



Tibshelf Community School

Health and Safety (DCC Policy)

Policy Status	Date	CHAIR OF COMMITTEE	Minute No:
Approved by PP&F	17/06/2015	Barrie Chittenden	09/06.15
Ratified by Full Governors	08/07/2015	Ruth Spencer	GB/10/07.15
Approved by PP+F	29/06/2016	Mick Allen	PP+F06/06.16
Approved by PP+F	03/05/2017	Mick Allen	PP&F0517-32

Review Period: 1 Year



Statement of Intent

The school's Governing Body and Senior Management Team recognise and accept their responsibilities both under civil and criminal law and also under schemes of delegation for local management of schools. As responsible employers and/or persons in control of premises, the requirements to provide a safe and healthy working environment for all employees is acknowledged.

The school is committed to ensuring that risk assessments are undertaken, control measures implemented and systems of work are constantly monitored and reviewed.

In compliance with the Health and Safety at Work etc Act 1974, this schools Governing Body will ensure so far is reasonably practicable that:

- The premises are maintained in a safe condition.
- Safe access to and egress from the premises is maintained.
- All plant and equipment is safe to use.
- Appropriate safe systems of work exist and are maintained.
- Sufficient information, instruction, training and supervision is available and provided.
- Arrangements exist for safe use, handling and storage of articles and substances at work.
- A healthy working environment is maintained including adequate welfare facilities.

In addition to the above commitment, the Governing Body also recognises its obligation to non-employees. Where it is reasonably foreseeable that pupils, members of the public, contractors etc are or may be affected by the school activities being carried out on or within the school boundaries or otherwise, the Governor Body will make the necessary information, instruction, training and supervision available to ensure the safety of those affected. As an education provider which must set standards by example for its pupils, this commitment is seen as especially important.

Within financial restraints dictated by the County Council, the Governing Body will ensure through the Senior Management Team that adequate resources are set aside from the total budget allocation for the policy statement to be properly implemented.

The Governing Body is committed to this policy and all staff are required to comply as a condition of employment. They are encouraged to assist in the Governing Body's commitment to the continuous improvement in our health and safety performance. For the policy to be effectively implemented the school must have the full co-operation of employees and others who use the premises.

Employees are reminded of the own duties:

To take care of their own safety and that of others;

To co-operate with the Governing Body and the Senior Management Team so that they may carry out their own responsibilities successfully.

To comply with all relevant, codes of practice and standards as necessary, and point out any shortcomings in these to management.

Consultation with employees' representatives will be held as and when appropriate on all matters affecting the health and/or safety of employees concerned.

A copy of this statement has been provided to every member of staff.

This policy statement together with the organisational structure and the following arrangements and procedures has been approved by the schools Governing Body.

Introduction

Tibshelf School recognises and fully supports the principles, aims and objectives of the Health and Safety Policy.

It is fully committed to meeting its statutory obligations under the terms of the Health and Safety at Work Act 1974 and the subsequent health and safety regulations made under it. It believes that this can best be achieved through the effective management of health and safety and the development of a health and safety culture where employees at all levels of the organisation recognise and discharge their duties under health and safety legislation. This will be achieved by managers accepting health and safety as part of their management role and staff ensuring managers are made aware of health and safety issues, so that health and safety becomes an integral part of everyone's daily activities.

Tibshelf School is committed to assessing and reducing significant risks to health and safety so far as is reasonably practicable and by this process to removing preventable accidents from the workplace. In order for this process to be effective the school accepts that sufficient resources will need to be made available to ensure that it is able to meet its statutory obligations.

Tibshelf School accepts that in order to maintain a safe and healthy workplace, the provision of suitable information and instruction is vital and that this should be enhanced by appropriate health and safety training. This training will be organised through the LEA in response to identified priorities.

Tibshelf School recognises that the overall responsibilities for health and safety rest with them as the employer. Many of the functions associated with health and safety on a day to day basis have been delegated to governors and school management. These include risk assessment, accident reporting and production of a local health and safety policy. Governors should be aware that they are responsible for ensuring that local policies are produced which require the school management to implement the objectives of this policy and for monitoring that the policy is fully implemented by the school management.

In the same way that Tibshelf School accepts that sufficient resources need to be allocated to health and safety, schools must ensure that health and safety is a consideration under their areas of delegated responsibility. Where this has resource implications then sufficient finance should be allocated by the governors.

