

**Health and Safety Policy**

|  |  |
| --- | --- |
| **Date:** | January 2021 |
| **Date approved by Management Committee:** | January 31st 2021 |
| **Signature of Chair of Management Committee:** | Sue Cain |
| **To be reviewed:** | Annually |

**Introduction**

The Governing Body recognises the role of Health and Safety Representatives appointed by a recognised trade union. Health and Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time but, wherever practicable, outside teaching time. They will also be consulted on health and safety matters affecting all staff.

They are also entitled to certain information, e.g. about accidents and to paid time off to train for and carry out their health and safety functions. However, they are not part of the management structure and do not carry out duties on behalf of the Head teacher or Governing Body.

**Aims and Objectives**

The Council acknowledges that the health and safety policy can contribute to the organisation’s overall performance by:

* Continuously improving health and safety performance
* Encouraging employees to think about how they can do their job more safely
* Reducing costs (sickness absence, ill health, improving staff retention, reducing lost time accidents)
* Improving the quality of service provisions
* Increasing productivity
* Improving its Corporate and social responsibility
* Protecting the environment
* Raising Contractor’s performance standards.

In order to achieve this, the Council has the following key objectives:

to take steps to avoid accidents and work related ill-health or dangerous occurrences, with particular attention to the provision and maintenance of safe premises and safe places of work including safe access to it and in particular, safe unimpeded emergency egress from it to create a working environment that is conducive to the health and safety of employees and others

* To provide plant, premises, equipment and systems of work that are safe
* To provide arrangements for the safe use, handling, storage, transport, moving or disposal of
* Articles and substances harmful to health as a minimum, to comply with all relevant health and safety legislation and strive to achieve higher standards of workplace health and safety and welfare
* To ensure the delivery of effective arrangements through the adoption of the HSE’s Plan-Do-Check-Act framework
* Ensuring that our policies and procedures are compliant and taking into account any reasonable adjustments.

The School is committed to continuous improvement, with the effective management of health and safety being regarded as integral to successful business.

**Risk Assessment**

**General Risk Assessment**

General Risk Assessment will be co-ordinated by the health & Safety lead and can be viewed in the school office. The Risk Register is also located in the school office.

**Maternity Risk Assessment**

Maternity Risk Assessments will be carried out by the Headteacher and School Business Manager.

**Fire**

**Fire Risk Assessment**

A fire risk assessment will be carried out by the Site manager and Health and Safety lead and is circulated annually.

**Curriculum Activities**

Risk Assessments for Curriculum activities will be carried out by relevant Phase/Subject Leaders and Class teachers using Health and Safety Codes of Practice.

**Hazardous Substances**

The Site Supervisor will identify hazardous substances for which no specific assessment exists. COSHH risk assessments are in every team and also in each cleaning cupboard.

**Violence**

Assessment of the risks of violence to staff will be carried out by Behaviour management, SLT and the Head teacher. If a member of staff is assaulted they have to fill out an assault form (see Appendix A) and report the incident to a member of SLT and record the event on CPOMs. Parents of the pupil who carried out the assault will be informed of the incident.

**Emergency Procedures**

**Fire and Evacuation**

See Fire Evacuation plan and Fire Policy.

**First Aid**

In event of needing first aid assistance, either: -

* Locate the nearest first aider, posters on the walls around the school highlight staff who are trained in first aid. First Aid boxes can be found in the behavioural office, admin office, dining room, Primary classroom and food technology classroom.
* Transport to hospital. If an ambulance is required, call “999”. It may be appropriate in less severe cases to transport a pupil to a casualty department without using an ambulance, but this should always be on a voluntary basis. If a member of staff uses their own car for these purposes, they must ensure that they have obtained specific cover from their insurance company.

**First Aid training**

First aid training will be provided to any staff who wish to be involved in first aid and who would like to be designated first aiders in school. Staff who are already qualified first aids will be given the opportunity to renew their qualifications.

**Health and Safety Training**

Health and Safety training will be provide to our Health and Safety lead who will then provide knowledge and guidance on relevant health and Safety matters and events within the school.

**Inspection and Testing of Plant and Equipment**

**Statutory Inspections**

All plant and equipment requiring statutory inspection and testing (i.e. steam boilers, compressors, lifting equipment, local exhaust ventilation, pressure cookers etc) will be inspected by HVE as part of the school’s cyclical maintenance programme.

