

# Health & Safety Policy

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## APPENDIX 1 – EMERGENCY LOCATIONS AND COMPETENT PERSONS

## FOREWORD

The Governing Body recognises that making appropriate provisions for the health and safety of all persons using the school facilities and those participating in off-site educational activities is fundamental to the well being of the school.

This Safety Policy, its supporting documentation and arrangements for implementation will meet our legal obligations and contribute to our objectives relating to continuous improvement on health and safety performance.

We are committed to high standards of health and safety and expect all staff to be familiar with the contents of this policy.



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Chair of the Governing Body



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HeadTeacher

**UXBRIDGE HIGH SCHOOL  
HEALTH & SAFETY POLICY**

**PART 1**

**STATEMENT OF POLICY**

## **PART I STATEMENT OF POLICY**

### **1.1 Scope**

This policy is specific to the Uxbridge High School and off-site educational visits. It is supported by policies of other relevant organisations such as the Local Education Authority, Direct Service Organisations and Contractors working on site.

The Health and Safety system will be integrated with the daily management of the school and will be continuously developed, maintained and implemented via a comprehensive series of documents, which will include: -

- i The Statement of Policy
- ii Organisation
- iii Arrangements for Implementation
- iv Working Policy Documents
- v Subject specific Guidance periodically issued by the Department for Education and Skills (DfES) the Local Education Authority (LEA) and the Health & Safety Executive (HSE).

The policy recognises the legal duties and responsibilities owed to all users of the site and seeks to develop standards which are significantly higher than those required by law as a means of contributing to the overall performance of the school by reducing accidents, injuries and ill health.

## 1.2 **Aim**

To provide the highest possible standard of Health and Safety, commensurate with the operation of an educational establishment.

## 1.3 **Objectives**

It is the responsibility of the Governing Body via the Head Teacher and managerial staff to ensure that systems are in place, which will deliver a safe place of work for employees, pupils and visitors. Equally it is the duty of all employees to co-operate with management on health and safety matters. The Governing Body expects each employee to take reasonable care of their own safety and that of others either under their supervision or who may be affected by their actions. The main objectives of this policy will apply as far as reasonably practicable and are as follows: -

- i To establish and maintain a safe and healthy environment throughout the school.
- ii To establish and maintain safe working procedures among staff and pupils
- iii To make arrangements for ensuring safety and avoiding risks to health in connection with the use, handling, storage and transporting of equipment, articles and substances.
- iv To ensure the provision of sufficient information, instruction and supervision to enable everyone to avoid hazards and contribute positively to their own health and safety at work.

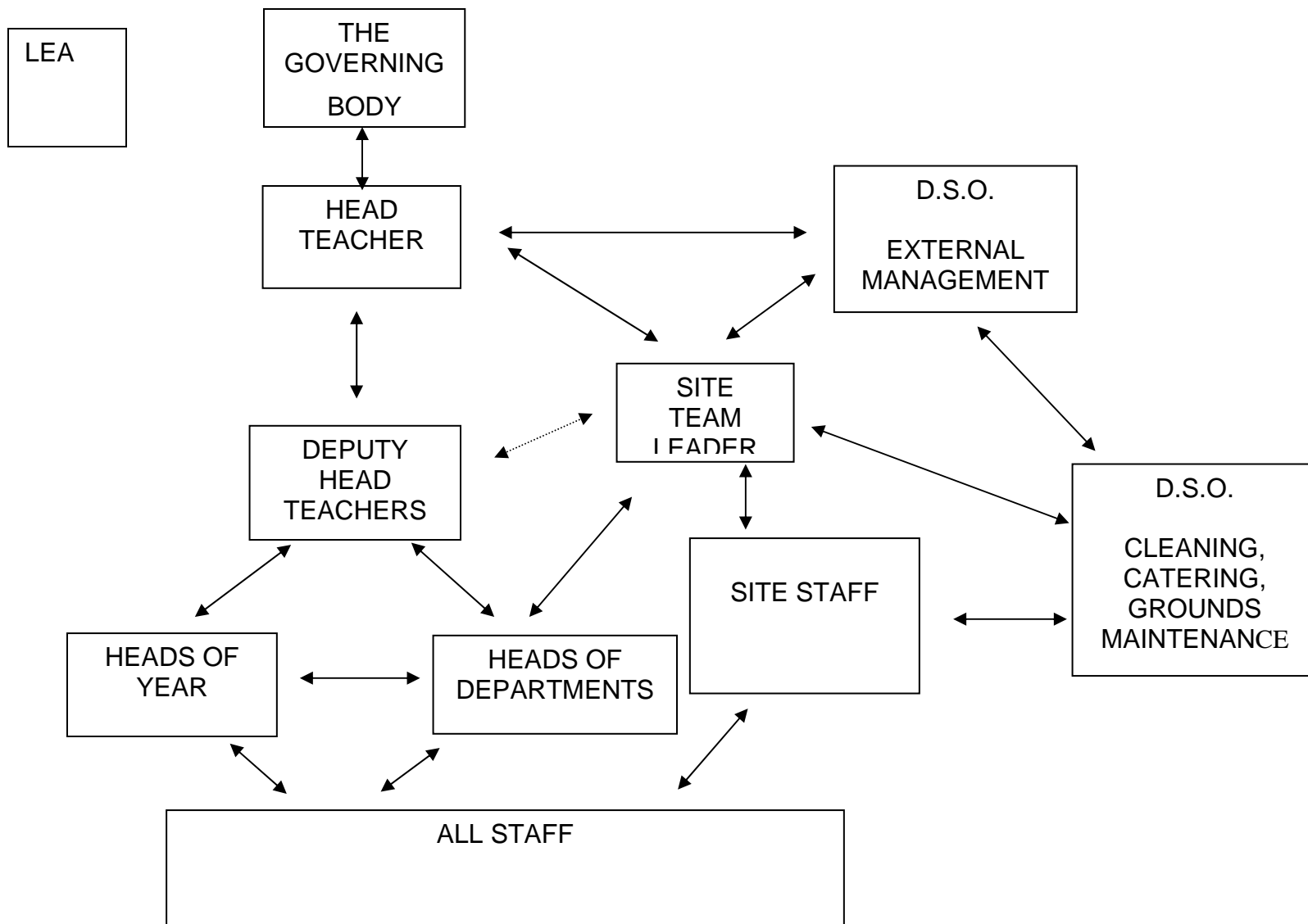
- v To maintain safe access and egress and separate movement of vehicles and people on site as far as is practicable.
- vi To ensure, as far as reasonably practicable, that educational visits are undertaken as safely as possible.
- vii To formulate procedures for use in case of fire and other emergencies including plans for the safe and effective evacuation of the school premises.
- viii To lay down procedures to be followed in case of accident.
- xi To provide and maintain suitable and sufficient welfare facilities.
- x To develop a training plan to ensure that employees are trained to the appropriate level to fulfill their health and safety responsibilities.
- xi To monitor and review the effectiveness of health and safety systems with a view to continuous improvement.
- xii To ensure that staff are aware of the importance attached to Health and Safety and that management may invoke the School Disciplinary Policy in the event of non-compliance with the requirements of this Policy.

