



# CALDEW SCHOOL

## HEALTH AND SAFETY POLICY

*Policy legally required*  
*Reviewed under Resources Committee*  
*On school website*  
*Reviewed annually*  
*Date adopted: April 2018*  
*Next review: April 2019*

NOTE: Caldew School is an Academy and where reference is made to school(s) this should be taken to refer to 'academy' in so far as the reference specifically applies to Caldew School.

### **PART 1 – STATEMENT OF INTENT**

The Governing Body will abide by its duties and responsibilities as an employer under the Health and Safety at Work etc. Act 1974.

The Governing Body recognises that effective health and safety management can contribute towards organisational performance by reducing injuries, ill health, unnecessary losses and liabilities. To this end, it will seek to create and maintain a positive health and safety culture that secures the commitment and participation of all employees.

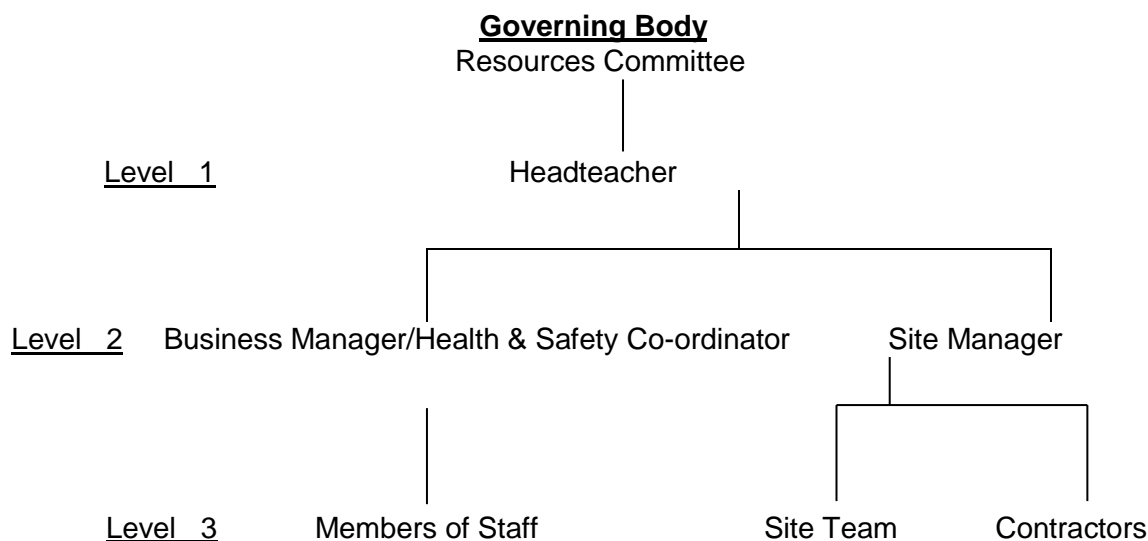
The School identifies health and safety as a primary objective of its activities. To this end, it will endeavour, so far as is reasonably practicable, to conduct its activities without risk to the health and safety of its employees, students and to everyone who may be affected by its activities.

The Policy of the Governing Body is to take appropriate steps to:

1. safeguard its employees, young persons, students, and visitors from injury or ill-health;
2. provide and maintain safe and healthy working conditions including a means of access to and egress from places of work under the Governing Body's control, which are safe and without risk;
3. provide adequate welfare facilities;
4. provide sufficient information, instruction, training and supervision to enable employees to avoid hazards and contribute positively to their own safety and health at work and to that of others affected by their acts or omissions;
5. prevent or contain all forms of loss due to accident, fire or inadequate security.

To this end, the Governing Body will aim to ensure, via an ongoing auditing, monitoring and inspection programme, that educational premises, plant and systems of work (for which it is responsible) are safe and do not pose risks to health.

## Management chain for Health & Safety



### How functions are allocated.

#### LEVEL 1

- Take day-to-day responsibility for all health and safety matters in the school.
- Liaise with Governors on policy issues.
- Be a member of school Resources Committee and ensure policy is activated.
- Ensure that problems in implementing the health and safety policy and procedures are reported to the Governing Body.

#### LEVEL 2

- Review procedures annually.
- Arrange for staff to be informed / trained.
- Ensure procedures are followed.
- Act on reports from Level 3 within agreed timescale and report problems to Level 1.

#### LEVEL 3

- Check classroom / work area is safe.
- Check equipment used is safe before use.
- Ensure safe procedures are followed.
- Ensure personal protective equipment is used.
- Report defects to Level 2.
- Carry out special tasks (e.g. first aid, membership of building sub-committee).

