Health and Safety Policy

Approved date: 8th February 2018
Review date: February 2019
1.0 Statement of General Policy on Health, Safety and Welfare

1.1 The Governing Body and Headteacher of The Bishop Wand Church of England School:

• Recognise and accept their responsibilities to provide a safe and healthy working environment for all employees, students and visitors,

• Require all managers in the School community to act in accordance with the School’s Health and Safety Policy and procedures, and require the same of persons that they supervise and take responsibility for.

1.2 The Governing Body and Headteacher will provide as necessary, policy, procedures, arrangements and supervision, sufficient to ensure compliance with all relevant Health and Safety legislation, and will, so far as is reasonably practicable, ensure:

• A school/workplace in a safe condition;
• A safe working environment;
• Safe systems of work;
• Safe plant and equipment;
• Safe access and egress to all areas of the School;
• Safety of articles and substances for use at work and in School; □ Instruction and training supervision.

1.3 In support of the above, the Governing Body and Headteacher will ensure an adequate process for all necessary risk assessments for the School to be carried out and communicated to all relevant persons, and for significant findings to be properly incorporated into the school’s Health and Safety procedures.
2.0 Organisation and Responsibilities for Health, Safety and Welfare

2.1 The Governing Body

The Governing Body approves the Health and Safety Policy of the School and monitors its successful implementation. The Governing Body further ensures, as administrators of the school’s annual budget that sufficient and appropriate resources are allocated to implement the Health and Safety Policies. The Governing Body will specifically:

(a) Include Health and safety targets in the School Improvement Plan (SIP) as and when appropriate.

(b) Nominate a Health and Safety Governor as a link between the Governing Body and the wider school community, who will stay up to date with school Health and Safety initiatives and inform the Governing Body accordingly.

(c) Be informed and updated of Surrey County Council (SCC)’s Health and Safety Policy and be aware of the extent which it applies to the School, and receive advice and support from relevant Officers of SCC or Advisers acting on SCC behalf.

(d) Ensure that Health and Safety is an agenda item at least termly for the Governing Body with any serious concerns being brought to the attention of the Governing Body including accident/incident analysis.

(e) Monitor the School’s Health and Safety arrangements and procedures.

(f) Facilitate any necessary review of the school’s Health and Safety Policy and procedures as may become apparent via the strategies above.

2.2 Headteacher

As Senior Manager for the premises, and of all school related activities whether on or off the school site, the Headteacher is responsible for the day to day management of Health and Safety. The Headteacher will advise the Governing Body of any Health and Safety issue where their support or intervention, either via system or finance, is necessary and appropriate in order to effect the requirements of this policy. In particular the Headteacher will ensure that:

(a) The contents of this policy are brought to the attention of all relevant persons.

(b) A process for risk assessments is applied within the School, and that

(c) All appropriate areas/activities are covered.

(d) Appropriate control measures are implemented, and are monitored and reviewed as necessary.

(e) Appropriate staffing levels for safe supervision are in place.

(f) An adequate schedule of inspection and maintenance is in place to ensure a place of work in a safe condition and a safe working environment. Inspection and maintenance will include:

• the fabric of the building.
• fire appliances.
• boiler/heating systems.
• portable electrical appliances.
• water systems.
• swimming pool.
• first Aid/medical facility and equipment.
• premises staff equipment.
• curriculum specific e.g. gymnasium and fume cupboards

(g) An adequate needs analysis of Health and Safety training is undertaken for schools staff and sufficient resources are put in place to ensure appropriate training is carried out.

(h) Adequate and easily retrievable health and safety training records are available and up to date.

(i) The school secures and maintains an arrangement for obtaining competent Health and Safety advice.

(j) Health and Safety issues are included in the Headteacher’s termly written report to governors.

(k) A school’s Educational Visits Co-ordinator is appointed and trained accordingly.

(l) Contractors (including catering, cleaning and grounds staff) and other authorised visitors to the school are appropriately managed and monitored.

(m) Appropriate procedures are in place for the reporting, recording, investigation and follow-up of accident and incidents.

(n) Emergency/Fire arrangements are formulated and reviewed as necessary and tested at least termly.

(o) The fire risk assessment is updated annually and/or whenever significant changes or building works might affect the means of escape.

The Headteacher may delegate functions to other or single members of staff who may be tasked with administrative arrangements for ensuring the above responsibilities are complied with. The Headteacher will in any event retain the overall responsibility for ensuring that these responsibilities are carried out.

2.3 Deputy Headteachers

The Deputy Headteachers will take on the above responsibilities in the absence of the Headteacher.

2.4 Line Managers

Managers in charge of curriculum areas/departments/staff are responsible to the Headteacher for ensuring the application of this policy within the individual areas that they control. In particular line managers will ensure that:

(a) The School’s risk assessment process is applied within their area and that control measures are implemented in accordance with the assessment and monitored and reviewed accordingly.