**UXBRIDGE HIGH SCHOOL  
HEALTH & SAFETY POLICY**

**PART II**

**ORGANISATION**

**ORGANISATIONAL CHART FOR HEALTH AND SAFETY**



## **PART II ORGANISATION**

Local Management of Schools (LMS) requires the school staff, Governing Body and the Local Education Authority (LEA) to work together to ensure health, safety and welfare objectives are achieved.

### **2.1 The Governing Body**

The Education Reform Act 1988 (ERA) gives governing bodies important powers and duties in controlling school premises and managing schools including health, safety and welfare responsibilities towards employees, pupils and visitors.

#### **2.1.1 In particular the Governing Body is responsible for:**

- i Ensuring that the Health and Safety Policy is implemented and monitored within the school;
- ii Ensuring that the school has considered its health and safety obligations and has made provision for meeting these obligations, the LEA recommend that this is best achieved by making health and safety an integral part of the schools development plan;
- iii Ensuring that the school has a clear written policy statement. The policy will ensure that the school's staffing structure appropriately reflects the responsibilities for carrying out the arrangements of Health and Safety. From time to time Governors will satisfy themselves that the policy is appropriate and being implemented as agreed;
- iv Receiving health and safety guidance and information distributed by the Education Department and ensuring that proper arrangements are made within the school for complying with the guidance;
- v Ensuring that regular reports of accidents and dangerous occurrences are provided by the Head Teacher and that any necessary alterations to working practices and procedures decided upon are implemented;
- vi Ensuring that appropriate facilities and opportunities are provided for accredited safety representatives to perform their duties;

- vii Ensuring that health and safety issues concerning the school are identified, decisions are taken and that effective action is carried through.
- viii Ensuring that all reasonable inspection facilities and information are provided on request to officers of the Education Department, Safety Officers of the Authority's Safety Services Team, Inspectors of the Health and Safety Executive (HSE) and any other bona fide Health and Safety Officials;
- ix Ensuring that conformity to safety standards for goods purchased and equipment installed form part of the school's purchasing policy;
- x Ensuring that procedures exist for checking that any items offered for use by the school are safe;
- xi Ensuring that school journeys are arranged and properly supervised in accordance with LEA and DFES Guidance;
- xii Ensuring that suitable health and safety provision is made for pupils with special needs and the staff involved;

#### 2.1.2 Planning and setting standards, which include:

- I Ensuring hazards are identified, risk assessments are undertaken and standards are set to achieve health and safety objectives.
- ii Ensure clear plans for coping with sudden emergencies are developed and maintained.
- iii Developing a positive health and safety culture.
- Iv Ensuring that a training plan is developed which: -
  - a Enables appropriate training to be provided to employees so that they can fulfill their health and safety responsibilities.
  - b Provides induction training for new employees including temporary, part time and supply staff.

