

Health & Safety Policy

Committee	Full governing body
Staff Responsible	Headteacher
Adopted	Autumn 2016
Last Review	Summer 2017
Review Period	3 years
Review Date	Summer 2020

Health Safety and Welfare Policy & Arrangements For Epsom and Ewell High School

To comply with the Health and Safety at Work Act 1974, Section 3

(3) ...it shall be the duty of every employer to prepare, and as often as may be appropriate revise a written statement of his general policy with respect to the health and safety at work of his employees and the organisation and arrangements for the time being in force for carrying out that policy, and to bring the statement and any revision of it to the notice of all of his employees.

Although an Academy school this policy adopts and follows the policies and arrangements as advised by the Local Authority guidance.

- Part 1: Statement of General Policy on Health, Safety and Welfare
- Part 2: Organisation and Responsibilities for Health, Safety and Welfare
- Part 3: Arrangements and Procedures for Health, Safety and Welfare

Part 1: Statement of General Policy on Health, Safety and Welfare

The Governing Body & Headteacher of Epsom and Ewell High School:

- Recognise and accept their responsibilities to provide a safe and healthy working environment for all employees, students and visitors. Act in accordance with the H&S policy adopting the model of the Local Authority
- Require all managers, in the school community, to act in accordance with School H&S policy and procedures, and require same of persons that they supervise and take responsibility for.

The Governing Body & Headteacher will, provide as necessary, policy, procedures, arrangements and supervision, sufficient to ensure to comply with all relevant H&S legislation, and will, so far as is reasonably practicable ensure:

- A school/workplace in a safe condition
- A safe working environment
- Safe systems of work
- Safe plant and equipment
- Safe access and egress to all areas of the school
- The safety of articles and substances for use at work and in school
- Sufficient Instruction and Training Supervision

In support of the above, the Governing Body & Headteacher will ensure an adequate process for all necessary risk assessments for the school to be carried out and communicated to all relevant persons, and for the significant finding to be properly incorporated into the school's H&S procedures.

Part 2:

Organisation and Responsibilities for Health, Safety and Welfare

The following H&S organisational structure, and roles and responsibilities are approved by the Governing Body & Headteacher of Epsom and Ewell High School.

1. The Governing Body

The Governing Body approves the H&S Policy of the school and monitors its successful implementation. The Governing Body further ensures, as administrators of the school's delegated budget that sufficient and appropriate resources are allocated to implement the H&S Policies. The Governing Body will specifically:

- 1.1 Include Health and safety targets in the School Development Plan. Targets may include,
 - Provision of facility for health and safety purposes.
 - Reductions in accidents/incidents.
 - Training for Governors/staff, and Revision of policy/procedure
- 1.2 Nominate a Governor (H&S) as a link between the Governing Body and the wider school community, who will stay up to date with school H&S initiatives and inform the Governing Body accordingly.
- 1.3 Be informed and updated of H&S Policy changes, and receive advice and support from relevant Officers including use of the Babcock SLA for H&S.
- 1.4 Ensure that H&S is an agenda item on full Governing Body termly meetings, and receive a termly H&S report from the Headteacher/Business Manager at this time. This report should include information on,
 - Progress of the H&S targets in the SDP.
 - Accident/incident analysis
 - Relevant H&S information or changes
 - Suggestion on future H&S initiatives.
- 1.5 Facilitate any necessary review of the school's H&S policy and procedure as may become apparent via the strategies above.

2. Headteacher

As Senior Manager for the premises, and of all on & off site school related activities, the Headteacher is responsible for the day to day management of H&S. The Headteacher will advise Governors of any H&S issue where their support or intervention, either via system or finance, is necessary & appropriate in order to effect the requirements of this policy. In particular the Headteacher will ensure that:

- 2.1 The contents of this policy are brought to the attention of all relevant persons.
- 2.2 A process for risk assessments is applied within the school, and that:
 - All appropriate areas/activities are covered,
 - Appropriate control measures are implemented, and that
 - Assessments are monitored and reviewed as necessary.
- 2.3 There is a management system for monitoring the effectiveness of health and safety arrangements, which form part of this policy.
- 2.4 Appropriate staffing levels for safe supervision are in place.
- 2.5 An adequate schedule of inspection & maintenance is in place to ensure a place of work in a safe condition and a safe working environment. Inspection and maintenance will include:
 - The fabric of the building.
 - Fire appliances.
 - Boiler/heating systems.
 - Portable electrical appliances.
 - Water systems.
 - First Aid/medical facility and equipment.
 - Premises staff equipment.
 - Curriculum specific e.g. gymnasias and fume cupboards
- 2.6 An adequate needs analysis of H&S training is undertaken for schools staff and sufficient resources are put in place to ensure appropriate training is carried out. Appropriate training may include:
 - Headteacher H&S awareness
 - H&S Induction training (all new and temporary staff)
 - Emergency/Fire Training for the whole school community.
 - First Aid
 - Risk Assessment
 - H&S Coordinator
 - Lifting and Handling
 - Working at heights and any further specific H&S training identified by the training needs analysis as being necessary and appropriate
- 2.7 Adequate and easily retrievable health and safety training records are available and up to date from the H&S co-ordinator.
- 2.8 The school secures and maintains an arrangement for obtaining competent H&S advice as required by the management of H&S regulations.
- 2.9 A termly H&S report is provided to Governors.
- 2.10 The school cooperates and participates in the H&S monitoring arrangements.

- 2.11 A school's Educational Visits Co-ordinator is appointed and trained accordingly.
- 2.12 Contractors (including catering, cleaning and grounds staff) and other authorised visitors to the school are appropriately managed and monitored.
- 2.13 Appropriate procedures are in place for the reporting, recording, investigation and follow-up of accident and incidents.
- 2.14 Emergency/Fire arrangements are formulated and reviewed as necessary and tested at least termly.
- 2.15 The fire risk assessment is updated annually and/or whenever significant changes or building works might affect the mean of escape.
- 2.16 An appropriate Deputy is suitably instructed to take day to day responsibility for H&S in the absence of the Headteacher.

The Headteacher may delegate functions to other or single members of staff (e.g. an H&S Coordinator) who may be tasked with the H&S administrative arrangements for ensuring the above responsibilities are complied with. The Headteacher will in any event retain the overall responsibility for ensuring that these responsibilities are carried out.

3. Deputy Headteacher

The Deputy Headteacher will take on the above responsibilities in the absence of the Headteacher.

4. Line Managers

Managers in charge of Curriculum Areas/Departments/Staff are responsible to the Headteacher for ensuring the application of this policy within the individual areas that they control. In particular line managers will ensure that:

- 4.1 The school's risk assessment process is applied within their area and that control measures are implemented in accordance with the assessment and monitored and reviewed accordingly.
- 4.2 All accidents and incidents occurring within their areas are reported, recorded & investigated in accordance with the school's procedure.
- 4.3 All persons they manage, or are responsible for, are aware of their specific roles in case of fire emergency.
- 4.4 Any equipment/appliance which has been identified as being unsafe is removed from service.
- 4.5 H&S inspections are carried out within their areas of responsibility within a timescale agreed with the Headteacher, and a report to the Headteacher is provided where necessary.

- 4.6 The H&S training needs of staff are identified and the Headteacher informed accordingly.
- 4.7 Staff are properly consulted on any matters that may affect their health or safety whilst at work.
- 4.8 New transferred and temporary staff receive appropriate H&S induction training.
- 4.9 First aid provision is adequate.
- 4.10 Pupils are given relevant H&S information and instruction.

5. Teaching Staff [Including supply]

Teaching staff are responsible for the H&S of all pupils under their control and in particular must ensure:

- 5.1 Effective and appropriate supervision of the pupils that they are responsible for.
- 5.2 That appropriate safety instructions are given to all pupils prior to commencing practical sessions.
- 5.3 That they understand the school's H&S policy and any arrangements specific to their own department.
- 5.4 They know the emergency procedures.
- 5.5 Where relevant, that all personal protective equipment is suitable and in good condition prior to issue.
- 5.6 That, where relevant, safety devices such as machinery guards are in good condition and are used in accordance with good practice.
- 5.7 That they report any defective equipment to the relevant person.
- 5.8 All accidents and incidents are reported and reviewed or investigated.

6. Premises Manager

The Premises Manager is responsible to the Headteacher/Business Manager, and in particular will ensure:

- 6.1 The removal from service of any item of furniture, apparatus or equipment which has been identified as unsafe.