All employees at any level within the organisation have a duty to safeguard their own health and safety and that of anyone they interact with. They also have a duty to comply with the employer in respect of health and safety and to point out any shortcomings in the employer's health and safety arrangements.

Tibshelf School realises that for the policy to be successful everyone must be aware of its existence and will therefore endeavour to ensure that it is brought to the attention of all employees. Similarly any future revisions of the policy will be brought to the attention of all employees.

Tibshelf School will continue to facilitate a programme of health and safety inspections/audits to monitor health and safety compliance. In order for the policy to be effective and to continue to be effective, then its implementation will need to be monitored. The school will endeavour to monitor this implementation through the above system of audits/inspections.

Responsibilities of Advisers

Advisers provide a direct link between the LA and schools, particularly in influencing the way the curriculum is taught in schools. As such advisers have a role to play in ensuring that staff and pupils in school can function safely. They can fulfil this role as follows:-

- Ensuring they are up to date on health and safety issues which affect their area of work.
- When advising on meeting the needs of the National Curriculum that they consider any health and safety implications in terms of, for example, teaching methods and equipment to be used. Where advisers are unsure of any health and safety implications, they should consult with the Principal Health and Safety Adviser.

- Ensuring any unsafe teaching practices are drawn to the attention of the Head Teacher and the Health and Safety Committee where appropriate.
- Ensuring any unsafe teaching practice where there is an imminent risk of serious injury to pupils or staff is stopped immediately.
- Liaising with the Principal Health and Safety Adviser where a change in circumstances, e.g. curriculum advice from professional bodies, may have health and safety implications for the teaching of a subject.

Responsibilities of Governing Bodies

Governing Bodies are responsible for ensuring that health and safety is maintained within their school. In order to do this they must ensure that certain key elements are in place within the school. The responsibilities of Governing Bodies outlined below fall principally into the areas of monitoring of performance, ensuring health and safety matters are adequately resourced and ensuring that those staff who have specific health and safety responsibilities are aware of and undertake those responsibilities.

In particular the Governing Body should ensure that:-

- The school has a health and safety policy (which can be based on the LEA policy and guidance) which is implemented within the school and that the effectiveness of this policy is monitored. The Governors should formally approve this policy.
- Health and safety is effectively managed in the school through appropriate management systems including risk assessments, inspections, communication systems, guidance, review and monitoring.
- The school considers health and safety as an on-going priority and ensures that health and safety obligations are included in school development plans.
- Health and safety responsibilities are allocated to appropriate staff within the school's organisational structure.
- When decisions on staffing levels are being considered that the health and safety implications of such decisions are fully considered.
- Adequate resources for health and safety are identified.
- They seek health and safety advice from the LA as necessary and that this advice is acted upon as far as is reasonably practicable.
- There is an appropriate forum for discussing health and safety issues, taking decisions and ensuring action is carried out. This could be full Governors' meetings or a sub-committee of the Governors where health and safety is a standing agenda item.
- They receive an annual report on the schools' health and safety performance from the Head Teacher to include, for example, the findings of risk assessments, any problems the Head Teacher feels need referring to the Governors, accident statistics, any changes in working practice and any budgetary implications (this is not an exhaustive list).
- They receive on a regular basis any guidance issued by the Authority and take appropriate action as necessary.
- They review annually the health and safety performance of the school and set targets for achievement for the next year.
- All the County guidance on school journeys and adventure activities and licensing where appropriate is complied with.

Responsibilities of the Head Teacher

The Head Teacher is ultimately responsible for the day to day implementation of health and safety in their school. This includes use of the school after hours for lettings and other events.

The School's Senior Leadership Team support the Head Teacher in ensuring that the day to day implementation of Health & Safety is carried out.

In order to effectively discharge this responsibility, the Head Teacher should ensure that:-

- A school health and safety policy is developed with the Governing Body in line with the LA health and safety policy and guidance and that this policy is fully implemented and monitored within their school.