**Portable Electrical Appliances**

Inspection and testing of portable electrical appliances will be carried out annually by external company supplied by the Stockton Borough Council.

**Ladders and Access Equipment**

School Site manager will be responsible for inspection of ladders and other access equipment

**Consultation and Communication of Information**

**Consultation**

The Governing Body meet termly to discuss health, safety and welfare issues affecting staff, pupils or visitors. Action points from meetings are brought forward for review by school management.

**Communication of Information**

The Head teacher will ensure that systems are established so that staff and pupils are familiar with the arrangements set out in this document.

Health and safety advice is available from the Head teacher, Health and Safety Lead and Site manager.

The Health and Safety Lead will complete a half-termly analysis of school Health and Safety and share this with the Headteacher.

**Premises Management**

**Security and Visitors**

All visitors must report to Reception where they will be asked to sign in electronically and wear an identification badge.

**Vehicles on Site/Parking**

The school car park is for staff only and access is through the main gate.

**Building Maintenance**

General building maintenance is carried out by HVE and other approved contractors

(see Site Manager for more details).

**Control of Contractors**

All contractors must report to the main office where they will be asked to sign in electronically and wear an identification badge. Contractors will be issued with guidance on fire procedures, local management arrangements and vehicle movement restrictions. All Contractors must complete a risk assessment/permit to work authorising them to access school to carry out the required work and maintenance.

The Headteacher is responsible for monitoring areas where the contractor’s work may directly affect staff and pupils and for keeping records of all contractor work.

**Roles and Responsibilities**

**Governing Body**

The Governing Body has the following responsibilities to ensure:

* A clear written policy statement is created which promotes the correct attitude towards safety in staff and pupils.
* Responsibilities for health, safety and welfare are allocated to specific people and those persons are informed of these responsibilities.
* Persons have sufficient experience, knowledge and training to perform the tasks required of them.
* Clear procedures are created which assess the risk from hazards and produce safe systems of work.
* Sufficient funds are set aside with which to operate safe systems of work. f) Health and safety performance is measured both actively and reactively.
* The school’s health and safety policy and performance is reviewed annually.

**Head teacher**

The Headteacher has the following responsibilities:

* To be fully committed to the Governing Body’s Statement of Intent for Health and
* Safety.
* Ensure that a clear written local Policy for Health and Safety is created.
* Ensure that the Policy is communicated adequately to all relevant persons.
* Ensure appropriate information on significant risk activities is given to visitors and contractors.
* Ensure appropriate consultation arrangements are in place for staff and their
* Trades Union representatives.
* Ensure that all staff are provided with adequate information, instruction and training on health and safety issues.
* Make or arrange for risk assessments of the premises and working practices to be undertaken.
* Ensure safe systems of work are in place as identified from risk assessments
* Ensure that emergency procedures are in place.
* Ensure that equipment is inspected and tested to ensure it remains in a safe condition.
* Ensure records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, etc.
* Ensure arrangements are in place to monitor premises and performance.
* Ensure that all accidents are investigated and any remedial actions required are taken or requested.
* To manage the keeping of records of all health and safety activities including management of building fabric and building services.
* Report to the Governing Body annually on the health and safety performance of the school.

**School Health and Safety Representatives**

* The Governing Body recognises the role of Health and Safety Representatives appointed by a recognised trade union. Health and Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time but, wherever practicable, outside teaching time. They will also be consulted on health and safety matters affecting all staff.
* They are also entitled to certain information, e.g. about accidents and to paid time off to train for and carry out their health and safety functions. However, they are not part of the management structure and do not carry out duties on behalf of the Head teacher or Governing Body.

**Teachers**

Class teachers are expected to:

* Exercise effective supervision of their pupils, to know the procedures for fire, first aid and other emergencies and to carry them out.
* Follow the particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant Code of Practice, if issued, and to ensure that they are applied.
* Give clear oral and written instructions and warnings to pupils when necessary. d) Follow safe working procedures.
* Require the use of protective clothing and guards where necessary.
* Make recommendations to the Headteacher or Health and Safety Co-ordinator on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
* Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education.
* Avoid introducing personal items of equipment (electrical or mechanical) into the school without prior authorisation.
* Report all accidents, defects and dangerous occurrences to the Site Manager

**Health and Safety Lead**

The H&S lead will act as Health and Safety Co-ordinator with the Head teacher and has the following responsibilities:

* To co-ordinate and manage the annual risk assessment process for the school.
* To advise the Head teacher of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors.
* To provide analysis on health and safety issues throughout the academic year: accidents, assaults, damages, major issues around school related to health and safety.
* Monitoring and restocking the first aid boxes.
* Providing advise and guidance on health and safety issues around school.

