



HEALTH & SAFETY POLICY

Ratified by Governors

September 2016

Date for full implementation

September 2016

Date for review

September 2017 (or earlier if considered necessary)

Signature/s

Chair of Governors – Mr P Dollimore

Head Teacher – Mrs A Szymaniak

Objectives

To provide an environment that has the health, safety and welfare of staff, pupils and visitors at the forefront of school policy.

To ensure that all staff members, pupils and visitors are aware of the school Health and Safety policy and conduct their daily duties within these parameters.

To promote and nurture a positive culture within the school concerning Health and Safety at work resulting in the reduction or avoidance of risks to staff, pupils and visitors.

Health and Safety Policy Statement

1. This policy statement complements (and should be read in conjunction with) the Harrow Council, Health and Safety Policy.
2. The requirement to provide a safe and healthy working environment for all employees is acknowledged and the Governing Body and those in control of the school recognise and take responsibility for compliance with the statutory duties under the Health and Safety at Work Act 1974.
3. In compliance with the Health and Safety at Work. Act, the Governing Body and those in control will ensure so far as is reasonably practicable that:
 - all places and premises where staff and pupils are required to work and engage in school activities are maintained in a condition which is safe and without risk to health. (This includes the health and safety of persons on school premises or taking part in school activities elsewhere e.g. work experience and off-site visits);
 - all plant and equipment is safe to use and that arrangements exist for the safe use, handling and storage of articles and substances at work;
 - appropriate safe systems of work exist and are maintained;
 - sufficient information, instruction, training and supervision is available and provided to ensure that staff are competent to do their tasks and pupils can avoid hazards and contribute in a positive manner towards their own health and safety and others;
 - a healthy working environment is maintained including adequate welfare facilities.
 - there are procedures to identify hazards and risks and the means of controlling such risks
 - there are procedures in place in case of fire, accidental injury or other emergencies
 - there is adequate training provided in first aid and other safety procedures

In addition to the above the school will ensure that so far as is reasonably practicable that the health and safety of non-employees is not adversely affected by its' activities.

Employee involvement is an important part of managing safely, and consultation on health and safety with employees and employee representatives forms part of this policy.

6. All employees have responsibility for their own health and safety and should co-operate with the school to achieve safe working practices. Failure to comply may be treated as a disciplinary matter
7. To review and revise this policy as necessary at regular intervals. This policy statement and the accompanying organisational arrangements supersede any previously issued.

[Insert signature]

[Insert signature]

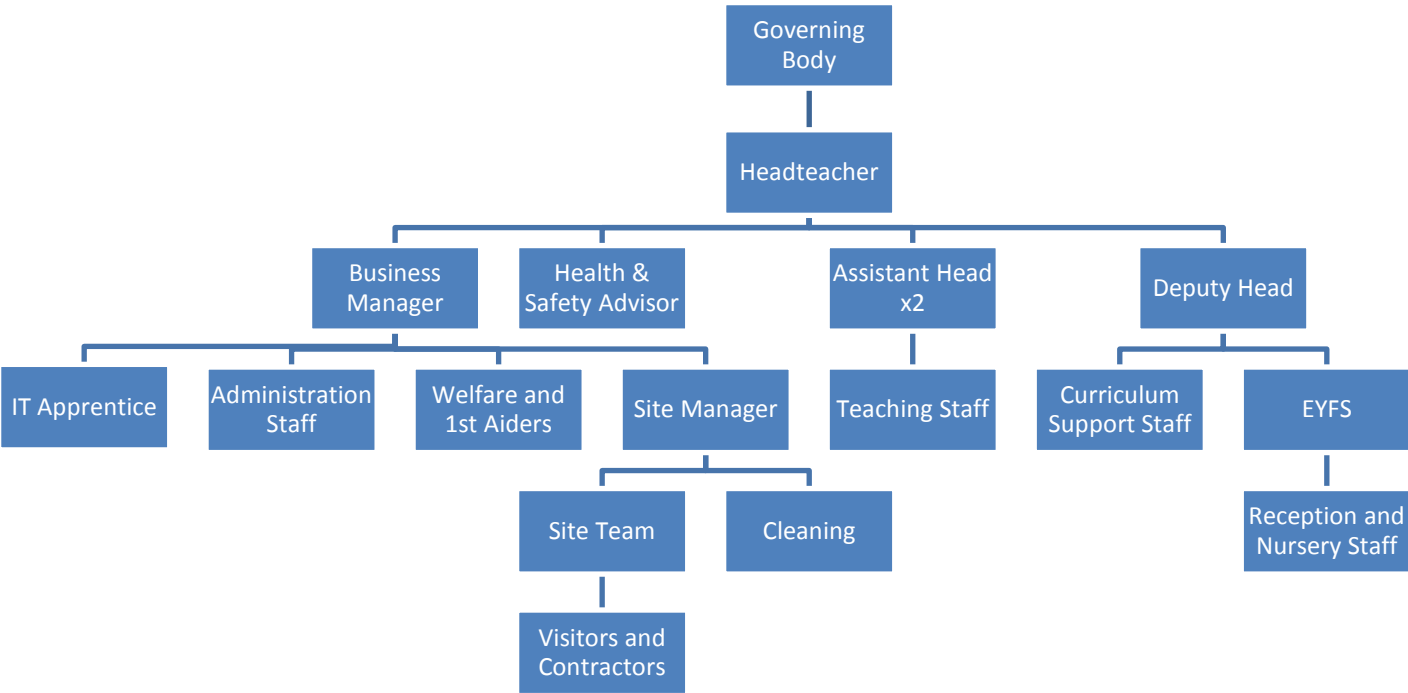
<i>Pete Dollimore</i> Chair of Governors