- The policy is brought to the attention of all employees and is periodically reviewed.
- His/her knowledge of health and safety issues is kept up to date.
- Individuals within the school staff are allocated appropriate duties in terms of health and safety management and that these are recorded in the school health and safety policy document.
- Staff are made aware of the guidance in the LA Health, Safety and Risk Management Handbook and any guidance issued by the LA which is relevant to their work.
- An annual report on health and safety is prepared and presented to the Governors.
- Inspections of the school are carried out as outlined in the Health, Safety and Risk Management Handbook and that appropriate action is taken to deal with the findings of these inspections.
- The school has a relevant number of people trained to carry out risk assessments.
- Risk assessments of all significant risks are carried out and that the findings of these risk assessments are communicated to all those who may be affected by the risk.
- Following risk assessment, an action plan is drawn up to ensure the identified risk reduction measures are followed up.
- Adequate resources are made available to ensure that the school meets its statutory obligations as far as is reasonably practicable.
- Staff training needs in terms of health and safety are identified and that staff receive adequate health and safety training where required. This should include ensuring that all staff (including supply, part-time and temporary staff, staff undergoing teaching training and students on work experience) receive as a basic minimum induction training on their first day in school.
- An appropriate hazard reporting system is set up and that there is a follow-up procedure to ensure actions have been taken.
- All equipment (both personal protective equipment and general equipment, e.g. tools, ladders) required to ensure health and safety, is provided and is suitable for the tasks for which it is intended and that it can be adequately and safely stored.
- Systems exist to ensure equipment is checked and where it is found to be faulty that it is taken out of use until repaired/disposed of.
- Safe systems of work are adopted and are documented.
- All goods purchased comply with the relevant safety standards and where there are health and safety implications for their use that these are considered prior to purchase and appropriate systems of work and risk assessments are put in place.
- Appropriate emergency procedures, e.g. fire drills, fire alarm testing, etc, are carried out in accordance with the guidance in the Health, Safety and Risk Management Handbook and that the results are recorded and where appropriate acted upon.
- Where contractors are appointed to work on the site that all appropriate health and safety documents (e.g. safety policy/risk assessments) have been seen by the school.
- That all risks presented by the contractor's work have been assessed and appropriate controls put into place and that the contractor has been made aware of any risks that there may be to their health and safety from working on the site.
- All parts of the premises and plant that the Governors are responsible for the repair and/or purchase of are regularly inspected and maintained in safe order. That any unsafe items which are the responsibility of the Authority are reported to them in the appropriate form.
- Where a situation presents an imminent risk of serious personal injury that action is taken to minimise that risk as far as is reasonably practicable irrespective of who is ultimately responsible for dealing with it under the LMS scheme.
- Appropriate first aid provision is ensured and maintained.
- Where the premises are used or let after hours that all appropriate health and safety considerations e.g. access, lighting, emergency escapes, access to a phone, access to first aid facilities, have been considered and the necessary actions have been put in place.
- Any health and safety guidance received from the LA is made available to the Governing Body so that appropriate action may be taken as necessary. Appropriate liaison and consultation with Trade Union representatives.

Responsibilities of the Health and Safety Committee

The Health & Safety Committee consists of a Senior Member of Staff, Health and Safety Officers, Site Manager, Governor.

- Familiarising themselves with the school's Health and Safety policy, the organisation and arrangements for effecting that policy and safety rules and codes applicable to the school as a whole.
- Monitoring the efficiency of the Fire Drills held once per term, making recommendations for improvements in procedures to the Head Teacher if necessary.
- Monitoring the implementation of appropriate Risk Assessments.
- Being available for all users of the site to consult, on areas of concern.
- Meeting at regular intervals to review any areas of current concern.
- Reviewing the school Health and Safety policy on an annual basis, in partnership with the school Governors, the Head Teacher and Senior Leadership Team.
- Co-ordinating all Health and Safety matters of the school, in liaison with the Head Teacher.
- Ensuring that all equipment provided for the school is adequate for its intended use, is safe and correctly serviced, and properly maintained.
- Withdrawing from use any unsafe equipment, its proper repair and return, and where necessary its correct disposal.
- Initiating the necessary action to remedy defects in the school buildings and grounds (e.g. heating, lighting and play equipment).
- Reporting to the Head Teacher and Senior Leadership Team any problems, or imminent danger associated with their responsibility as soon as it is practicable to do so.
- Provide guidance on current best practice based on guidelines provided by the Education Department.
- Recognise their own limitations in relation to knowledge and experience of more technical safety problems, seeking guidance from Education Department when necessary.
- Responsible for advising the LA and Health and Safety Department of the details of any 'reportable' accidents.