- 6.2 That any identified hazard is appropriately removed, isolated or contained as necessary to prevent danger.
- 6.3 That periodic H&S inspections are carried out at a timescale agreed by the Headteacher, paying particular attention to the building structure, services, access to/egress from the school, and the main circulation areas. (These may be carried out with others such as governors, H & S Co-ordinator)
- 6.4 That persons they supervise only undertake work for which they are competent.
- 6.5 That any personal protective equipment issued to staff is suitable for the task and that training is provided in the correct use of the equipment.
- 6.6 That all staff work in accordance with safe working practices issued by the school.

7. Health and Safety Co-ordinator

The Headteacher may appoint or nominate a Health & Safety Coordinator to carry out H&S functions and maintain an overview of the H&S organisation & management of the school, and report to the Headteacher accordingly. Specific functions of the H&S Coordinator may include:

- 7.1 Having an overview of the school's H&S Policy and Arrangements, bringing amendments to the attention of the Headteacher where necessary.
- 7.2 Overseeing & supporting the school's Risk Assessment/Risk Management process and advising the Headteacher of any deficiencies.
- 7.3 Carrying out, with the Headteacher and others as appropriate, the school's accident/incident recording, reporting, and investigation arrangements.
- 7.4 Arrange for termly evacuation drills and weekly fire alarm tests etc.
- 7.5 Advising the Headteacher of any defect in the state of repair of the building or its surrounds which is identified as being unsafe, and take whatever local action is necessary to minimise the risk until repairs can be arranged.
- 7.6 Arranging for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe.
- 7.7 Co-ordinating regular health and safety inspections, ensuring all areas of the establishment and all activities are covered.
- 7.8 Reporting to the Headteacher any situation which is unsafe or hazardous to health and which cannot be remedied from readily available resources.
- 7.9 Liaising with and monitoring, as far as is reasonably practicable, the activities of contractors (including catering, cleaning and grounds staff) visitors and others on the site to ensure that any risks to the health and safety of staff and others are kept to a minimum.

- 7.10 Ensuring that all Senior Managers (including Heads of Departments) are kept informed of the names and details of those persons appointed to provide competent health and safety assistance.

8. All Employees [including temporary & volunteers]

All employees are required to take care of their own safety and health whilst at work and that of others who may be affected by their actions.

Employees must also co-operate with the management of the school to ensure that all parties comply with their H&S responsibilities. In particular all employees must:

- 8.1 Participate in the school's risk assessment process and comply with findings.
- 8.2 Report any defects in the condition of the premises or equipment of which they become aware.
- 8.3 Report all accidents/Incidents in accordance with the school's procedure.
- 8.4 Be familiar with the procedure to be followed in the event of a fire/emergency.
- 8.5 Make use, where relevant, of personal protective equipment provided for safety or health reasons.
- 8.6 To follow all relevant codes of safe working practice and local rules.
- 8.7 To report any unsafe working practices to their Line Manager.

9. Staff Safety Representatives (if applicable)

Health and safety at work law provides for the appointment of trade union or staff appointed safety representatives from amongst the employees. Where the Governing Body/Headteacher is notified in writing of an appointment, the Safety Representative shall have the following functions:

- 9.1 To investigate potential hazards and to examine the causes of accidents in the workplace.
- 9.2 To investigate complaints by any employee they represent relating to that employee's health and safety or welfare at work.
- 9.3 To make representations to the Headteacher on matters affecting the health, safety and welfare of employees.
- 9.4 To carry out workplace H&S inspections, subject to reasonable notice to their line manager.
- 9.5 To attend safety committee meetings.

A safety representative is not obliged to carry out any or all of the above functions, and has no legal responsibility other than that which applies to all employees.

10. Health and Safety Committee

The Health & Safety Co-ordinator, Premises Manager and Health & Safety Governor meet once per term and consult on H&S issues or concerns. The Premises Manager provides feedback to the Business Manager and an action plan is agreed. If appropriate, the Headteacher & Governing body are consulted. All staff have daily access to a dedicated site email address to express concerns or highlight problems.