<i>Annette Szymaniak</i> Headteacher

[Insert date]

[Insert date]

ORGANISATION STRUCTURE



Pupils

It remains the responsibility of all staff to ensure the health, safety and welfare of pupils at this school

RESPONSIBILITIES

School Governors

- To monitor the allocation of funds based on suitable and sufficient Risk Assessment.
- To prioritise Health and Safety matters within the Governors' and School Development Plan.
- To purchase and maintain equipment to British and European Standards.
- To have Health and Safety as a 'standing item' on the agenda of all Resources Governors' meetings.
- To appoint a Governor with the responsibility for Health and Safety issues.
- The Health and Safety Governor together with the Business Manager/Site Manager, to carry out a termly Risk Assessment of the school site.
- To document and action all Health and Safety concerns.
- To co-operate with Harrow Council on matters of Health and Safety.

Headteacher

To take overall responsibility for the implementation and monitoring of the establishment's Health and Safety Policy by:

- Line managing the Senior Management Team;
- Allocating sufficient resources to meet health and safety priorities;
- Ensuring attendance on appropriate health and safety training courses;
- Liaising with Harrow Council over health and safety issues and the Health and Safety Trade Union Representatives;
- Ensuring good communications by including health and safety issues in business briefings/bulletins and meetings;
- Organising and implementing termly inspections in consultation with Governors;
- Overseeing the completion of the arrangements and Risk Assessment for all on and off site activities;
- Ensuring that health and safety is a criteria for performance management and appraisal scheme;
- Formulate and implement a policy for the management of critical incidents;
- Ensure that the school follows the Council procedures when selecting a Contractor;

Headteacher and Senior Management Team

- Include health and safety in the induction of all new staff;
- Monitor documentation, Risk Assessment, practices and procedures;
- Encourage and support staff in completing Risk Assessment for any pupils giving cause for concern;
- Ensure that QCA/HSE health and safety curriculum requirements are being delivered in lessons.
- Support staff with personal safety issues including stress;
- Ensure off-site visits are approved and appropriately staffed.

Business Manager

- All office Risk Assessment is completed and reviewed;
- Visitors are registered, wear a badge and are briefed on the emergency procedures;
- Hazard reporting and maintenance documentation is actioned;
- Accident and Physical and Verbal Abuse documentation is completed and submitted to the Health and Safety Team; Paula Dawson and Phil Hutchinson.
- All appropriate Risk Assessment, guidance and hiring documentation is completed for community use of the school site;
- The health and safety training needs analysis of all staff is undertaken annually;
- All community users are registered and made aware of emergency procedures;
- Adequate trained first aid cover is available for on and off site activities;
- Periodic checks are made of the first aid arrangements, equipment required and first aid boxes;

Business Manager and Site Manager

- Ensure all staff and Contractors are fully briefed on health and safety site issues;
- Complete all relevant Risk Assessment;
- Carry out termly fire drills, weekly fire tests, check fire extinguishers and maintain the Fire Safety Folder;
- Ensure that all staff are aware of the policy on lone-working and that this practice is discouraged for all staff.
- Maintain accurate records of all equipment and resources.
- Regularly checking the Health and Safety website;
- Organise the planned programmed maintenance of plant and equipment;
- Arrange the visual inspection and testing of portable appliances;
- Purchase and maintain all equipment and resources to prescribed standards;
- Liaise with Contractors over health and safety matters, monitor health and safety issues on-site, regarding either Harrow Council or school appointed Contractors;
- Carry out monthly water temperature tests and maintain the Water Hygiene Folder in conjunction with Harrow Council.