Responsibilities of the Head of Faculty / Area

All Heads of Faculty will be responsible to the Head Teacher for:-

- Familiarising themselves with the school's Health and Safety policy, organisation and arrangements for effecting that policy, and with the safety rules and codes of practice applicable to their departments.
- Ensuring that Health and Safety provisions and procedures are understood and adhered to by all members of their departments, including part-time staff, student teachers, visitors, contractors, support services staff, and students.
- Ensuring that all equipment is safe and properly maintained and that faulty equipment is taken out of service until defects are properly rectified.
- Ensuring that all staff for whom they have a responsibility, only undertake 'Manual Handling' after proper assessment of the task, load, working environment and their individual capabilities. Any doubts must be resolved **before the task is undertaken**.
- Ensuring that all teaching staff and support services staff in their team are trained in their work and are aware of any hazards or risks to health associated with their work, workplace or any 'Substances Hazardous to Health' which they may be using.
- Ensuring that safe working practices are clearly set out in schemes of work and are being implemented, and all appropriate staff are provided with these schemes of work.
- Ensuring that appropriate in-house training is given to all new members of staff.
- Visiting regularly all areas of their faculties to ensure a high standard of housekeeping and full application of Health and Safety requirements.
- Ensuring all accidents/dangerous occurrences are promptly reported on appropriate forms, to the Administration Manager for scrutiny and signature and to ensure that an immediate investigation is carried out on any accident or incident which in his / her opinion gives cause for particular concern.
- Ensuring that Risk Assessments are undertaken within their area by the relevant staff member and formally documented for each activity.

- Ensuring that they monitor the well-being of their staff and recognise that pressures of work can trigger illness, that stress and illness can be related and that it does not indicate weakness, incompetence or laziness if treated appropriately. At the first sign of possible concern, reference should be made to the appropriate line manager for guidance. External support can also be available through the Occupational Health Services.

Responsibilities of the Site Manager

Ensuring, so far as is reasonably practicable, the Health and Safety provisions and procedures affecting cleaning contractors, ground maintenance contractors, and other contractors on site are adhered to.

- Liaison with building works contractors and LA specialists to ensure the safety of staff and pupils on school premises.
- That cleaning materials and equipment liable to be a danger to pupils, or staff, are correctly used and properly stored when not in use.
- That all waste materials from the school are disposed of in accordance with the LA policy.
- Maintain a clean and uncluttered boiler area.
- Maintaining a high standard of housekeeping, ensuring that no areas of the school are a hazard to users of the site, e.g. ensuring no undue danger of 'slips or trips'.
- Reporting to the Headteacher/Business Director any problem, or imminent danger associated with the schools operation, as soon as it is practicable to do so.

Responsibilities of Teachers

The safety of students in classrooms, laboratories and workshops is the responsibility of the class teacher. If for any reason this responsibility cannot be accepted, it must be discussed with the head of department before any activities take place. These rules also apply to student teachers who must be made aware of their responsibilities by their head of department or professional facilitator.

A class teacher is expected to:

- Know the emergency procedures in respect of fire and first aid
- Know the special safety measures adopted in their own teaching areas and ensure that they are applied
- Exercise effective supervision of students and ensure that they know the general emergency procedures in respect of fire and first aid, and the special safety measures of the teaching area
- Give clear instructions and warnings as often as necessary (notices, posters, hand-outs are not enough)
- Ensure that students' coats, bags, cases, etc are safely stowed away
- Integrate all relevant aspects of safety into teaching practice and, if necessary, give special lessons on safety
- Follow safe working procedures personally
- Call for protective clothing, guards, special safe working procedures, etc when necessary
- Ensure that all risk assessments that are applicable/relevant to their work are up to date and available for inspection at any given time.
- Ensure that all activities that they carry out are fully risk assessed.
- Make recommendations on safety matters to the head of department
- Ensure that any "student rules" for working in specific rooms undertaking specific tasks are clearly displayed on the wall and reinforced to students.
- Ensure that lesson preparation is adequate and includes checking risk assessments and, where necessary, the health & safety precautions required.
- Ensure that deviations from the scheme of work (for which the activities have been checked against risk assessments), after making a further risk assessment, checked with their Head of Faculty.