## 2.2 Head Teacher's Responsibilities

The day-to-day responsibility for all school health, safety and welfare organisation and activity rests with the Head Teacher, who will:

- i Work in conjunction with the governing body to revise and update on a continuing basis the Health and Safety Policy.
- ii Co-ordinate the implementation of the LEA and governors' health and safety and welfare procedures in the school.
- iii Make clear any duties in respect of health and safety, which are delegated, to members of staff.
- iv Ensure that problems in implementing health and safety policy are reported to the LEA.
- v Ensure arrangements are in place for risk assessments of the premises and working practices to be undertaken, recorded and reviewed on a regular basis, and ensure that he/she is kept informed of accidents and hazardous situations.
- vi Arrange annual review of the working documents and systems, which support the policy, such as: -
  - a Emergency procedures
  - b Provision of first-aid in the school
  - c The risk assessments
  - d Off-site visitsand make appropriate recommendations to the Governing Body.
- vii Put in place procedures to monitor the health and safety performance of the school.
- viii Review regularly the dissemination of health and safety information in the school paying particular attention to newly appointed and temporary staff, volunteer helpers and other users of the premises.
- ix Develop a health and safety training plan for all employees.
- x Maintain and keep up to date the master copy of the health and safety policy together with all accompanying documentation.

- xi Report to the Governing Body
  - 1 annually on the Health and Safety performance of the school
  - 2 To secure funding for any identified Health & Safety costs
  - 3 On any Health & safety issues of concern

### 2.3 Responsibilities of the Premises Team Leader

The day-to-day responsibility for all school health, safety and welfare organisation and activity rests with the Premises Team Leader, who will:

- i Be the focal point for reference on health safety and welfare matters and to give advice or indicate source of advice.
- ii Liaise with and report directly to the Head Teacher on all matters relating to Health and Safety
- iii Ensure the day-to-day implementation of this policy including the maintenance of appropriate Risk Assessments for School and off-site activities and seeking the approval of the Head Teacher for meeting the financial implications of identified control measures.
- iv Ensure that all certification and statutory inspections are kept up to date.
- v To investigate accidents, dangerous occurrences and near misses, complete and send RIDDOR notifications (F2508) to the enforcing authority and the LEA in consultation with the Head Teacher.
- vi Issue updates as required to all holders of health and safety policy documents.

## 2.4 Heads of Department

- i Be responsible for ensuring the day-to-day operational requirements of the health and safety policy are implemented.
- ii Will maintain an up to date copy of the health and safety policy together with all associated documentation relevant to the faculty involved.
- iii Notify the Premises Team Leader and/or Head Teacher of any health and safety concerns and any financial implications identified by the Risk Assessment process.

## 2.5 Specific Risk Areas

### 2.5.1 Catering Operations

- i The Catering Manager is responsible for ensuring that the health and Safety requirements of the DSO are implemented on a daily basis and will ensure that all catering staff follows the relevant parts of the school policy, especially those relating to emergency procedures.
- ii The Catering Manager will advise the Premises Team Leader and/or Head Teacher of any health and safety concerns.

### 2.5.2 Sports

- i The Head of PE will be responsible for ensuring that health and safety requirements are implemented on a daily basis.
- ii The Head of PE will advise the Premises Team Leader and/or Head Teacher of any health and safety concerns.
- iii The Head of PE will maintain an up to date copy of the health and safety policy and documents specific to the operation of the centre.

### 2.5.3 Art

- i The Head of Art will be responsible for ensuring that health and safety requirements are implemented on a daily basis.
- ii The Head of Art will advise the Premises Team Leader and/or Head Teacher of any health and safety concerns.

- iii The Head of Art will maintain an up to date copy of the health and safety policy and documents specific to the operation of the centre.
- iv The Head of Art will ensure that the health and safety requirements of the Public Entertainment Licence are complied with where such a licence is required.

#### 2.5.5 Contractors

- i Contractors will have their own health and safety policies relating to their activities which must be followed on site and in addition they must make themselves and their employees aware of relevant school requirements, especially in relation to Emergency Procedures

### 2.7 Classroom Teacher's Obligations

The health and safety of pupils in classrooms is the responsibility of class teachers.

Class teachers are expected to:

- i check classroom area is safe
- ii check equipment used is safe before use
- iii ensure safe procedures are followed
- iv give clear instruction and warnings to pupils, as often as necessary
- v report defects to the Premises Team Leader
- vi avoid introducing personal items of equipment (electrical, mechanical) into school without authorisation from the Premises Team Leader/Head Teacher.
- vii follow safe-working procedures personally.
- viii carry out special tasks as assigned in Appendix 1 (this will identify any particular duties that teachers are responsible for if any).

## 2.8 **Obligations of all Employees under the Health and Safety at Work Act 1974.**

All employees are expected

- i to know the health and safety organisation and arrangements to be adopted in their own working areas and to ensure they are applied.
- ii to observe standards of dress consistent and appropriate with safety and/or hygiene.
- iii to exercise good standards of housekeeping and cleanliness
- iv to know and to apply procedures in respect of fire, first aid and other emergencies.
- v to use and not willfully misuse, neglect or interfere with things provided for his/her own health and safety and/or the health and safety of others.
- vi to co-operate with other employees in promoting improved health and safety arrangements in the school.
- vii to co-operate with the appointed Trade Unions Health and Safety Representatives and the officers of the Health and Safety Executive or the Local Authority.
- viii to report all accidents, defects, dangerous occurrences and near misses to the Premises Team Leader/ Head Teacher.

