to co-operate with other employees in promoting improved safety measures in their school/college as appropriate;
- vii. to co-operate with the appointed safety representatives of the school/college and the enforcement officer of the Health and Safety Executive or the Public Health Authority.

## 2.6 Staff (teaching and support) holding positions of special responsibility

Staff holding these positions:

- i. are expected to have responsibility for the application of the school/college safety policy to their own department or areas of work and should observe instructions given by the Governing Body and Head of School;
- ii. should establish and maintain safe work procedures (e.g. use of chemicals, guillotines, boiling water etc.);
- iii. should resolve any health and safety problem any member of staff or pupil/student may raise and refer to the Health and Safety Co-ordinator any problem for which there is not a satisfactory solution within the resources available;
- iv. should carry out regular safety inspections of the area of activities for which they are responsible and submit reports to the Health and Safety Co-ordinator each school year in September or more frequently if necessary;
- v. should ensure, as far as is reasonably practicable, the provision of sufficient information, training and supervision to enable other employees and pupils/students to avoid hazards and contribute positively to their own safety and health at work;
- vi. should propose to the Health and Safety Co-ordinator changes and additions to plant, equipment or machinery which are necessary for maintenance of safety;
- vii. ensure that all donated equipment is safe and where appropriate seek specialist advice that this is so. All new electrical equipment and that brought into school/college by staff should be PAT tested by the Site Team before use on school premises

Ordinarily, Subject Leaders are responsible for departmental safety. The Health and Safety Co-ordinator should be informed and asked to investigate the following:

- (a) Potential hazards
- (b) Dangerous occurrences
- (c) Complaints

These problems should be logged, together with notes of the action taken.

## 2.6(a) Responsibilities re: Line Managers, Curriculum Leaders, Subject Leaders

i. These are considered to be "competent people" with the responsibility for the health and safety of their department. This should include the support as well as teaching departments. Each should carry out the risk assessment at recommended intervals for their department and put forward their suggestions and recommendations for managing the hazards which they identify.

N.B. Please cross refer to the programme for the induction of new staff.

ii. They must ensure that members of their department are informed about health and safety matters (seeking advice from the Health and Safety Co-ordinator where needed) including:

- The issues identified
- Preventive and protective measures
- Management strategy
- Emergency procedures
- Risk assessment

iii. They must check the well-being of all members of their department by following the school's/college's policy on absence and ensuring the school's/college's caring ethos and tradition of mutual support continues.

iv. They must ensure that all members of their department are given regular and adequate training in the necessary health and safety areas. Also, that regular refresher courses take place.

v. The "competent people" should report any problems concerning health and safety to the Health and Safety Co-ordinator.

## 2.7 Particular Responsibilities of Class Teachers

The safety of pupils/students in classrooms, laboratories and workshops is the responsibility of the class teacher. If for any reason this responsibility cannot be accepted it must be discussed with the head of department before any activities take place.

A class teacher is expected to:

- i. know the emergency procedures in respect of fire and first-aid and the special safety measures to be adopted in his/her own teaching areas and to ensure that they are applied. A teacher is expected to safeguard the health and safety of all pupils/students when they are authorised to be on the school/college premises and when they are

engaged in authorised school/college activities elsewhere. Classes should never be left unsupervised;

ii. Exercise effective supervision of pupils/students and ensure that they know of the general emergency procedures in respect of fire and first-aid and the special safety measures of the teaching area:

- (a) All recreation areas used at break
- (b) Corridors and outside classrooms where pupils/students wait
- (c) Outdoor games and pursuits
- (d) Gymnasiums
- (e) Practical areas
- (i) Rural Science Area
- (ii) Science Laboratories
- (iii) Workshops
- (iv) Stage and Drama Area
- (v) Food Technology
- (f) Equipment Stores and Boiler Houses
- (g) School Visits and Journeys (see separate section)

iii. Give clear instructions and warnings as often as necessary (notices, posters and hand-outs are not enough). Check the position and type of your nearest fire extinguisher and ensure that you know how to operate it. Also check the nearest fire alarm to the room. If there is a false alarm, check nearest fire alarm for possibility of catching and identify person responsible. In such event, any information should be passed immediately to the Head of School or Deputy Head.

iv. Ensure that pupils'/students' coats, bags, cases etc. are safely located

v. Integrate all relevant aspects of safety into the teaching process and if necessary give special lessons on safety;

vi. Follow safe working procedures personally. All First Aid boxes should be checked in September by members of staff as directed by the Health and Safety Officer. Ensure that equipment in your charge is kept clean, renewed and in date, especially eye washes. Replacements may be obtained from the Health and Safety Officer. Prevent accidents by following codes of safety and remember that prompt action could save an injured person suffering permanent disability and even death;



