



# Thomas Bewick School Health and Safety Policy 2017-2019

## 1. Statement of Intent

The Governors of Thomas Bewick School are committed to the promotion of a safe and healthy working environment for staff, pupils and all other users of the school sites. Thomas Bewick staff are employed by the Governing Body of the school and not by the LA.

Governors are committed to working within the framework provided by the LA and described in the 'Health and Safety: Policy and Guidance' manual set into the school's context of being a PFI school: this means that the school premises are managed by a Facilities Management Company, Robertson, on behalf of the Aura Consortium.

Governors accept the right of trade union members to be represented on health and safety matters by an appointed safety representative who will be granted the appropriate time off to carry out their duties.

This Policy complements the LA's Health and Safety Policy and Guidance and is intended to help all staff to understand how health and safety is managed in the school, and understand their personal responsibilities in regard to Health and Safety.

This policy covers both of the Thomas Bewick sites – Primary Department and Secondary Department.

## 2. Roles and Responsibilities

### Governors

The governing body is responsible for:

- ensuring that appropriate documentation is in place;
- monitoring its implementation; and
- reviewing it on an annual basis.

At Thomas Bewick School, this will be achieved;

1. through the work of the Premises & Health and Safety Committee, and
2. by governors on the Health and Safety Committee receiving termly reports from the Headteacher/School Business Manager and reporting back to the full governing body.

### Head Teacher

The Headteacher is the named Health and Safety person for the school and is responsible for:

- the implementation of the policy;
- the day to day management of health and safety to ensure a safe learning environment for pupils;

- ensuring that all staff are aware of the information contained in this document;
- ensuring that staff comply with the procedures laid down in the document;
- reporting to governors on health and safety matters termly;
- liaising with Aura;
- other responsibilities outlined in the LA's Health and Safety Policy and Guidance.

### **School Business Manager**

The School Business Manager is responsible for ensuring the day to day management of the buildings and grounds of the school, working with the facilities management company and their representatives to ensure health and safety is addressed at all times as appropriate for pupils with autism. The School Business Manager also oversees the premises management of the satellite provisions of the school.

### **Site Management**

The Facilities Management Company are responsible for the following at the primary site:

- check of the fire alarm system and recording the result in the Fire Log Book;
- check of the outdoor play equipment;
- safety check of the schools grounds;
- all checks on the systems in place throughout the building and all recording procedures are adhered to.

### **All staff**

It is a requirement of the Health and Safety at Work Act that all staff should be familiar with the health and safety arrangements in place and should comply with them.

All staff will therefore be informed where this document can be found and a copy will be available in the staffroom and on the school's network. All staff will be expected to comply with the procedures it contains at all times.

All staff have a responsibility towards themselves and others for health and safety and should report any problems to the school administration team or the Senior Leadership Team (SLT). If necessary, they must be prepared to take appropriate action themselves to remove hazards.

Staff should ensure that pupils in their care behave in a safe and proper manner, adhering to proper safety precautions, being always aware of their particular vulnerabilities.

Non-employed site users will be subject to supplementary risk assessments, where appropriate. This group includes visiting students, visiting parents and professionals and contractors etc. On the main site contractors are the responsibility of RFM.

### **3. Practical Arrangements**

#### **First Aid**

First Aid boxes are kept in the school office, in each classroom and in each minibus.

Michelle Fox (Admin Assistant) and Yvonne Purvis (HLTA) are responsible for ensuring that they are stocked in accordance with the guidance card in each first aid box.

Michelle Fox and Sharon Palmer have received training in the use of the defibrillators that are located at the both offices, other members of staff have also received defibrillator training.

Posters are displayed across both sites identifying those members of staff who hold first aid qualifications (appendix 1). Also the majority of staff members have received emergency first aid training.

#### **Accident recording, reporting and investigation**

All accidents will be recorded in the accident book and on the Local Authority's Accident Form which is sent to the LA's health and safety officer. Guidance will be given by the admin team. It is the decision of the LA's health and safety officer whether accidents are regarded as RIDDOR and need to be reported to the Health and Safety Executive.

Serious accidents must be brought to the attention of the Headteacher or other members of the Senior Leadership Team (SLT), who will decide on further action including the completion of any other reports. The Headteacher or delegated person is responsible for any follow – up to an accident that may be deemed appropriate.

In the first instance the teacher in charge at the time of the incident will be responsible for investigating the causes of the accident and, if necessary, making recommendations to the Headteacher to prevent a recurrence.

#### **Issuing medicines**

School staff should only issue medication in accordance with the school's medication policy. In all cases, the instructions given by the prescribing authority must be strictly followed.

#### **Electrical equipment**

- Only authorised and fully qualified personnel are to install, repair or attempt to repair electrical equipment.
- Where 13 amp sockets are in use, only one plug per socket is permitted.
- The protective outer sleeve of electric cables is to be firmly secured within the electric plugs. Where the outer sleeve is not secured within the plug and the connecting live wires are visible, a qualified person is to be tasked to re-wire the plug correctly.