- 10.1 Headteacher – Alex Russell
- 10.2 Health & Safety Co-ordinator– Anne Orpwood
- 10.3 Premises Manager - Dave Evans
- 10.4 Business Manager – Sonia Talsi
- 10.5 Health & Safety Governor - Julia Kirkland

Part 3: Arrangements and Procedures for Health, Safety and Welfare

The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements. Detailed information is available from Anne Orpwood, Health & Safety officer or Dave Evans, Premises Manager and is available to all staff.

- 1. Access Control/Security**
Arrangements for processing visitors, protecting the site, emergency procedures following a security alert. Door: control, school's expectations of staff and visitors behaviour.
- 2. Accident Reporting, Recording & Investigation**
Who should be notified, who reports under RIDDOR, how details are to be recorded, and who undertakes investigation. Who covers this when elected members of staff are absent.
- 3. Asbestos**
Asbestos Survey Record, location of survey, arrangements to ensure contractors and others such as site supervisors etc. have sight of survey prior to starting any work on the premises, instruction to staff not to drill or affix anything to walls without first obtaining approval from Headteacher and checking survey, how staff should report damage to asbestos materials, emergency plan in case of asbestos disturbance.
- 4. Contractors**
How contractors are selected, arrangements for the induction of contractors, arrangements to exchange health and safety information and agree safe working arrangements, risk assessments, frequency of liaison meetings, name of person responsible for monitoring contractors working methods, how staff should report concerns.
- 5. Curriculum Safety** [including out of school learning activity/study support]
Requirements for teaching staff to undertake suitable (written) risk assessments prior to commencing hazardous activities, specification of staff qualification requirements to teach certain activities, refer to any health and safety publications adopted by the school which staff must be familiar with.
- 6. Drugs & Medications**
Parental requests for medicines to be administered, special staff training requirements, storage arrangements, recording administration, the location of the folder entitled "Pupils' Health and the Administration of Medicines".

- 7. Electrical Equipment** [fixed & portable]
Frequency of visual inspections by users, and through examination by competent person, who maintains the record of inspection, any limitations on bringing personal items to school. Who undertakes examination of fixed installation, how to report defective equipment.
- 8. Fire Precautions & Procedures (and other emergencies)**
Who is responsible for undertaking & reviewing fire risk assessment, frequency and arrangement of drills, procedures to be followed, staff with special responsibilities e.g. fire marshal etc, assembly points, maintenance of fire exits /escape routes, maintenance of fire extinguishers, staff training, calling the fire service, testing the fire alarm, testing of break glass points, testing of emergency lighting etc.
- 9. First Aid**
Names and locations of trained appointed first aid staff, location of first aid boxes and who is responsible for checking & restocking, who summons ambulance, who accompanies children to hospital, cover in the event of absence, training & retraining of first aiders.
- 10. Glass & Glazing**
All glass in doors, side panels to be safety glass, all replacement glass to be of safety standard, assessment of premises to establish compliance.
- 11. Hazardous Substances**
Rules on selection and use of substances, hazard data sheets, CLEAPSS Hazards location, risk assessments, staff training in safe use, selection & use of protective equipment, storage arrangements, staff health surveillance, use of mechanical controls, name of RPS (high schools only), name of Radiation Protection Adviser. Not just curriculum – but Caretakers, Cleaning Staff etc who use hazardous substances must be considered
- 12. Health and Safety Advice**
Details of arrangements the school has made to obtain competent health and safety advice, e.g. Health & Safety Adviser, Babcock 4S
- 13. Housekeeping, cleaning & waste disposal**
Arrangements to ensure premises are kept clean, to minimise accumulation of rubbish, arrangements for wet floor cleaning to minimise risks of slips, means of disposing of glass and other sharp objects, arrangements for snow shifting, security/location of external waste bins.
- 14. Handling & Lifting**
Arrangements for identification of all activities involving lifting/handling, risk assessments to identify precautions to minimise manual handling tasks, staff training in manual handling, school guidelines for specific tasks, use of lifting aids, staff suggestions for improvement. Separate assessments and training needed for the lifting of pupils.