**Site Manager**

* To co-ordinate the annual general workplace monitoring inspections and performance monitoring process.
* To make provision for the inspection and maintenance of work equipment throughout the school.
* To advise the Head teacher of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors.
* To ensure that staff are adequately instructed in safety and welfare matters about their specific work place and the school generally.
* Carrying out any other functions devolved to him by the Head teacher or
* Governing Body.

**All Employees**

All employees have individual legal responsibilities to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions. In particular, employees must:

* Comply with the school’s health and safety policy and procedures at all times – in particular procedures for fire, first aid and other emergencies.
* Co-operate with school management in complying with relevant health and safety law.
* Use all work equipment and substances in accordance with instruction, training and information received.
* Report to their immediate line manager any hazardous situations and defects in equipment found in their work places.
* Report all incidents in line with current incident reporting procedure.
* Act in accordance with any specific health and safety training received.
* Inform their Line Manager of what they consider to be shortcomings in the school’s health and safety arrangements.
* Exercise good standards of housekeeping and cleanliness.
* Co-operate with appointed Trade Union Health and Safety Representative(s).

**Pupils**

Pupils, allowing for their age and aptitude, are expected to:

* Exercise personal responsibility for the health and safety of themselves and others.
* Observe standards of dress consistent with safety and/or hygiene.
* Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
* Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

**Monitoring and Evaluation**

The Senior Leadership Team, Health and Safety Lead and Site Manager will regularly review Health and Safety across the school, on a half termly basis. After any review takes place, an analysis will be made and feedback will be given to staff.

The Health and Safety Lead will complete a half-termly analysis document, which highlights assaults, incidents, damages and any issues around the building that may affect employers, visitors and pupils, and this will be shared with the Headteacher.

**UN Convention of the Rights of the Child (UNCRC)**

Bishopton is a Rights Respecting School. Based on the principles of equality, dignity, respect, non-discrimination and participation. It places the rights of the child at the heart of everything it does including school policy and strategic planning. Our school community ensures that rights are learned, taught, practised, respected, protected and promoted. There are 54 articles in the UNCRC, (for a copy of these please ask the Rights Respecting Steering Group Chair) the following articles specifically underpin this policy:

|  |  |
| --- | --- |
| **Article:** | **Summary:** |
| 2 | Non - Discrimination |
| 3 | Best interests of the child |
| 5 | Parental guidance and a child’s evolving capacities |
| 12 | Respect for the views of a child |
| 13 | Freedom of expression |
| 14 | Freedom of thought, belief and religion |
| 15 | Freedom of association |
| 16 | Right to privacy |
| 28 | Right to education |

**Appendix a**

**Schools Notification of Assault Form**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Part 1.  **Injured party to complete** NA1/Ed Form Nov 17 | | | | | | | | | |
| Please tick as appropriate ✓ | Stockton Council Employee | | Agency Employee | | | | School Employee | | |
| Assaulted Person | Please Print ;-  First Name(s): Surname: | | | | | | Name of School | | |
| Occupation |  | Payroll No: | | | | Date of Birth |  | | |
| Date & Time of Assault |  | Exact place of Assault | | | | Please include which premises;- | | | |
| Date & Time Ceased work |  | Hours of Work | | | |  | | | |
| Describe your injuries  (if any) |  | What First Aid treatment was given ? | | | |  | | | |
| Describe the assault, eg  verbal, physical  threatening, stating  how the assault  occurred |  | | | | | | | | |
| Name(s) ofWitnesses | Please Print ;- | | | | Signed: | | | | Date |
| Police Informed. Tick ✓ Yes No | | | | | Crime No | | | | |
| Details of aggressor if known | Name | | | Address | | | | Date of Birth | |
|  | | | | | | | | | |
| Part 2. **Head Teacher. Comments and Action Taken to Prevent Recurrence** | | | | | | | | | |
| Comment and Action Taken to Prevent Recurrence**:** | | | | | | | | | |
| |  | | --- | | Part 3. **Health and Safety Adviser’s Comments** | | Health and Safety Adviser’s Name Date | | | | | | | | | | |