Responsibilities of All Staff

All staff:

- Will familiarise themselves with the Health and Safety Policy and aspects of their work related to health and safety.
- Have a duty to take reasonable care for the health and safety of themselves, of other members of staff and of pupils.
- Must co-operate with the employer's instructions, observe the requirements of this policy and fulfil any special responsibilities it gives them.
- Must cooperate with colleagues in their specific health & safety duties.
- Have a duty to report to local management any failure of equipment that has a health & safety function.
- Must set a good example to pupils and be consistent with pupil rules, eg, over the wearing of eye protection and other personal protective equipment where appropriate.
- Must be familiar with emergency procedures and with the location in each room of: the escape route; fire-fighting equipment / eye wash station; the main shut off valves for gas and water, the main electricity switch and the nearest first aid kit.
- Should ensure that all rooms are left safe. Special arrangements must be made for equipment which has to be left running overnight and hazardous equipment which has to be left out.
- Should ensure that pupils are not left unsupervised.
- Must ensure that all PE, ICT, Science and Technology teaching rooms, preparation rooms and stores are locked by staff when not in use.
- Ensure that pupils are never allowed into preparation rooms, unless 100% supervision can be guaranteed.
- Ensure all machinery and equipment is in good working order and safety to use, including adequate guards. They will also not allow improper use of such equipment.
- Use the correct equipment and tools for the job and any protective clothing supplied.
- Ensure any toxic, hazardous or flammable substances are used correctly and stored and labelled as appropriate.
- Report any defects in equipment or facilities to the Headteacher/Business Director.
- Take an interest in health and safety matters and suggest any changes they feel are appropriate.
- Make suggestions as to how the School can reduce the risk of injuries, illness and accidents.
- Exercise good standards of housekeeping and cleanliness.

Responsibilities of Support Staff

Support staff in Line Management positions, including Senior Technicians, the Admin Manager and ICT Managers, are responsible for ensuring that they, and staff under their control, maintain and/or provide:

- Safe working conditions in workshops, laboratories, offices and other areas for which they are responsible
- Sufficient information, instruction and training for pupils to enable them to work safely, particularly during demonstrations, including the control measures identified within the risk assessments
- Plant, equipment and substances in a manner that will not adversely affect their health and safety and that of pupils or other staff when required for coursework

Responsibility of Contractors

When the School is used for purposes not under the direction of the Headteacher, then, subject to the agreement of the School, the principal person in charge of the activities will take responsibility for safe practice in the areas under their control.

Contractors working on the School premises are required to identify and control risks arising from their activities.

Contractors will inform the Headteacher of all potential risks to staff, students and visitors.

Responsibilities of Pupils

Pupils have no responsibility in the implementation of the school's health and safety policy, but are nevertheless expected to follow health and safety procedures.

Pupils are expected to:

- Exercise personal responsibility for the safety of themselves and others
- Observe standards of dress consistent with safety and hygiene
- Observe the 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 any item provided for safety

Other policies/procedures which should be viewed in conjunction with this policy:

Accident investigation – follow DCC guidelines

Accident reporting procedure – Approved First Aiders follow DCC guidelines and complete as necessary

Administration of Medicines in schools – as a general school policy is not to administer medicines – see DCC guidelines

Asbestos policy – refer to Type 2 Asbestos Survey held in Site Manager's Office - all works undertaken are in conjunction with Permit to Work Regulations – also follow DCC guidelines

Assault report form – follow DCC guidelines

Confined spaces – assessment made around school to identify any areas classed as 'confined' - follow DCC guidelines

Contractors – Site Manager/Caretaker deal with all Contractors – only use approved Contractors – follow DCC guidelines

Control of substances hazardous to health (COSHH) – COSHH handbooks on site in relevant areas – all substances are safely stored in lockable areas for restricted access and cross-contamination purposes – access to COSHH substances by approved personnel – training to commence for relevant staff as required – follow DCC guidelines

Disclosure of information to safety representatives – follow DCC guidelines

Display screen equipment – follow DCC guidelines

External play areas – Daily checks on conditions of areas and action taken as necessary – follow DCC guidelines

Fire prevention and evacuation procedures – follow School Policy and DCC guidelines

