

DEVIZES SCHOOL HEALTH AND SAFETY POLICY

A. Statement of Intent

- The aim of the Governing Body is to provide a safe and healthy working and learning environment for staff, students and visitors.
- The Governing Body accepts that it has a responsibility to take all reasonably practicable steps to secure the health and safety of students, staff and others using the school premises or participating in school-sponsored activities.
- The Governing Body believes that the prevention of incidents, accidents, injury or loss is essential to the efficient operation of the school and is part of the good education of its students.
- The Governing Body will take all reasonable steps to identify hazards and reduce the risks from them to a minimum. All staff and students must therefore accept and appreciate, however, that their own safety and that of others depends on their individual conduct and vigilance while on the school premises or while taking part in school-sponsored activities.

B. The Duties of the Governing Body

In the discharge of its duty the Governing Body will:

- make itself familiar with the LA's Health, Safety and Welfare Policy Statement for Schools (particularly Section 4.10 – Responsibilities of the Governing Body - detailed in the bullet points below), the Local Management of Schools scheme and the advice and guidance provided by the LA;
- take account of that policy within budgetary and other policy considerations;
- ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school;
- periodically assess the effectiveness of this policy and ensure that any necessary revisions are made;
- establish an effective health and safety management structure within the school and monitor and evaluate the Headteacher's performance on health and safety matters;
- bring to the attention of the LA, any health and safety concern outside of their control or any health and safety responsibility that they are unable to meet.

So far as it is reasonably practicable the Governing Body, through the Headteacher, will make arrangements for all staff, including temporary and voluntary staff and helpers and those on fixed term contracts, to receive comprehensive information on;

- this policy;
- all other relevant health and safety matters;
- the instruction and training that is available to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk.

C. The Duties of the Headteacher

The Headteacher is required to take all necessary and appropriate action to ensure that proper health and safety standards are maintained at all times. As well as the duties which all members of staff have (see section I), the Headteacher has the general and specific responsibilities as set out in section 4.11 of the LA's policy statement on health, safety and welfare. In completing these duties, the Headteacher will devolve the specific duties to the Bursar. These are:

- To manage the school's staff, site and activities so that the health, safety and welfare of all those involved is secured;
- To comply with LA policy and duties under the Local Management of Schools Scheme;
- To bring any health and safety concern outside of their own control or any other health and safety responsibility that is unable to be met, to the attention of the Governing Body and the LA;

And specifically –

- To assess and record all significant risks to staff, students, visitors, contractors and hirers and to ensure that they are controlled as far as is reasonably practicable;
- To develop and distribute school-specific policies on health and safety issues;
- To monitor and secure compliance with the school's policy and the control measures identified through risk assessments;
- To ensure staff are properly trained, instructed and supervised for any relevant health and safety role and that all staff engage properly with LA and school health and safety procedures;
- To inspect the school site and property for any unsafe condition three times a year with a team of specialist staff and with the support of the Subject Leaders to produce a report that will be used to make safe any areas falling below acceptable levels of safety in a timescale commensurate to the level of risk;
- To arrange routine maintenance and servicing of equipment by qualified personnel and through approved mechanisms;
- To consider health and safety in the selection of contractors and the planning of contracted work, and to provide general supervision to contractors whilst on the school site;
- To investigate all accidents, near misses and episodes of work-related ill-health;
- To monitor and evaluate the health and safety performance of staff;
- To have and practise emergency and contingency plans;
- To provide means for consultation with staff on health and safety matters;

D. The Duties of Subject Leaders and Line Managers

In addition to the general duties which all members of staff have (see section I), supervisory staff will be directly responsible to the Bursar, to have overall day-to-day responsibility for the implementation and operation of the school's health and safety policy within their relevant departments and areas of responsibility. In particular Subject Leaders of the Science, Design & Technology and PE Departments are to ensure that they have received the appropriate training and retain currency on, the drafting and reviewing of risk assessments.

As part of their day-to-day responsibilities they will ensure that:

- safe methods of working exist and are implemented throughout their area of responsibility;
- health and safety regulations, rules, procedures and codes of practice are being applied effectively;
- staff, students and others under their jurisdiction are instructed in safe working practices;
- new employees working within their area are given instruction in safe working practices;
- risk assessments are conducted in their area of responsibility as required by the Headteacher or as necessary;
- positive, corrective action is taken where necessary to ensure the health and safety of all staff, students and others;
- all plant, machinery and equipment in the department in which they work is adequately guarded, in safe working order and restricted to authorised persons only;
- appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the department in which they work;
- hazardous and highly flammable substances in the department in which they work are correctly stored, labelled, and exposure is minimised;
- they monitor the standard of health and safety throughout the department in which they work and encourage staff, students and others to achieve the highest possible standards of health and safety;
- all health and safety information is communicated to the relevant persons;
- they report any health and safety concerns to the Health & Safety Administrator/Bursar as soon as possible.