Headteacher, Senior Management Team and Curriculum Leaders

- To carry out Risk Assessment and keep documentation as appropriate especially in Art, Design & Technology, ICT, Science, PE and off-site activities;
- Ensure all hazardous equipment and materials are appropriately marked, assessed, maintained and used by a competent person;
- Ensure that pupils are aware of health and safety issues and that these are being continually reinforced.

All Staff

- Co-operate with Health and Safety requirements;
- Report all defects to the Site Manager or Business Manager;
- Complete and action Risk Assessment for all potentially hazardous on and off site activities;

- Use, but not misuse things provided for health, safety and welfare;
- Do not undertake unsafe acts;
- Inform the Business Manager of any “Near-Misses”;
- Be familiar with the emergency action plan for Fire, First Aid, Bomb, Security and off-site issues;
- Raise health, safety and environmental issues with pupils.
- Take all reasonable care of students in their charge
- It is the responsibility of all staff to be aware of potential hazards and act accordingly

Visitors and Contractors

- Report to the School Office on arrival;
- Sign the ‘Visitors’ Book’;
- Read the information “Health and Safety Procedures for Visitors”;
- Contractors will be informed of hazards peculiar to this site, e.g. asbestos;
- Wear a ‘Visitor’ badge whilst on site at all times;
- Follow evacuation procedure in the event of an emergency.
- Raise health, safety and environmental issues with the school.

Pupils

- Behave in a way that does not put health and safety at risk;
- Observe standards of dress consistent with good health. Safety and hygiene practices;
- Follow all safety rules including the instructions of staff given in an emergency;
- Use, but not misuse, things provided for health, safety and welfare.

Arrangements for implementation

All school policies and procedures in relation to Health & Safety are regarded as supplementary to this policy.

Risk Assessment

In accordance with the Management of Health and Safety at Work Regulations 1999, the school will carry out risk assessments of all activities that present a risk to staff, pupils and others. These risk assessments will be carried out in line with Health and Safety Executive guidance and the procedures for doing so is as follows:

- Identify the significant hazards involved in our activity.
- Decide who might be harmed and how
- Evaluate the level of risk and decide if existing precautions are sufficient or if more needs to be done.
- Record the significant findings of the assessment.
- Review the assessment when things change or there is a reason to believe that it is no longer valid.

General Risk Assessments (premises, equipment etc) will be undertaken by:

Phil Hutchinson

Approval for required action to remove or control risks will be given by:

Annette Szymaniak and/or Paula Dawson

Off Site Risk Assessments (school trips) will be undertaken by:

Teaching Staff

Approval for required action to remove or control risks will be given by:

Paula Dawson

Curriculum Activity Risk Assessments (sports day and practical subjects) will be undertaken by:

Teaching Staff

Approval for required action to remove or control risks will be given by:

Paula Dawson

Health & Safety Advice

The school has access to competent Health and Safety advice:

Health and Safety advice is available from:

Phil Hutchinson

Qualifications in Health and Safety:

National Examination Board of Safety and Health - National General Certificate

Plant, Machinery and Work Equipment

The school will ensure that all plant and equipment is suitable and without risks to Health and Safety in accordance with legislation such as Electricity at Work Regulations 1999 and Provision and Use of Work Equipment Regulations 1998.

All staff members are required to carry out a visual check of any equipment before it is used. In some cases, this check will need to be documented. The school will advise when this is the case.

Responsibility for identifying equipment needing maintenance or replacement is that of:

All staff

Responsibility for ensuring that identified maintenance or replacement is implemented is that of:

Dan Leigh (IT Equipment) and Phil Hutchinson (All other equipment)

Any problems with equipment should be reported to:

Dan Leigh (IT Equipment) and Phil Hutchinson (All other equipment)

Responsibility for checking that new equipment meets Health and Safety standards before it is purchased is that of:

Dan Leigh (IT Equipment) and Phil Hutchinson (All other equipment)

Portable electrical appliances are tested by/when:

Dan Leigh (IT Equipment) as legislation requires and Phil Hutchinson (All other equipment) as legislation requires

The fixed electrical installation is tested every 5 years by:

Contractor to be confirmed December 2015

Hazardous Substances

The school will assess and control health risks from exposure to hazardous substances in accordance with the Control of Substances Hazardous to Health Regulations (COSHH) 2002.