First aid – Fully trained First Aider on site at all times – additional trained staff on site for busy periods (Break and Lunch) – list of location of First Aid boxes held on H & S file – Epipen training offered annually – list of Epipen users given to all staff – follow First Aid at Work and DCC guidelines

Free standing goal posts – follow DCC guidelines

Glazing – To identify areas of high risk in conjunction with the latest glazing survey – attend to any breakages immediately – follow DCC guidelines

Hall lighting – follow DCC guidelines

ICT- good practice in the classroom, including Interactive Whiteboard – follow DCC guidelines

Induction training for new employees/new work areas – All new starters issued with Induction Pack – undertake induction meetings as and when necessary – follow DCC guidelines

Jewellery in schools including body piercing – follow school's Dress Code Policy and DCC guidelines

Kilns in ceramics craft studios – annually tested – follow DCC guidelines **Latex based products** – always attempt to purchase non-latex based products, in cases where this is not possible follow DCC guidelines

Legionnaires disease – Legionella Survey annually – internal checks periodically – follow DCC guidelines

Lifting equipment – visual check of equipment used – assess task to be undertaken
- follow DCC guidelines

Lone working code of practice – avoid lone working as much as possible, if necessary inform a work colleague of your whereabouts and negotiate regular checks – ensure adequate training given – follow DCC guidelines

Manual handling - training courses provided for relevant personnel – follow DCC guidelines

Medium density fibreboard (MDF) in D and T – reduce the use of MDF wherever possible by using a substitute, annual testing of extraction equipment carried out, dust masks available for use, relevant personnel informed of dangers – follow DCC guidelines

Musical instruments – relevant personnel aware of risks, all equipment PAT tested annually – follow DCC guidelines

Needlestick injuries – follow DCC guidelines

Noise – follow DCC guidelines

Poisonous and dangerous plants – follow DCC guidelines

Potentially dangerous trees – tree survey carried out by DCC

Pregnancy-expectant and nursing mothers – risk assessments carried out as soon as notified of pregnancy, each case assessed on its own merits – follow DCC guidelines

Pressure systems – relevant personnel aware of risks – follow DCC guidelines

Prolonged high temperature – follow DCC guidelines

Radiation in science – relevant personnel aware of implications, copy of up to date regulations available in Science Dept. – follow DCC guidelines

Science department safety – relevant personnel aware of implications, copy of up to date regulations available in Science Dept. – follow DCC guidelines

Step ladders – relevant personnel instructed to assess situation before use and carry out visual check – follow DCC guidelines

Sun awareness – relevant personnel aware of implications, particular care taken during PE lessons, information to parents regarding foreign trips includes highlighted information - follow DCC guidelines

Technology Faculty – this department has its own **Health and Safety Policy** covering machinery and equipment. See also **Workshop machinery-inspection and maintenance**.

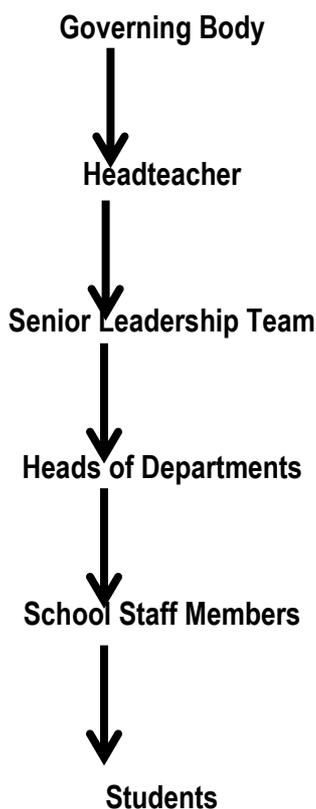
Tower scaffolds – relevant personnel use only after training carried out - follow DCC guidelines and hired company guidelines

Union representatives and safety committees – follow DCC guidelines

Workplace safety – staff made aware to notify Site Manager of any H & S issues they encounter, Site Manager to ensure all annual checks are carried out, H & S Committee meet regularly, any major H & S issues that arise are dealt with immediately - follow DCC guidelines

Workshop machinery-inspection and maintenance – relevant personnel aware of issues - follow DCC guidelines. See **Technology Faculty**.

Tibshelf Community School Health and Safety Structure



Health and Safety Committee have a guidance, monitoring and reviewing role at all levels