## 2.9 Premises Team Responsibilities

- i Have a general responsibility for the application of the school's health and safety policy to their own area of work, and are directly responsible to the Head Teacher and the DSO. Cleaning manager (when working for that organisation) for the application of the health and safety procedures and arrangements.
- ii will establish and maintain safe working procedures including (referring to relevant documents) arrangements for ensuring so far as is reasonably practicable, the absence of risks to health and safety in connection with the use, handling, storage and transport of articles and substances (e.g. chemicals, boiling water and sharp instruments).
- iii will carry out regular health and safety assessments of the activities for which they are responsible, and report to the Head Teacher/(DSO Cleaning Manager where appropriate) any defects, which need attention.
- iv will ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training, supervision, to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety, as part of the schools health and safety training requirements.
- v will, where appropriate, ensure relevant advice and guidance on health and safety matters is sought.
- vi will advise the Head Teacher (DSO Cleaning Manager where appropriate) on requirements for health and safety equipment and on additions or necessary improvement to plant, tools, equipment or machinery

## **2.10 School Health and Safety Representatives**

The Governing Body and Head Teacher recognise the role of Health and Safety representatives appointed by a recognised Trade Union. Where there are no union appointed safety representatives the Head Teacher will appoint Representatives of Employee Safety from volunteers in consultation with all staff. Health and Safety representatives must be allowed:

- i to investigate accidents and potential hazards.
- ii to investigate complaints by constituents about matters relating to health, safety and welfare.
- iii to make representation to the employer about such matters arising from such complaint, and such investigation and on general issues affecting health, safety and welfare in the workplace.
- iv to carry out school inspection within directed time, but wherever practicable outside teaching time.
- v to represent constituents in consultation with enforcement agencies
- vi to receive information that inspectors are required to provide.

UXBRIDGE HIGH SCHOOL

HEALTH & SAFETY POLICY

PART III

ARRANGEMENTS FOR IMPLEMENTATION

## **PART III – ARRANGEMENTS FOR IMPLEMENTATION**

### **3.1 Distribution of Health and Safety Information**

- i The master copy of the Safety Policy, Risk Assessments, COSHH Assessments, Working Documents, Codes of Practice and guidance will be kept in the Head Teacher's office and one other complete copy will be kept by the Premises Team Leader. Staff are encouraged to refer to these documents and seek advice whenever they are considering health and safety issues.
- ii Heads of Faculty, Head of PE, Head of Art and Premises Team Leader will keep copies of the Safety Policy together with relevant documents concerning specific areas.
- iii All staff will receive copies of the Safety Policy (Parts I to III) and will be expected to familiarise themselves with the contents. Where codes of practice, guidance and advisory booklets or leaflets are referred to in this policy copies can be found at the locations set out above.
- iv The Premises Team Leader will issue updates, new guidance and approved revisions as soon as they become available.
- v All new staff including part time, temporary and supply staff will be provided with a copy of the policy (parts I to III) and will receive induction training, which will include relevant health and safety issues.
- vi The Health & Safety Law poster is displayed on the main notice board.

### **3.2 Accidents, Dangerous Occurrences and Near Misses**

- i Immediate first aid

Accidents involving injury or ill health effects will be notified immediately to nominated person or the nearest first aider (see appendix 1) to facilitate first aid treatment. Where injuries are serious enough to warrant hospital treatment staff must telephone 999 for an ambulance to transport the patient to hospital, inform the next of kin and the Head Teacher.

ii Completion of Accident Book

Staff should ensure that all accidents involving injury or ill health effects are notified to the nominated person with enough information to allow that person to complete the Accident Book.

iii Internal Reporting and Investigation

A member of staff who witnesses, or is first on the scene or first to be informed of any accident, dangerous occurrence or near miss will complete the internal report form as soon as possible after the incident and send it to the nominated person. The nominated person will investigate all incidents reported by staff unless so trivial in nature that investigation is not warranted. Investigations will involve consultation with Safety Representatives with the aim of identifying the cause and implementing preventative strategies.

iv Compliance with RIDDOR regulations

The nominated person will determine which accidents and dangerous occurrences are required to be notified to the Health and Safety executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

Guidance is given in L73 issued by HSE. He will complete the necessary report form (F2508) and, following consultation with the Head Teacher, send it to the enforcing authority within 10 days of the incident. In the event of a major injury or fatality the notification must be immediate, by telephone, with written confirmation (F2508) following as soon as possible.

### 3.3 Asbestos

i It is the policy of the Governing Body that any staff employed at the school on any material, which contains or may contain asbestos, shall undertake no work of any kind.

ii The Control of Asbestos at Work Regulations 2002 (ACOP & Guidance L127) require that all materials containing or having the potential to contain asbestos will be identified and their location marked. The survey to comply with these requirements, which may be a desktop survey, will be carried out by the local authority building services department. A copy of the results of that survey will be kept by the responsible person i.e. The

Premises Team Leader. All contractors must check available information in the Asbestos Log before commencing work on site.