(b) All accidents and incidents occurring within their areas are reported, recorded and investigated in accordance with the school’s procedure.

(c) All persons they manage, or are responsible for, are aware of their specific roles in case of fire emergency.

(d) Any equipment/appliance which has been identified as being unsafe is removed from service.
(e) Health and Safety inspections are carried out within their areas of responsibility within a timescale agreed with the Headteacher, and a report to the Headteacher is provided where necessary.

(f) The Health and Safety training needs of staff are identified and the Headteacher informed accordingly.

(g) Staff are properly consulted on any matters that may affect their health or safety whilst at work.

(h) New, transferred and temporary staff receive appropriate Health and Safety induction training.

(i) First aid provision is adequate.

(j) Students are given relevant Health and Safety information and instruction.

2.5 Teaching Staff (including supply)

Teaching staff are responsible for the Health and Safety of all students under their control and in particular must ensure:

(a) Effective and appropriate supervision of the students that they are supervising.

(b) That appropriate safety instructions are given to all students prior to commencing practical sessions.

(c) That they are conversant with the school’s Health and Safety policy and any arrangements specific to their own department.

(d) They know the emergency procedures.

(e) Where relevant, that all personal protective equipment is suitable and in good condition prior to issue.

(f) That, where relevant, safety devices such as machinery guards are in good condition and are used in accordance with good practice.

(g) That they report any defective equipment to the relevant person.

(h) All accidents and incidents are reported and reviewed or investigated.

2.6 Site Manager

The Site Manager is responsible to the Business Manager, and in particular will ensure:

(a) The removal from service of any item of furniture, apparatus or equipment which has been identified as unsafe.

(b) That any identified hazard is appropriately removed, isolated or contained as necessary to prevent danger.
(c) That periodic Health and Safety inspections are carried out at a timescale agreed by the Headteacher, paying particular attention to the building structure, services, access to/egress from the school, and the main circulation areas. (These may be carried out with others such as governors, Health and Safety Coordinator etc.).

(d) That persons they supervise only undertake work for which they are competent.

(e) 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.

(f) That all staff work in accordance with safe working practices issued by the school, the County Council etc.

2.7 All Employees (including temporary and volunteers)

All employees are required to take care of their own safety and health whilst at work and that of others who may be affected by their actions.

Employees must also co-operate with the management of the school to ensure that all parties comply with their Health and Safety responsibilities. In particular all employees must:

(a) Participate in the school’s risk assessment process and comply with findings.

(b) Report any defects in the condition of the premises or equipment of which they become aware.

(c) Report all accidents/incidents in accordance with the school’s procedure.

(d) Be familiar with the procedure to be followed in the event of a fire/emergency.

(e) Make use, where relevant, of personal protective equipment provided for safety or health reasons.

(f) To follow all relevant codes of safe working practice and local rules.

(g) To report any unsafe working practices to their Line Manager.

2.8 Staff Safety Representatives

Health and safety at work law provides for the appointment of trade union or staff appointed safety representatives from amongst the employees. Where the Governing Body/Headteacher is notified in writing of an appointment, the Safety Representative shall have the following functions:

(a) To investigate potential hazards and to examine the causes of accidents in the workplace.

(b) To investigate complaints by any employee they represent relating to that employee’s health and safety or welfare at work.
(c) To make representations to the Headteacher on matters affecting the health, safety and welfare of employees.

(d) To carry out workplace Health and Safety inspections, subject to reasonable notice to their line manager.

(e) To attend safety committee meetings as required.

A safety representative is not obliged to carry out any or all of the above functions, and has no legal responsibility other than that which applies to all employees.
3.0 Arrangements and Procedures for Health, Safety and Welfare

3.1 The School will establish clear procedures and/or systems and processes for dealing with the following aspects of Health and Safety:

1. Access Control/Security
2. Accident Reporting, Recording and Investigation
3. Asbestos
4. Contractors
5. Curriculum Safety (including out of school learning activities and study support)
6. Drugs and Medication
7. Electrical Equipment (Fixed and Portable)
8. Fire Precautions and Procedures (and other emergencies, see Emergency Plan)
9. First Aid
10. Glass and Glazing
11. Hazardous Substances
12. Health and Safety Advice
13. Housekeeping, Cleaning and Waste Disposal
14. Handling and Lifting
15. Jewellery
16. Lettings/Shared use of School Site
17. Lone Working
18. Maintenance/Inspection of Equipment
19. Personal Protective Equipment (PPE)
20. Playground Safety
21. Reporting Defects
22. Risk Assessments
23. School Trips/ Off Site Activities
24. School Transport
25. Smoking
26. Staff Consultation
27. Staff Health and Safety Training and Development
28. Staff Well-being
29. Supervision [including out of school learning activity/study support]
30. Swimming Pool Operating Procedures
31. Use of VDU's/Display Screens
32. Vehicles on Site
33. Violence to Staff/School Security
34. Working at Height
35. Work Experience