- 15. Jewellery**
Policy on pupils wearing earrings and other jewellery, instructions to pupils.
- 16. Lettings/shared use of premises**
Exchange of health and safety information and policies, restrictions on use of equipment, restrictions on accessible areas, staffing requirements, first aid provision, telephone provision, fire and emergency arrangements, standard operating procedures, agreeing responsibilities at school fetes and other fund raising events, emergency lighting, public entertainment license.
- 17. Lone Working**
Safe working practices/rules for staff who work alone, contact arrangements, risk assessment, limiting high risk activities.
- 18. Long Term Evacuation Plan**
Details of what procedures are in place to temporarily relocate staff and pupils to a safe place in the event of not being able to return to the premises after an evacuation e.g. a gas leak, fire etc. Details to include place of temporary relocation and, items to take e.g. contact numbers, mobile phone, medical items etc.
- 19. Maintenance / Inspection of Equipment**
Details of what equipment requires periodic inspection, examination, testing. List types of equipment e.g. ladders and steps, fume cupboards, other extraction systems, PE equipment, D&T machines, lifts & lifting equipment, pressure cookers, autoclaves, fire alarm and smoke detection, emergency lighting, fire extinguishers, panic alarms etc, type of check required and frequency, who undertakes the checks and what records must be kept.
- 20. Monitoring the Policy**
Who carries out workplace inspections, who monitors implementation of policy by staff, monitoring accident reports/trends, complaints. Headteacher information and legislative changes.
- 21. Personal Protective Equipment (PPE)**
Selection of equipment which is suitable, arrangements for periodic checking and maintenance of equipment, ensuring proper use, supervision, PPE to be provided free of charge where risk assessment determines to be necessary.
- 22. Playground Safety**
Pupil/staff ratio, instructions to staff, emergency procedures, maintenance of features and/or play equipment, inspections of grounds.
- 23. Reporting Defects**
How defects are reported, escalated and dealt with. Who is responsible.
- 24. Risk Assessments**
Who is responsible for ensuring RA's are undertaken, arrangements for undertaking special RA's (such as for staff who are pregnant or who have health problems), arrangements for periodic review of RA's.

- 25. School Trips/ Off-Site Activities**
Requirements when planning school trip, who to obtain approval from, when to seek further approval, emergency arrangements, parental authorisation, supervision requirements, first aid provision, name of school's Educational Visits Co-ordinator.
- 26. School Transport**
Driver medical examinations, license requirements, authorised drivers, name of person responsible for undertaking checks on minibuses, pupil supervision arrangements, car seat provision.
- 27. Smoking**
Locations (if any) where staff can smoke outside.
- 28. Staff Consultation**
Frequency of h & s committee meetings, terms of reference, how staff can raise issues of concern and make suggestions for health and safety improvements.
- 29. Staff Health & Safety Training and Development**
How new staff are briefed about H&S arrangements and by whom, establishing minimum health and safety competencies for certain activities, (e.g. use of hazard substances, work at height, use of VDU's) and certain roles (e.g. premises manager, safety co-ordinator, head of department, site supervisor etc). Headteacher to remain informed of any changes in legislation and best practice.
- 30. Staff Well-being / Stress**
School arrangements in place for supporting staff and accessibility to advice and guidance within school and outside where applicable.
- 31. Supervision** [including out of school learning activity/study support]
Supervision requirements for pupils during curriculum time (e.g. pupils must not be left unattended) and all other times when in care of school e.g. break times, agreed ratios for school trips, requirements for criminal conviction clearance.
- 32. Use of VDU's / Display Screens**
Training requirements for staff who make significant use of VDU's, how to report defects in workstation, how to report health concerns and who to, advice on maximum time to be spent on VDU without break, arrangements for eyesight testing.
- 33. Vehicles on Site**
Rules for the management of vehicles on site, restriction on vehicle movement at certain times, segregation of large vehicles from pedestrian areas, restrictions on reversing vehicles, special arrangements for deliveries.

34. Violence to Staff / School Security

Specify rules for maintaining site security (e.g. keeping doors shut, controlling visitor access, signing in arrangements, identifying staff who are at greater risk of injury, special training requirements, requirement for all staff to report all incidents of verbal & physical violence.

35. Working at Height

Restrictions on staff using steps and ladders, training required, rules on using access equipment, arrangements for inspecting and recording checks on access equipment, restrictions on use by pupils, contractors etc.

36. Work Experience

Arrangements for assessing potential work placements, arrangements for induction and supervision of students on work placement within own establishment, who is responsible for implementing any changes in policy.