Manufacturer Safety Data Sheets are obtained by:

Phil Hutchinson

Manufacturer Safety Data Sheets are stored in:

Site Office and Cleaners Store

COSHH assessments will be carried out by:

Phil Hutchinson

Approval for the required action to remove or control risks will be given by:

Paula Dawson

Manual Handling

In accordance with the Manual Handling Operations Regulations 1992, the school will eliminate the need for manual handling where possible. Where elimination is not possible, the risks from manual handling will be assessed and reduced, so far as is reasonably practicable.

Manual handling risk assessments will be carried out by:

Phil Hutchinson

Approval for the required action to remove or control risks will be given by:

Paula Dawson

Display Screen Equipment

The school will assess and control health risks from exposure to display screen equipment in accordance with the Health and Safety (Display Screen Equipment) Regulations 1992.

Staff members that are classed as habitual Display Screen Equipment users are entitled to free eye tests and vision correction appliances where these are only needed for work with display screen equipment.

Display Screen Equipment risk Assessments will be carried out by:

Phil Hutchinson

Approval for the required action to remove or control risks will be given by:

Paula Dawson

Information, Instruction, Training and Supervision

The school will provide adequate information, instruction, training and supervision to staff members in accordance with the general duties on employers under section 2 of the Health and Safety at Work etc., Act 1974 and various regulations.

All staff members will be provided with information on the significant findings of any risk assessments relevant to their particular activity/workplace. This will include information on the hazards and relevant control measures.

All information, instruction and training given to staff members will be recorded on individual training records. In certain instances staff members will be asked to sign to confirm receipt and/or understanding.

Induction training for all new employees is the responsibility of:

Phil Hutchinson

Training will be identified, arranged and monitored by:

Paula Dawson

Training records are kept at/by:

Personal files, Alison Ryan

Health and Safety Law poster is displayed at:

Front Reception, Staff Room, Site Office and Kitchen

Supervision of young workers/trainees will be arranged/undertaken/monitored:

Paula Dawson

Accidents, First Aid and Work Related Ill-Health

The school is committed to preventing accidents and cases of ill health to staff members and others who may be affected by its work activities.

However, the school recognizes that failures can occur and will investigate all accidents and ill-health to identify the immediate and underlying causes so as to prevent recurrence.

All reportable incidents, as defined by the Reporting of Injuries, Disease and Dangerous Occurrences Regulations 1995 will be reported to the enforcing authority within the relevant timeframes. The following types of work related incident/accident need to be reported.

- Death
- Major injuries e.g. broken bones, dislocations, amputations, loss of sight etc.
- Any accident resulting in more than 3 days lost from work

- Any non-staff member being taken directly to hospital
- Certain types of disease e.g. dermatitis, asthma, upper limb disorders, TB etc.
- Certain types of dangerous occurrence, even when no-one is injured e.g. scaffold collapse, electrical fires/explosion etc.

The school will provide adequate first aid personnel and equipment, in accordance with Health and Safety (First Aid) Regulations 1981.

All accidents and work related ill-health should be immediately reported to:

Paula Dawson

All accidents and work related ill-health are recorded on the SHE Assure Harrow Website by:

Paula Dawson

All hazards/near misses should be reported to:

Paula Dawson and Phil Hutchinson

Responsibility for investigating accidents/ill-health/hazards/near misses is that of:

Paula Dawson and Phil Hutchinson

Responsibility for acting on investigation findings to prevent a recurrence is that of:

Paula Dawson and Phil Hutchinson

Responsibility for reporting accidents, disease and dangerous occurrences to the enforcing authority is that of:

Paula Dawson

Health Surveillance is required for staff members doing the following jobs:

Regular skin checks of staff working with substances that cause dermatitis:

Health surveillance will be arranged by:

Paula Dawson

Health surveillance records will kept by:

Paula Dawson

First aid boxes are kept at:

Welfare Room, Kitchen, Site Office, Main Office and Classrooms

The appointed first aiders are:

	Surname	Forename	Type
1	Abdalla	Ikhlas	Paediatric First Aid
2	Barnes	Donna	1st Aid for Child Carers
3	Bird	Geraldine	1 st Aid for Child Carers
4	Boyce	Sonia	1 st Aid at Work Requalification 1st Aid for Child Carers
5	Carroll	Alison	1st Aid for Child Carers
6	Davis	Louise	Paediatric First Aid
7	Dawson	Paula	1st Aid at Work (renewal)
8	Etheridge	Pat	Paediatric First Aid
9	Hewer	Fiona	Paediatric 1st Aid Training
10	Kennedy	Karen	1 st Aid for Child Carers
11	Khokher	Nazma	1 st Aid Appointed Person (1 day - Alan John Assocs) (Self-Arranged)
12	Lacey	Lou	1st Aid at Work
13	Lacey	Rebecca	1 st Aid for Child Carers
14	Lawrence	Norma	1 st Aid at Work
15	Majeed	Semeer	Paediatric First Aid
16	Matusescu	Elena	1 st Aid for Child Carers
17	Schumacher	Linda	1 st Aid at Work Refresher 1st Aid for Child Carers
18	Shah	Neha	1st Aid for Child Carers
19	Smiley	Ann	1st Aid for Child Carers
20	Sivapatham	Meena	1 st Aid for Child Carers 1st Aid for Child Carers
21	Thevaseyan	Nalini	Paediatric First Aid
22	Wadsworth	Jordan	1st Aid -Emergency First Aid at Work- Health & Safety
23	Wells	Dawn	1st Aid at Work Requalification 1st Aid for Child Carers
24	Zubair	Ferhat	Paediatric First Aid

Monitoring Health and Safety Performance

In addition to the reactive monitoring of accidents/ill-health, the school will also carry out proactive monitoring of Health and Safety performance.

To check our working conditions and ensure our safe working practices are being followed, we will:

Carry out monthly inspections of all work areas. These are carried out by:

Paula Dawson and Phil Hutchinson

Personal Protective Equipment

The school is committed to complying with the Personal Protective Equipment (PPE) at Work Regulations 1992. Wherever possible, risks will be controlled by means other than PPE, however, it is recognized that PPE is sometimes the only practical control measure and at times it is required in addition to other control measures.

Staff members may be required to sign confirmation of receipt of PPE.

PPE will be selected by:

Phil Hutchinson

PPE will be issued by:

Phil Hutchinson

Any problems (e.g. defects/loss etc.) with PPE should be reported to:

Phil Hutchinson

Managing Contractors

The school recognizes that it owes a duty of care to contractors as well as staff members, as stipulated by the Health and Safety at Work etc. Act 1974 section 3 and the Management of Health and Safety at Work Regulations 1999.

In the first instance, the school will ensure that only competent contractors are selected. From then on, the activities of appointed contractors will be adequately managed.

Competent contractors will be assessed by:

Phil Hutchinson

Contractors working on site will be managed by:

Phil Hutchinson

Any problems/hazards arising from activities of contractors should be reported to:

Phil Hutchinson

Information on site hazards/control/safety rules will be provided to contractors by:

Phil Hutchinson

Welfare Facilities

The school is committed to providing suitable and sufficient welfare facilities to staff members, in accordance with the Workplace (Health, Safety and Welfare) regulations 1992.

Adequate numbers of toilets and washing facilities are provided for the number of staff required to use them. Toilet paper, soap and means for drying hands will always be available.

Cleaning is carried out by/every:

Toilets – Cofely, Monday to Friday
Staffroom – Cofely, Monday to Friday
Other areas – Cofely, Monday to Friday

Problems with cleanliness/hygiene standards should be reported to:

Phil Hutchinson

Drinking water is available at:

Staffroom, Dining Hall and Kitchen

Emergency Procedures – Fire and Evacuation

The school has in place procedures to follow in the event of emergency. These will be communicated to all employees and will be tested on a regular basis.

- In the event of fire, immediately sound the alarm
- Only attack the fire if trained to do so – do not put yourself at risk
- Dial 999 and ask for the fire brigade – give address and ensure it is heard
- Evacuate the building by the nearest exit
- Do not stop to collect personal belongings
- Do not re-enter the building until told it is safe to do so
- Fire Marshalls to assume their designated roles

Responsibility for ensuring fire risk assessment is undertaken and completed is that of:

Phil Hutchinson

Fire extinguishers are maintained and checked by/every:

AMAX Fire and Security every 12 months

Emergency evacuation will be tested every:

Term

The fire alarm will be tested by/every:

Phil Hutchinson every Thursday between 0700 – 0830hrs

Emergency lighting will be tested by/every:

Phil Hutchinson every month