### 3.4 **Contractors**

All Contractors will:-

- i observe their own health and safety policies and procedures
- ii report to the Premises Team Leader and sign in at Reception on arrival
- iii comply with the general requirements of the school health and safety policy particularly in relation to emergency procedures
- iv Examine the Asbestos Log prior to commencing any work on site
- v Comply with the requirements of the Construction (Design & Management) Regulations 1994
- vi report to the Premises Team Leader and sign out at reception when leaving

### 3.5 **COSHH – Control of Substances Hazardous to Health Regulations 1994-2002**

- i Risk Assessments required under COSHH will be undertaken on all hazardous substances. These assessments will only be carried out by competent persons. **For the purposes of this policy a competent person is one who has received sufficient training and has the knowledge and experience to make decisions about the risks and actions needed.** The assessments and required actions will follow the guidance set out in the Approved Code of Practice (ACOP L5).
- ii In the vast majority of commercially available chemicals the presence of a warning label will indicate whether COSHH is relevant. Such labelling is required under the Chemicals (Hazard Information and Packaging for Supply) Regulations 1994-2000 (CHIP). These Regulations also require the supplier to provide a safety data sheet.
- iii COSHH also applies to biological agents connected to the workplace e.g. Legionella, dust in harmful concentrations,

pesticides not covered by CHIP and substances produced in chemical processes.

- iv Copies of COSHH risk assessments including actions required will be kept in accordance with Section 1 of this Part detailing the distribution of Health and Safety Information.
- v As a general principle it is the policy of the Governing Body that wherever possible safer alternatives be considered when purchasing hazardous substances.

### **3.6 Display Screen Equipment**

- i The Health and Safety (Display Screen Equipment) Regulations 1992 require employers to minimise the risks for staff who habitually use DSE as a significant part of their normal work
- ii Workstation risk assessments will be carried out by competent persons on all stations in accordance with the Guidance on Regulations No L26 issued by the HSE
- iii Eye tests should be facilitated for those staff falling within the regulations in accordance with the above guidance. (No L26)
- iv Staff using DSE must ensure that the adjustable elements of their workstation are set to promote ease of use and comfort e.g. screen, mouse and keyboard position, height of seat, avoidance of glare and reflections, etc. More detailed information is available in the guidance and in the HSE leaflet "Working with VDU's".

### **3.7 Electricity at Work**

The Electricity at Work Regulations 1989 requires that electrical installations be maintained to prevent danger.

- i Fixed installations will be inspected and tested at 5 yearly intervals and in the event of a fault developing.
- ii Portable equipment shall be checked in accordance with the guidance issued by the HSE and summarised in their leaflet "Maintaining portable equipment in offices and other low risk environments"
- iii In addition to the safety checks detailed above staff using portable equipment should take notice of the condition of plugs

and flexes each time a particular piece of equipment is used and should report any faults identified to the Premises Team Leader.

### 3.8 **Emergency Procedures**

#### 1 **Evacuation**

- i Buildings will be evacuated in emergency situations such as suspected fire, bomb threat, gas leak or any other situation, which may cause an imminent risk to personal safety.
- ii In the event of a suspected fire the alarms will be operated but in other cases such as a gas leak emergency contact procedures will operate to evacuate all buildings without sounding the alarms or operating any electrical equipment
- iii In all cases buildings will be evacuated by the nearest fire exit route that is safe to the approved assembly points identified in Appendix 1
- iv The Head Teacher and or Premises Team Leader will determine when it is safe to re-occupy the buildings.

#### 2 **Fire**

- i All fire appliances will be checked at least annually by specialist maintenance personnel.
- ii All fire stop doors must be free swinging at all times so that they are normally closed, unless they are fitted with automatic closers. Fire exit doors must be unlocked and easily accessible and openable from within the building.
- iii The fire alarms will be tested on a weekly basis using a different call point each time and the results should be recorded.
- iv Fire Drills will be held once per term, when the Fire Marshals will record the evacuation time and the general performance of the drill.

- v Appropriate members of staff will be trained how to use relevant fire appliances. Faculty Heads and the Premises Team Leader will identify fire-training needs and will incorporate that information into the Health & Safety Training Plan.
- vi Clear instructions must be issued to staff regarding the nearest fire call point, fire extinguisher, the means of escape and assembly points during fire drills. These instructions must be issued on the first day of employment as part of the induction process. Details of Fire Marshals and assembly points are set out in Appendix 1.
- vii The school is inspected annually by a competent person to ensure compliance with relevant fire legislation including the Fire Precautions (Workplace) Regulations 1997. Fire risk assessments will be carried out using a competent person.

### 3 **Bomb Threat**

- i In the event of a warning the Head Teacher and/or the Premises Team Leader will institute emergency evacuation procedures. Personal belongings should be taken out at the same time if that can be achieved without causing undue delay. This will facilitate the search process.

Any suspicious objects should be reported to line managers or directly to the Premises Team Leader or Head Teacher. Under **no** circumstances should the object be touched or moved.

### 5 **First Aid**

- i First Aid boxes will be maintained at the sites specified in Appendix 1 to this part.
- ii It is the policy of the Governing Body that there will be sufficient numbers of trained First Aiders on the site at all times. Those with current certificated training are listed in Appendix 1 to this part. Below 50 employees only an "Appointed Person" is required, between 50 and 100 employees 1 First Aider is required and 1 per 100 thereafter. In consideration of Pupil safety it is recommended that additional First Aiders in the ratio of 1 per 250 pupils be provided.