E. The Duties of the Health & Safety Administrator

- carry out risk assessments (including regular reviews) as requested/need identified and provide advice and guidance to staff, particularly Subject Leaders, in the preparation of risk assessments;
- manage inspection process including the organisation of inspections, identification of problem areas and arrangements for remedial action;
- arrange for statutory and safety inspections on equipment & facilities are carried out as required. Bring defects to the notice of the Bursar. Arrange remedial action.
- ensure correct procedures are being followed in terms of health and safety and seek specialist advice via HSE when situations/circumstances are unclear. Bring transgressions to the attention of the Bursar as soon as possible
- publish health and safety guidance to staff including information on manual handling, working at height and display screen equipment annually in the Staff Handbook

F. The Duties of the Site Manager

Work closely with the Health & Safety Administrator to ensure the following:

- organisation and/or completion of the school's legal obligation towards Legionnaires disease, Asbestos, First Aid, Fire Appliances, Fire Alarms, Intruder Alarms, Portable Equipment testing.
- implementation of Health and Safety requirements resulting from defects, alterations, incidents, inspections and new legislation.

- serviceable and safe conditions of essential services, i.e. water, gas, oil and electrical supply. Ensure all legislation is strictly adhered to and records kept.

G. The Duties of First Aid (Student Services) (see Policy S5 for more details)

- react to all emergency situations on site to provide first aid as necessary
- manage the school medical room to include the maintenance and care of First Aid supplies and equipment
- manage daily medical problems of students and staff by assessing, evaluating and taking appropriate action which may include contact with parents, health professionals and other staff.
- manage First Aid kits at pre-agreed locations in school – ensure they are maintained and replenished as necessary. Provide First Aid kits for school trips.
- provide an appropriate first aid provision during out of school hours learning
- record each occasion any member of staff, student or other person receives first aid treatment either on the school premises or as part of a school-related activity and report as necessary

H. Educational Visits

Health and Safety aspects of educational visits are covered in the Educational Visits Policy (S15).

I. The Duties of All Members of Staff

All staff are expected to familiarise themselves with the health and safety aspects of their work. All staff have a responsibility to:

- take reasonable care of their own health and safety and that of any other persons who may be affected by their acts or omissions at work;
- follow agreed working practices and safety procedures;
- report any accident, near miss, incidents of violence, including verbal abuse or any hazard;
- ensure health and safety equipment is not misused or interfered with.

J. Hirers, Contractors and Others

The Headteacher via the Bursar will seek to ensure that hirers, contractors and others who use the school premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times.

When the premises are used for purposes not under the direction of the Headteacher, then the principal persons in charge of the activities for which the premises are in use will be expected to maintain the safe practices as indicated in this extract from the Headteachers Duties (section C) – *“The Headteacher is required to take all necessary and appropriate action to ensure that proper health and safety standards are maintained at all times.”*

When the school premises or facilities are being used out of normal school hours for a school-sponsored activity then, for the purposes of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and will comply with the requirements of this section.

When the premises are hired to persons outside the employment of the school, it will be a condition of all hirers, contractors and others using the school premises or facilities that they are familiar with this policy, that they comply with all safety directives of the Governing Body and that they will not, without the prior consent of the Governing Body:

- introduce equipment for the use on the school premises;
- alter fixed installations;
- remove fire and safety notices or equipment;
- take any action that may create hazards for persons using the premises or the staff or students of the school.

All contractors who work on the school premises are required to ensure safe working practices by their own employees under the provision of the Health and Safety at Work Act 1974 and must pay due regard to the safety of all persons using the premises.

In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Headteacher will take such actions as are necessary to prevent persons in his or her care from risk or injury. This may include requiring the contractor to stop work or leave the site.

The Governing Body will draw the attention of all users of the school premises (including hirers and contractors) to Section 8 of the Health and Safety at Work Act 1974, which states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare.

K. Staff Consultative Arrangements

The Governing Body, through the Headteacher, will make arrangements for full and proper consultation with employees on health and safety matters. The nominated safety representatives of each accredited trade union or staff association will be offered a role in these consultations.

L. Emergency Plans

The Critical Incident Policy is designed to cover all foreseeable major incidents which could put the occupants or users of the school at risk. The plan is approved by the Governing Body.

In addition to the Critical Incident Policy, separate procedures are defined to deal with the more specific events of fire and emergency school closure due to adverse weather conditions. These procedures are regularly rehearsed by staff and students - the fire drill for example is held three times each year.

M. Sources of Advice and Technical Assistance

Whenever required, the Governing Body, Headteacher and other staff are to seek advice from the LA (the corporate occupational health and safety service or other competent persons) to ensure that the most current and relevant information is used in carrying out this policy.

N. Annual Review

The Governing Body and Headteacher will review this policy statement annually and update, modify or replace it as it considers necessary to ensure the health, safety and welfare of staff and students.

O. Specific Procedures and Further Guidance

Further advice and guidance is available by referring to the Health and Safety Manual for Schools provided by the LA and held by the Bursar. This school adopts all of the guidance within the Manual as applicable within the school and to all staff.

Date agreed by SLT: 31 Oct 11

Date approved by the Premises Committee: 8 Nov 11

Date approved/adopted by the Governing Body: 30 Nov 11

Date for Review: Nov 14