- Electrical equipment that is known to be, or suspected of being faulty, must not be used.
- If electrical equipment becomes faulty whilst in use it is to be isolated from the source of supply and secured so that it cannot be used until repair has been effected.
- Personal electrical equipment must not be used in school without the prior permission of the Headteacher.
- Arrangements are made for PAT (portable appliance testing) to be undertaken on an annual basis. It is the responsibility Robertson Facilities Management to ensure this is carried out by an approved contractor.
- School will check that electrical items used by external users of the building have the required electrical testing certificates.
- **All new electrical items must be PAT tested before being used.**

### **Fire Safety – See Fire Protection Policy**

Robertson Facilities Management is responsible for carrying out the appropriate checks on all systems and equipment on the primary site and the school is responsible for this on the secondary site.

Fire fighting equipment is serviced annually and the date noted in the Fire Log Book.

In the event that pupils and staff are unable to reoccupy the either of the buildings immediately, the pupils will be evacuated to the other school building, or to Beech Hill Primary School, as appropriate.

Arrangements will be made to contact parents, using mobile phones if land lines are not available and through the Parentmail facility.

### **Hazard and defect reporting**

All defects and hazards relating to the building or grounds should be reported immediately via the administration staff at reception to the School Business Manager.

The Headteacher is responsible for monitoring the progress on all items reported.

### **Termly audits**

The Headteacher will ensure that a safety audit of the school is carried out each year according to the LA's guidance. The outcome and actions taken will be reported termly to the Governing Body.

### **Risk Assessment**

The governors adopt the LA's generic Core Risk Assessments as the basis for the school's own Risk Assessments.

Supplementary Risk Assessments will be carried out in relation to a range of school activities and in relation to individual pupils. The Headteacher is

responsible for allocating the task of undertaking Risk Assessments to the person best placed to make the assessment.

Due to the abilities and aptitudes of the pupils, some activities, events and situations carry a greater risk in our school. The list below describes some of the circumstances for which specific risk assessments will be maintained.

- visits and journeys, residential visits and expeditions, school transport
- lunchtime and playtime supervision
- physical interventions
- personal care
- lettings

The results of the termly audit will help to determine the areas for which a formal Risk Assessment needs to be carried out.

### **Control of Substances Hazardous to Health (COSHH)**

There should be no COSHH substances in use at school. Any such substances on site will be those used by caretakers or staff employed by NCC Neighbourhood Services and as such those bodies will be responsible for their safe storage, risk assessments and data sheets.

Any school staff using COSHH substances should report this in the first instance to the School Business Manager who will carry out a risk assessment and obtain the required data sheets. COSHH substances are identifiable by the orange or yellow warning triangle on the container. COSHH substances should not be decanted out of their original containers.

COSHH will be carried out according to the LA's guidance.

### **Security/Visitors to the site**

All visitors will be expected to report to the school office, where they will be asked to sign the visitors' book. They will check in at Reception and be given a visitors' badge and if required a door fob and override key.

Staff are encouraged to challenge politely anyone in school who is unaccompanied and they do not recognise.

### **Links to other policies/documents**

- Fire Awareness Policy
- Evacuation Procedures
- No Smoking Policy
- Risk and Critical Incident Plan
- Adverse Weather Policy
- Supporting Pupils with Medical Conditions in School
- Educational Visits Policy

Further advice and guidance is available from:  
The Headteacher, School Business Manager or

Simon Hoban  
LA Health and Safety Officer  
Civic Centre  
Newcastle upon Tyne  
NE1 8PU  
Tel: 0191 211 5222

<b>Revision Record of Published Versions</b>			
<b>Author</b>	<b>Creation Date</b>	<b>Version</b>	<b>Status</b>
J McCreery	October 2013	1.0	Pending Governor Approval
	07/10/13		Approved by Premises Committee
<b>Amended by</b>	<b>Revision Date</b>		
J McCreery	July 2014	1.1	Removed notes re residential unit
<b>Reviewed by</b>	<b>Review Date</b>		
J McCreery	May 2015	1.1	Approved by Premises committee 21/05/15
J McCreery	02/03/2017	1.2	Approved by Premises committee

## **Appendix 1**

### **School First Aiders**

The current appointed persons for first aid are:

- Primary Site – Natalie Foy, Lucy Hogarth, Cheryl Reay, Caroline Storey, Jackie Pottinger, Hannah Broadhead, Michelle Fraser, Danielle Robertson, Michelle Sinclair, Angela Faill, Vicky Dingwall, Val Earl, Louise Smith, Jean Freeman, Pam Richardson, Janine Peacock, Michelle Fox
- Secondary Site – Tom Field, Francesca Brown, Daley Barber-Allen, Yvonne Purvis
- Defibrillator trained – Michelle Fox, Sharon Palmer, Angela Faill, Louise Smith, Caroline Storey, Hannah Broadhead, Yvonne Purvis, Tom Field, Jean Freeman