- vi. To ensure that at all times staff and pupils/students are onsite access to a first aider is possible without delay.
- vii. Call for protective clothing, guards, special safe working procedures etc. when necessary. Extreme care must be taken of all electrical equipment. Never allow this to be used unless supervised by a member of staff. Pupils/students should be correctly instructed how to carry equipment. Staff and pupils must be careful when moving heavy equipment since the incorrect lifting of heavy objects very often causes injury. Appropriate staff shall undergo training in safe lifting and handling techniques to be able, if required, to instruct others, including pupils/students.
  - (a) Shelves at the appropriate height should be used
  - (b) Shelves must be strong enough to take the weight of the equipment
  - (c) Projectors and amplifiers must not be moved when hot
  - (d) Trolleys should be used when moving heavy equipment

#### Accidents/Forms:

In accordance with the H.S.E. when an accident occurs in a lesson, it is the responsibility of the senior member of staff present to ensure the appropriate injury reports have been completed. The pupil/student should, where possible, be sent to the medical room to deal with any injury and also enter details on documents and accident book. When an accident occurs out of a lesson, e.g. during breaktime, the member of staff on duty is responsible for initiating the completion of an injury report. Procedure then as before;

To ensure that the school/college is as safe, clean and hygienic as possible. If problems occur prompt, sensible action should be taken to prevent these from becoming serious.

- viii. Make recommendations on safety measures to the Subject Leader.

N.B. These rules apply to teachers in training who must be made aware of their responsibilities by both the head of department and their professional tutor.

## 2.8 The Pupil/Student

Pupils are expected to:

- i. exercise personal responsibility for safety of themselves and others;
- ii. observe standards of dress consistent with safety and hygiene (this precludes unsuitable footwear);
- iii. observe the safety rules of the school and in particular the instructions of staff given in an emergency;

- iv. use and not wilfully misuse, neglect or interfere with things provided for safety;
- v. ensure that no dangerous items are brought into school.

## 2.9 External Contractors

- i. Contractors should sign in and out whenever they visit the premises.
- ii. Before contractors are employed on site details of their Public Liability Insurance should be inspected by the site manager (and annually thereafter to ensure details are current.)

## 2.9 The Health and Safety Co-ordinator and Union Representatives

Health and Safety Co-ordinator and Union representatives

- i. Are not liable in law and have no additional duties other than those of all employees, as laid down in section 7 and 8 of the Health and Safety at Work Etc. Act 1974;
- ii. Do not carry legal liability for either their activities or omissions as a safety representative; the contractor shall provide evidence of their competence to undertake the task for which they are engaged and accreditation to an appropriate trade organisation.
- iii. Have the following responsibilities:
  - a. each Academy shall make available resources for the investigation of incidents, potential incidents and dangerous occurrences at the workplace (whether or not they are drawn to his/her attention by the employees he/she represents) and to examine the cause of accidents at the workplace;
  - b. to investigate complaints by any employee he/she represents relating to that employees' health, safety or welfare at work;
  - c. to make representations to the employer on general matters arising out of (a) and (b) above;
  - d. to make representations to the employer on general matters affecting the health, safety or welfare at work of the employees at the workplace;
  - e. to carry out inspection;
  - f. to represent the employees he/she is appointed to represent in consultations at the workplace with Inspectors of the HSE and any other enforcing authority;
  - g. to receive information from Inspectors in accordance with Section 28(8) of the 1974 Act; and

h. to report to the Local Governing Body (LGB) Resources Committee in the capacity of safety representative and in connection with any of the above functions;

In addition, section 2 (4) of the HASAWA places upon the safety representative the function of representing the employees in consultations with the employer.

## 2.10 Safety Committee

This is included within the LGB Resources Committee

## 2.11 Emergencies

Details of emergency procedures in the event of accidents and in the event of fire are identified in a separate policy 'Health and Safety Emergency Procedures'

A list of staff with first-aid qualifications and the location of first-aid boxes should be circulated to all staff each September.

All staff should be encouraged to take part in first-aid training courses.

## 3.0 Concluding Statement

Suggestions by any member of staff to improve standards of health and safety are welcomed by the Head of School. The greatest hindrance to good practice is apathy; the best antidote is the right attitude of mind.

## 3.1 Employer's Liability

Legal liability for accidental bodily injury, illness or death to employees if found negligent.

Indemnity limit: Unlimited.

For further and more specific information and guidance schools are advised to contact their insurance brokers.

Current copies of the school's Certificate of Employers' Liability are displayed around the building.

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