### Planning for Health and Safety

The School through its service level agreement with an external provider will receive a Health and Safety audit triennially. The actions and recommendations contained within this will form the basis of the planning for Health and Safety improvements across the school each year. The Health and Safety Coordinator, Business Manager, Site Manager and Headteacher are responsible for ensuring that any immediate identified

issues are addressed and that reasonable steps are taken to implement new systems and practices as are practical and reasonable.

## **PART 2 – ORGANISATION (ROLES AND RESPONSIBILITIES)**

### **THE GOVERNING BODY**

The Governing Body will carry the prime responsibility for health and safety throughout the School for which it is responsible. The Education Reform Act, 1988 gives Governing Bodies important powers and duties in controlling school budgets and premises and managing schools including health, safety and welfare responsibilities towards employees, students and visitors.

In particular, the Governors are responsible for ensuring a Health and Safety Management System is in place within the educational establishment. Such a system will ensure:

1. a clear written policy statement is created, and that the policy states the organisation and arrangements for implementing the school policy.
2. that governors promote and monitor the execution and effectiveness of this policy.
3. that a review of the school's Health and Safety Policy and performance takes place annually and action on the review's findings.
4. that the Headteacher of the school and operations for which they are responsible are aware of and implement this policy and that he is aware of their duties and responsibilities under the Health and Safety at Work etc. Act 1974 and its subordinate legislation.
5. that specific duties and functions for health, safety and welfare are allocated to individuals.
6. that governors ensure that all staff within the establishment for which they are responsible are given the opportunity to receive training on health and safety matters as part of a written staff development programme.
7. that all premises, plant and equipment at the establishment for which they are responsible are safe and properly maintained.
8. that information is displayed throughout the school confirming who has specific duties/functions for health, safety and welfare.
9. that governors promote interest and concern for health and safety amongst staff and the involvement of everyone in making the policy work.
10. that personnel have sufficient experience, knowledge and training to perform the tasks required of them.
11. that procedures specify who is responsible, and the arrangements, for identifying hazards, undertaking risk assessments and implementing appropriate control measures.
12. that where resources are required in order to implement specific control measures, priority is given to those hazards presenting the highest risk.
13. that everyone has sufficient information about the risks they run and the preventative measures they should take to minimise the risks.
14. that health and safety performance is measured by the use of inspections, checks and the recording of accidents.
15. that proper documented health and safety objectives are established at each relevant function and level within the establishment and that such objectives are quantified wherever practicable.
16. that they consult, in the first instance, with the school's Health and Safety provider and those in charge of resolving any health, safety or welfare problems.
17. that they consult with properly appointed Union and non-Union staff representatives on issues relating to their members' health, safety and welfare and communicate with such staff representatives the outcome of any safety audits, inspections and risk

assessments which may affect the working conditions and/or practices of staff within the school.

18. that they receive and act appropriately upon reports from the Headteacher, Health and Safety Co-ordinator, school's Health and Safety provider and any other internal or external agencies.
19. that they initiate and develop safe systems and procedures to cope with the newly identified health and safety problems

## **HEADTEACHER**

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

1. implement this policy within the establishments or undertakings for which they are responsible.
2. assist the Governing Body with the production of an internal policy document.
3. ensure that all members of staff have sufficient information, instruction and training to enable them to effectively carry out their duties and responsibilities as required by this policy, and the provisions of the Health and Safety at Work, etc. Act 1974, and its subordinate legislation.
4. ensure that newly appointed staff (as part of their Induction Programme), temporary staff and agency workers receive sufficient information, instruction and training to enable them to effectively carry out their duties and responsibilities as required by this Policy, and the provisions of the Health and Safety at Work etc. Act 1974, and its subordinate legislation.
5. be the focal point for reference on health, safety and welfare matters and give advice or indicate sources of advice. Any health and safety problems for which they are unable to provide a solution will be referred in the first instance to the Governing Body and/or the school's Health and Safety provider.
6. co-ordinate the implementation of the Governor's health, safety and welfare procedures in the school.
7. make clear any duties in respect of health and safety that are delegated to members of staff.
8. stop any practices or the use of any plant, tools, equipment, machinery, etc., they consider to be unsafe, until satisfied as to their safety.
9. put in place procedures to monitor the health and safety performance of the school.
10. carry out risk assessments of the premises and working practices to be undertaken, recorded and reviewed on a regular basis, and ensure that they are kept informed of accidents and hazardous situations.
11. receive and respond positively to health and safety problems reported to them by staff and to generate co-operation from all employees under their direction.
12. ensure that all accidents are reported (in accordance with statutory requirements), investigated and any remedial actions required are taken or requested.
13. ensure that procedures and appropriate contacts with external services are established and are in place for all individuals to follow in the case of situations presenting serious and imminent danger e.g. fire, chemical explosion etc.
14. review from time to time:
  - The emergency procedures
  - The provision of first aid in the school
  - The risk assessments
15. review regularly, the dissemination of health and safety information in the school paying particular attention to newly appointed and temporary staff, volunteer helpers, students and other users of the premises.