- iii The Welfare Assistant is the “Appointed Person” for the purposes of the First Aid at Work Regulations 1981 and they will ensure that first aid box contents are replenished
- iv A record of treatment given must be maintained by the qualified first aider or appointed person and shall be used in conjunction with the accident reporting and investigation procedures as a means of accident prevention. In addition good records of initial treatment may be valuable if further medical attention is required, or if legal action is considered by those involved in an accident.
- v DSO’s and Contractors will maintain their own first aid boxes and provide their own trained first aiders, although they will be allowed to use the school first aid boxes in an emergency. In that event the appointed person must be notified so that replenishment can be organised.

### **3.9 Glass and Glazing**

- i Doors, which can be pushed open from either side, should have a viewing panel appropriate to users so that a clear view of the area close to both sides is allowed.
- ii Where windows and transparent or translucent surfaces in walls, partitions, doors, etc. pose a risk of injury they should be made of safety material or otherwise protected against breakage.

### **3.10 Inspections, Monitoring and Audit and Review of Performance**

#### **1 Inspection**

- i General inspections take place a minimum of once per term by the appointed person with the assistance of other managers as necessary and in consultation with the Safety Representatives.
- ii In addition Faculty Heads or senior section managers and staff in supervisory roles will carry out monthly checks on their area of operation and report any problems to the Premises Team Leader. Workplace Inspections shall be carried out at least termly.

## **2 Monitoring**

- i At least once per term the Premises Team Leader will report to the Premises Committee following the termly inspection so that any issues found can be addressed.
- ii The Head Teacher will monitor the school's performance on Health and Safety issues.
- iii The Governing Body will receive a report on the review and audit of Health and Safety at least annually and the Premises Committee will have a standard item on the agenda of each meeting for any Health and Safety issues arising.

## **3 Audit and Review of Performance**

- i There will be a termly audit of all aspects of Health and Safety and the Safety Representatives will be invited to participate in the audit process. Findings will be reported to the Premises Committee.

### **3.11 Lifting Operations and Lifting Equipment**

- i Passenger or goods lifts on site together with any lifting equipment is covered by the Lifting Operations and Lifting Equipment Regulations 1995 (LOLER) and the Approved Code of Practice L113 issued by the HSE, which will be complied with.
- ii The Premises Team Leader will ensure that the statutory inspections take place when due
- iii All staff using the equipment must be familiar with the Health and Safety requirements regarding its use.

### **3.12 Management of Health and Safety**

- i The Management of Health and Safety at Work Regulations 1999 and the Approved Code of Practice and Guidance L21 will form the basis of the School health and safety system. In addition the principles contained in HSG65 Successful Health and Safety Management will be given high priority and implemented wherever practical.
- ii Risk assessments and safe systems of work will be developed and implemented in each section by competent persons with

the assistance of the Premises Team Leader. These will be available to all employees in the locations set out in section 3.1 Distribution of health and safety information. Training will be given where necessary in accordance with the Health and Safety Training Plan, which will be revised annually.

- iii The Governing Body wishes to ensure that health and safety becomes an integral part of the daily operation of the School and to that end it is essential that all employees comply with Section 7 and 8 of the Health and Safety at Work Act 1974. This section imposes duties on employees to take care of their own health, safety and Welfare and that of others who may be affected by their actions or omissions. In demonstrating that care staff will be expected to follow advice and training given and to report to their immediate line manager any hazards, incidents or near misses.

### **3.13 Manual Handling**

- i Manual Handling causes over one third of all reported injuries. It is the policy of the Governing Body that management and staff will comply with the requirements of the Manual Handling Operations Regulations 1992 and the guidance issued by the HSE (L23).
- ii The general principles are to avoid manual handling wherever possible, to assess the risks where manual handling is necessary and to reduce those risks to the lowest level which is reasonably practicable.
- iii Training will be a key part of reducing the risks for those staff involved in manual handling.

### **3.14 New Plant, Machinery and Equipment**

- i The relevant requirements are contained in the Provision and Use of Work Equipment Regulations 1992 (PUWER) and the ACOP L22. It is the responsibility of manufacturers and suppliers to ensure that any article is designed and constructed to be safe and without risk to health when properly used. They must give instructions to purchasers as to the way in which the article may be used safely. This information will then be given to employees during instruction on safe use.

- ii Second hand articles or those belonging to staff will not be allowed to be used on site without the express permission of the appointed person. He will not grant such permission unless he can be sure that all Health and Safety implications have been satisfied.

### 3.15 **Noise at Work**

- i The Noise at Work Regulations 1989 requires employers to assess and minimise the risks associated with exposure to high levels of noise. There is an Approved Code of Practice (L108) on the implementation of these regulations issued by the HSE.
- ii In the School environment the circumstances where these regulations may apply are very limited. Assessments will be made on the noisiest activities to determine whether it is likely that they will apply e.g. woodworking and metalworking equipment and ride on grounds maintenance equipment.
- iii As a general rule the regulations will not apply where noise levels are below 85dBA. Where trigger levels are exceeded an external competent person will be commissioned to carry out the required assessment.

### 3.16 **Occupational Health**

- 1 Access to Occupational Health services
  - i The LEA has an Occupational Health Service, which can provide confidential assistance on a wide range of matters affecting personal health
  - ii Staff wishing to access this service should initially discuss the problem with their line manager. However, if they feel unable to do this and would prefer the matter to be handled confidentially an approach can be made to the appointed person who will respect the privacy of the individual concerned.
  - iii Where the health of an individual is causing concerns for the health and safety of others, management reserve the right to refer that person to the occupational health service following consultation with the LEA.

