

# HEALTH & SAFETY POLICY

## 1. RATIONALE

The Governing Body and the Principal are committed to and carry overall strategic responsibility for the provision and promotion of a safe and healthy environment for all users of the school including staff, students, governors, visitors and contractors.

The Governing Body will ensure that the School has a written Health and Safety Policy, consistent with local authority and national policies, which is clearly understood and readily available to all members of staff and those working in the school.

## 2. AIMS

2.1 Heart of England School recognises and accepts its responsibility for providing and promoting a safe and healthy environment for all users of the school including staff, students, governors, visitors and contractors.

2.2 The school will, so far as is reasonably practicable within its powers, continue to take steps to meet this responsibility, paying particular attention to the provision and maintenance of:

- Plant, equipment and systems of work that are safe;
- Safe arrangements for the use, handling, storage and transport of articles and substances;
- Information, instruction, training and supervision to enable everyone to avoid hazards and contribute positively to their own safety and health at work, to include the use of risk assessments;
- A safe place of work, and safe access to, and exit from it;
- A healthy and clean working environment
- Adequate welfare facilities.

2.3 In order to meet some of these requirements the school has the following procedures in place:

Appendix 1	Risk Assessment
Appendix 2	Emergency Evacuation Procedures
Appendix 3	Fire Prevention, Testing of Equipment
Appendix 4	Procedures for First Aid and the Administration of Medicines
Appendix 5	Reporting Procedures
Appendix 6	Personal Safety policy
Appendix 7	Health and Safety training
Appendix 8	Work Equipment
Appendix 9	COSHH Policy
Appendix 10	Manual Handling of Loads
Appendix 11	Health and Safety Inspections
Appendix 12	Asbestos
Appendix 13	Pregnant Workers
Appendix 14	Display Screen Equipment – Code of Practice
Appendix 15	Accident Occurrence/ Near miss report form

Appendix 16	Heart of England School Lone-Working Policy
Appendix 17	Minibus Driver Policy
Appendix 18	Fire Assembly Points

Please note that all members of the Leadership Team have a copy of the EASE guidelines (Emergency Advice and Support for Education).

- 2.4 The School will also ensure, so far as is reasonably practicable, that its work activities do not endanger the health and safety of the general public.
- 2.5 The School will co-operate with safety representatives.
- 2.6 A copy of this statement will be made available to employees and all those working in the school. It will be reviewed every year, added to and modified as appropriate to sustain its effectiveness, and such changes will be brought to the notice of employees. It may be supplemented in appropriate cases by further statements relating to the work of particular departments or groups of workers.

### 3. RESPONSIBILITIES AND PROCEDURES

**3.1 The Principal** has overall responsibility for Health and Safety, but everyone also carries some responsibility.

**3.2 The Senior Leadership Team** arranges the day-to-day running of the school to ensure a safe working environment for students and staff. Specific examples include:

- Emergency evacuation procedure, fire notices and fire drills.
- Duty lists for the supervision of danger points outside lesson times.
- Policing of areas at the start and end of the school day.

**3.3 The H&S Co-ordinator** has a specific responsibility for Health and Safety:

- Incoming safety directives are passed on to the appropriate staff for information/implementation.
- Health and Safety concerns reported by staff/safety representatives are dealt with by contacting appropriate agencies.
- Filing reports.

**3.4 Supervisory and managerial staff** have day-to-day responsibilities:

- To ensure that safe methods of work exist and are implemented;
- To ensure that health and safety regulations, rules and procedures are being applied effectively;
- To give personal leadership and to integrate safety with the work activities being carried out in the general working environment;
- To impart to all employees an understanding that accidents can be prevented;
- To instruct all new employees in safe working practice;
- To make safety inspection(s) in their areas of responsibility and take prompt corrective action where necessary;
- To provide, so far as is reasonably practicable, information, instruction and training to employees to enable them to carry out their duties in a safe manner. Where training is required by statute or considered necessary for safety, it will be given before an employee commences any relevant work.
- To produce, where appropriate, a code of conduct, incorporating safety precautions/risk assessments, and communicate them to staff and students.
- Report all violent/threatening behaviour to the Health & Safety Co-ordinator and keep records.
- To keep minor accident books and on line records in appropriate departments. A list of available written records is kept by the Health & Safety Co-ordinator who monitors them at the end of each term along with a review of the on line data.
- To keep a site book recording details of visiting contractors and officials on site business (currently

maintained by Senior Site Manager).

**3.5 The safety representatives**, one of whom must be a member of the non-teaching staff, are a key link in the monitoring and reporting of Health and Safety. They complete report forms and pass them to the H&S Co-ordinator for action whenever they observe or have a concern reported to them. They also carry out safety inspections and complete reports for management. Current safety representatives include: the Principal; Assistant Principal for H&S, Senior Site Manager; Governor i.c. H&S; and Finance Manager.

**3.6 The school first aiders** deal with accidents and illnesses requiring treatment. He/she records chronic medical conditions needing medication and keeps/issues prescribed medicines. He/she deals with accident report forms.

3.6.1 **Specific staff** have been trained to administer first aid and a rota is in force to ensure First Aid provision is available throughout the school day. A list of trained staff is available in the school office.

3.6.2 **Specific staff** have been trained in the management of asbestos arrangements and procedures. The log is kept in the Site Manager's office.

**3.7 All staff** have a personal responsibility:

- To take reasonable care, whilst at work, to ensure that they do not endanger either themselves or anyone else who might be affected by their activities or inactivities;
- To make full and proper use of any clothing and equipment provided for personal protection;
- To inform their immediate superior if the working conditions are considered to be unsafe;
- To use machinery, equipment etc in a correct and safe manner;
- To report to their immediate superior any hazards or defects in plant, equipment, machinery or buildings;
- To make themselves fully conversant with the Safe Working Instructions and Codes of Practice applicable to the tasks they are required to undertake and to comply with their contents;
- To set a good example.

**3.8 All staff**, students not in uniform and visitors will wear security badges.

#### **4. MONITORING**

The Safety Committee will be responsible for the preparation, up-dating and monitoring of the detailed Health and Safety Procedures which will be reviewed every year on behalf of the Governing Body.