16. ensure that all equipment used in the school is adequately maintained and inspected in accordance with the "Provision and Use of Work Equipment" guidance and procedures contained in the school Health and Safety Advice Manual.
17. report to the Governing Body at least annually on the health and safety performance of the school.
18. consult, as appropriate, with staff on issues relating to their health, safety and welfare, and communicate the outcome of any safety audits, inspections and risk assessments which may affect the working conditions and/or practices of those staff.
19. ensure that contractors on the site for which they are responsible are made aware of this policy and that health and safety matters are formally discussed at any precontract site meetings.
20. ensure, as far as is reasonably practicable, that the health, safety and welfare of students/students, visitors and members of the public are safeguarded.

### **SCHOOL HEALTH AND SAFETY CO-ORDINATOR**

The School Health and Safety Co-ordinator will require to be trained in health and safety in order to ensure competence.

The School Health and Safety Co-ordinator in liaison with the site manager and business manager has the following duties:

1. to co-ordinate and manage the annual risk assessment process for the school, including assessments in order to meet the statutory requirements of the Control of Substances Hazardous to Health (COSHH) Regulations (2002), the Manual Handling Operations Regulations (1992), the Personal Protective Equipment at Work Regulations (1992), the Health and Safety (Display Screen Equipment) Regulations (1992) (as amended), the Noise at Work Regulations (1989), the Control of Asbestos at Work Regulations (2002), and to ensure that where control measures are required, requests for funding are fed into the Management System.
2. to ensure that annual general workplace monitoring inspections and audits are carried out.
3. to make provision for the inspection and maintenance of work equipment throughout the school.
4. to ensure adequate records of the above processes are kept on the school premises
5. to advise the Headteacher on situations or activities which are potentially hazardous to the health, safety and welfare of staff, students and visitors.
6. to maintain continuing observations throughout the establishment and make relevant comment to the Headteacher, the Subject Team Leader or a member of staff, as appropriate, if any unsatisfactory situation is observed.
7. to ensure that staff are adequately instructed in health, safety and welfare matters in connection with their specific work place and the school generally.
8. to ensure that adequate records are kept of specific health, safety and induction training.
9. to ensure that health and safety advice and information received by the school is disseminated in such a way that all appropriate staff have access to such information.

The co-ordinator will be afforded time in order that he may carry out their duties accordingly.

## **TEACHING / NON-TEACHING STAFF HOLDING POSTS / POSITIONS OF SPECIAL RESPONSIBILITY**

These staff may include Assistant Headteacher(s), Senior Leaders, Subject Team Leaders, Pastoral Team Leaders, Clerical Managers / Supervisors, Technicians and Site Managers. They will:

1. have a general responsibility for the application of the school's Health and Safety Policy to their own department or area of work and are directly responsible to the Headteacher for the application of the health, safety and welfare procedures and arrangements.
2. establish and maintain safe working procedures including 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 tools).
3. resolve health, safety and welfare problems members of staff may refer to them, or refer to the Headteacher or Manager any problems for which they cannot achieve a satisfactory solution within the resources available to them.
4. carry out regular health and safety risk assessments of the activities for which they are responsible, ensuring that staff involved in such activities are made fully aware of the relevant control measures, and submit reports to the Headteacher or the School Health and Safety Co-ordinator.
5. carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
6. ensure that all staff under their control are familiar with national and local guidance and Safety Advice Notes, if issued, for their area of work.
7. ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and students to avoid hazards and contribute positively to their own health and safety.
8. where appropriate, ensure relevant advice and guidance on health and safety matters is sought either from National Governing Bodies of particular subjects, the school's Health and safety provider.
9. investigate any accidents that occur within their sphere of responsibility, ensuring that the appropriate recording and reporting procedures are followed.

### **SPECIAL OBLIGATIONS OF CLASS TEACHERS**

The health and safety of students in classrooms, laboratories, workshops and physical education areas is the responsibility of subject teachers. If for any reason, a teacher considers he/she cannot accept this responsibility, he/she could discuss the matter with the Headteacher or Subject Team Leader before allowing work to take place.