## 2 **Bullying**

- i Bullying of any employee will not be tolerated and will be regarded by the Governing Body as a disciplinary issue.
- ii A useful Code of Practice has been produced by the Department of Enterprise, Trade and Employment for Northern Ireland entitled “Procedures for Addressing Bullying in the Workplace” and management in dealing with such incidents will follow its contents.

## 3 **Drugs and Alcohol Policy**

- i Where it is apparent that the behaviour and performance of an individual is impaired by drugs, substance misuse or alcohol to the extent that there is a potential risk to the health and safety of themselves and/or of others the matter will be dealt with in accordance with the approved Drugs and Alcohol Policy
- ii Managers have the option of involving occupational health services following discussion with the individual concerned in an attempt to provide constructive assistance. In serious cases managers may involve disciplinary procedures.

## 4 **Health Surveillance**

- i It is not considered that any employees on site are subjected to continued exposure to any substances, which are so hazardous as to require their health to be monitored.

## 5 **Health Promotion**

- i The Governing Body recognises that, whilst it will make every effort to provide a healthy workplace, it is the behaviour and personal choices of the employee that have the greatest impact on individual health. The 3 most important factors affecting health are smoking, diet and lack of regular exercise.
- ii Assistance will be given wherever practical in relation to;
  - a smoking cessation courses
  - b encouraging healthy diet (healthy options available in school dining facilities)

- c encourage staff to use the sporting and exercise facilities on site

## 6 **Legionnaires Disease**

- i Legionnaires disease is caused by ubiquitous bacteria which are present in water systems and when allowed to colonise and proliferate can cause serious outbreaks of disease. This is well recognised and an Approved Code of Practice (L8) has been issued by the HSE.
- ii Whilst it has frequently been associated with cooling towers it is also common in showers, whirlpool baths, spray taps and virtually any water system capable of generating airborne droplets, which can be inhaled.
- iii The advice in the Code of Practice will be followed on site. Specific actions will include removal of all shower heads and sterilising them prior to the commencement of each school year. Hot and cold water systems will be flushed through to remove any stagnant water from the system and storage tanks will be checked for any growth of algae. This will be undertaken by the Premises Team Leader or the Council's Building Services Department.

## 7 **New and Expectant Mothers**

- i The guidance issued by the HSE in their booklet "New and expectant mothers at work – A guide for health professionals" will be followed.

## 8 **Smoking Policy**

School Smoking Policy will be followed which means specifically that smoking is not allowed anywhere on site other than the designated staff smoking areas.

## 10 **Violence at Work**

- i Violence to any employee will be treated very seriously and the advice set out in the document issued by the HSC Education Service Advisory Committee will be adopted as the means of dealing with such incidents when they occur and in the development of strategies to minimise their occurrence.

### 3.17 **Off site Educational Visits/Activities**

- i In the last few years there have been a number of fatalities associated with educational holidays, visits or activities, some of which have led to high profile litigation. It is therefore imperative that the guidance manual issued by the LEA is strictly adhered to.
- ii A good practice guide has been issued by the DfES entitled "Health and Safety on Educational Visits" which must also be followed.
- iii All visits to sites, which involve overnight stays, must be assessed and approved by the LEA.
- iv Any teacher wishing to participate in an off-site visit must follow the school policy and must submit a request for permission together with a risk assessment carried out by a competent person to the Head Teacher at least 10 working days before the visit is due to take place.

### 3.18 **Personal Protective Equipment**

- i The requirements of the Personal Protective equipment at Work Regulations 1992 and the Guidance on Regulations issued by the HSE (L25) will be followed.
- ii The circumstances where these regulations apply are fairly limited within school premises e.g. Science & Technology, but where risk assessment has identified that any personal protective equipment is necessary it will be supplied by the school. Employees must then ensure that it is worn at appropriate times
- iii Abuse of any PPE supplied is a direct offence under Section 8 of the Health and Safety at Work Act 1974.

### 3.19 **Safety Representatives/Premises Committee/Consultation**

- i Under the Safety Representatives and Safety Committees Regulations 1977 employers must put in place arrangements to enable Safety Representatives to be consulted on appropriate health and safety issues.

- ii The Health and Safety (Consultation with Employees) Regulations 1996 require employers to consult with representatives or directly with non-union employees
- iii Employers also have obligations under the Health and Safety (Information for Employees) Regulations 1989
- iv The Governing Body will fulfill these obligations through the Head Teacher who will involve all staff including representatives in the development of health and safety. This policy details the methods of involvement including accompanied inspections, safety committee meetings, development of risk assessments, disseminating information and assisting in developing training needs.