All employees have a duty under the Health and Safety at Work Act 1974 to take reasonable care for the health and safety of him/herself and of other persons who may be affected by their work, and to co-operate with his/her employer as regards any duty or requirement imposed on the employer under the relevant statutory regulations. Subject teachers are expected to:

1. exercise effective supervision of the students and to know the emergency procedures in respect of fire, first aid and other emergencies, and to carry them out.
2. follow the particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant National Guidelines or Safety Advice Note, if issued, and to ensure that they are applied.

3. give clear oral and/or written instructions and warnings to students as often as necessary.
4. follow safe working procedures personally.
5. require the use of protective clothing and guards where necessary.
6. make recommendations to their Headteacher or Subject Team Leader on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
7. integrate all relevant aspects of safety into the teaching process and, if necessary, give special lessons on health and safety.
8. avoid introducing personal items of equipment (electrical or mechanical) into the school without prior authorisation.
9. report all accidents, defects and dangerous occurrences to their Headteacher or Head of Department.

### **OBLIGATIONS OF ALL EMPLOYEES**

Notwithstanding any specific duties that may have been delegated to them, all employees must:

1. make themselves familiar with the contents of this policy.
2. keep up-to-date with all current safety requirements and/or safety advice that affects their particular area of work, and seek competent advice if required.
3. comply with any control measures put in place as a result of Risk Assessments carried out within the school.
4. act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons.
5. observe all instructions on health and safety issued by the school Governing Body or any other person delegated to be responsible for a relevant aspect of health and safety.
6. take heed of any instruction and/or training received on the use of equipment, machinery, dangerous substance or safety device.
7. use and maintain correctly, in accordance with any instruction and/or training received, all personal protective equipment issued.
8. report every accident, injury and, where appropriate, near miss using the agreed procedures and the appropriate documentation.
9. co-operate with other persons to enable them to carry out their health and safety responsibilities and/or statutory duties.
10. inform their Line Manager of any shortcomings they consider to be in the School's health and safety arrangements.
11. exercise good standards of housekeeping and cleanliness.
12. know and apply the procedures in respect of fire, first aid and other emergencies.
13. co-operate with the appointed Trade Union Health and Safety Representative and the Enforcement Officers of the Health and Safety Executive.

All employees who authorise work to be undertaken or authorise the purchase of equipment will ensure that the health and safety implications of such work or purchase are considered.

Employees entrusted with responsibilities for specific aspects of health, safety and welfare must satisfy themselves that those responsibilities, as appropriate, are reassigned in their absence. Such re-assignments must be approved by the employee's immediate superior.

Failure to exercise reasonable care for the safety of oneself, fellow employees or members of the public; to co-operate with external bodies on health and safety matters;

or the misuse of safety equipment provided may justify disciplinary action being taken against the employee concerned.

## **STUDENTS**

Students, in accordance with their age and aptitude, are expected to:

1. exercise personal responsibility for the health and safety of themselves and others.
2. observe standards of dress consistent with safety and/or hygiene.
3. observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
4. use and not wilfully misuse, neglect or interfere with things provided for his/her health and safety.

## **CONTRACTORS, VISITORS AND OTHER USERS OF THE PREMISES**

Contractors, visitors and other users of the premises will be required to observe the health, safety and welfare rules of the school. In particular, parents and other volunteers helping out in school, including those associated in self-help schemes will be made aware of the health and safety policy applicable to them by the teacher to whom they are assigned.

Where the school buildings are let / rented out to other users, those users will be informed of, and familiarise themselves with, emergency evacuation and accident reporting procedures.

## **HEALTH AND SAFETY ASSISTANCE**

Without detracting from the primary responsibility of the governors and staff for ensuring safe conditions of work, and in compliance with the Management of Health and Safety at Work Regulations 1999, the school will provide or secure, competent assistance in applying the provisions of health and safety law where it is necessary to assist management in that task.

## **RESPONSIBILITIES OF STAFF**

The overall responsibility for Health & Safety lies with the Governing Body, and is delegated to the Headteacher. The Headteacher has the day-to-day responsibility.

- Defects: all staff report to Head or Health & Safety Co-ordinator via email. A copy of all defect emails will be kept by the Site Manager for reference
- Consultation: is carried out through planning review cycles and staff meetings.
- Training: the person responsible is the Health and Safety Co-ordinator, who will deal with the Assistant Headteacher CPD, expressing needs and organising provision.
- Audits/Inspectors: The Health and Safety Co-ordinator is responsible for all of these matters.
- Accidents/Dangerous occurrences: these are always investigated by the Headteacher, or Health and Safety Co-ordinator