### 3.20 **Site, Building and Staff Security and Safety**

- i Site
  - The site should be securely fenced where possible. Where reasonably practicable, strategically placed CCTV cameras will provide a deterrent to unauthorised access
- ii Separation of Vehicular and Pedestrian movement where possible.
  - a The Premises Team Leader will ensure that car parking arrangements including those for disabled persons do not compromise the safety of pedestrians

- b The Premises Team Leader will ensure that when contractors are on site that their activities and vehicular movements do not compromise the safety of pedestrians.
  - c The Premises Team Leader will ensure that deliveries are not made during break or lunch times or for 15 minutes prior to the opening and after the close of school in order to avoid peak pupil movement times.
  - d Separate access will be delineated for pedestrian access which removes as far as reasonably practicable the risk of contact with moving vehicles.
- iii Buildings
- Where reasonably practicable, each building is fitted with a master lock in order to reduce unauthorised access. It is important that entry doors are closed and not wedged open.
- iv Staff
- a All staff should wear personal badge identification, which includes a photograph.
  - b Staff working either in isolated parts of the building and/or out of normal hours should follow the HSE advice on “Lone Working” where applicable.
- v Visitors
- d Visitors must sign in at reception and will be issued with a visitor’s badge, which must be returned on leaving the site

### 3.21 **Statutory Inspections and Examinations**

- i Statutory inspections and examinations of boilers, competent persons will carry out pressure vessels lifting equipment and fire equipment at statutory intervals. The register of these will be held by the appointed person who will confirm that arrangements for inspection and examination are made by the due dates.

### 3.22 **Supervision of Pupils**

- i The Head Teacher shall take all reasonable steps to ensure that appropriate staff supervision is provided for pupils during lessons and off-site activities.
- ii The Head Teacher shall take all reasonable steps to ensure appropriate supervision by duty staff at break time and lunchtime.
- iii All staff will share the responsibility for ensuring that pupils adhere to the school code of conduct in terms of their behaviour when moving between different parts of the building.
- iv Staff supervising pupils in and around practical rooms i.e. in science laboratories, gyms and sports hall, technology rooms, etc will be responsible for ensuring that pupils behaviour is safe and in accordance with the school code of conduct

### 3.23 **Training**

- i All employees shall be instructed as to possible hazards which may occur at their place of work and shall receive such information, instruction and training as may be deemed necessary to enable them to do their work in a safe and efficient manner. Safety training will be incorporated into an annual plan, which will be approved by the Governing Body.
- ii The Training Plan will cover:-
  - a Induction Training

Every effort must be made to ensure that all new staff receive appropriate induction training which should include making them aware of their statutory duties, emergency procedures, relevant risk assessments and an explanation of this policy. On the first day of employment the Safety Induction checklist must be completed and a copy of Parts I to III of this policy will be issued.

b Management Training

The Governing Body recognises that all sectors of management must receive the training necessary to enable them to effectively carry out their duties in the areas for which they are responsible.

c Specialist Training

The Head Teacher will arrange specialised courses of training as appropriate for employees in the safety requirements of their duties. The need for such courses will have been identified in the Training Plan.

d Fire Training

All members of staff shall receive training on actions to be taken in the event of fire, advice on fire precautions and where necessary, practical training on the use of fire fighting equipment alarms.

3.24 **Visitors**

- i Employees will ensure that all reasonable steps are taken to safeguard visitors and that they are made aware of emergency procedures.
- ii In the event of an evacuation, visitors should accompany the employee they have come to see to the approved assembly point identified in Appendix 1.

3.25 **Work Experience/Placements**

- i The Head Teacher will ensure that all young persons under the age of 18 who are either employed by the school or placed on work experience are not subjected to any risk of injury or harm. Employees will be covered by this policy.

- ii All places of employment utilized for placements or experience will be assessed and approved by the LEA. Parents should be provided with relevant information including Health and Safety prior to the person commencing work.
- iii Where Parents or Pupils arrange their own work experience the Employer should be reminded of his responsibilities under the Management of Health and Safety at Work Regulations 1999 and should take into account the following matters:-
  - a The inexperience, lack of awareness of risks and immaturity of young persons.
  - b The fitting and layout of the workplace or workstation.
  - c The nature, degree and duration of exposure to physical, biological and chemical agents.
  - d The form, range and use of work equipment and the way it is handled
  - e The extent of the health and safety training provided to young persons.
  - f The risks from agents or other processes carried out at the workplace.
  - g The risk to the young person's health and safety must be assessed.
  - h The risks from agents or other processes carried out at the workplace.e protection measures to be taken.
  - i Any risk notified to him/her by any other employer sharing the same workplace.
  - j Any work beyond the young person's physical or psychological capacity.
  - k Any work involving harmful exposure to agents, which are toxic, carcinogenic, mutagenic or have chronic effects.
  - l Involving harmful exposure to radiation

- m Extreme heat or cold
- n Noise or vibration
- o The appropriate procedures to be followed in the event of serious and imminent danger and the names of the competent persons who implement the procedures.

The above are just some of the matters that employers should consider before allowing young persons to work in their establishments.



<b>RESPONSIBILITY</b>	<b>COMPETENT PERSON</b>	<b>LOCATION</b>
Statutory Inspections i)Boilers ii)Hoists & Lifts iii)Fire Safety		
Out of School Visits		
Risk Assessments		
COSHH Assessments		
Noise Assessments		
Manual Handling Assessments		
Work Station & DSE Assessments		
Electrical Safety		
Caretaking & Cleaning		
Grounds Maintenance (grass cutting, litter picking and gardening equipment)		
Catering		
Premises Team Leader		
Occupational Health		
Safety Representatives		