



HEALTH & SAFETY POLICY

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1. Statement of Intent

Effective health and safety management is integral to delivering our ambition for excellence in education and our performance as a school. Our overall objective is to provide and maintain a safe and healthy environment for our staff and pupils and others with whom we work.

We will achieve this by:

- Developing and maintaining a positive Health and Safety culture with an emphasis on continually improving our performance taking into account human and cultural factors,.
- Ensuring that health and safety management is an integral part of decision making and organisational processes
- Adopting a sensible and proportionate approach to managing risks, with well informed decision making processes for higher risk activities and ensuring a disproportionate amount of time is not spent on trivial or everyday risks
- Providing a safe and healthy working environment for our staff, pupils and others working in the school
- Ensuring safe working methods are in place and providing safe equipment.
- Communicating and consulting with our staff and their trade union representatives
- Complying with statutory requirements and where possible best practice.
- Investigating and learning the lessons from accidents and work related ill health incidents
- Providing effective information, instruction and training to enable our staff to be competent in their roles
- Monitoring and reviewing systems and preventative measures to make sure they are suitable, sufficient and effective.
- Ensuring adequate resources are made available to fulfil our health and safety responsibilities and objectives.
- Working with and monitoring our contractors to ensure consistent and comparable health and safety standards

We recognise that overall responsibility for health and safety lies with all levels of management having direct responsibility for activities and staff under their control. However, all staff have a legal and moral responsibility to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions.

Chair of Governors: _____ Date: _____

Headteacher: _____ Date: _____

2. Organisation

To comply with the Governing Body's Statement of Intent the following responsibilities have been assigned:

2.1 Governors

Governors recognise the need to identify organisational arrangements in the School for implementing, monitoring and controlling Health and Safety matters.

Governors must also ensure that the School's budget reflects the finance necessary to implement Health and Safety matters.

A summary of the individual duties including reporting arrangements and the organisation and accountability are as follows:

2.2 The Headteacher

The Headteacher is responsible and accountable to the Governors for implementing The School's safety policy and for all matters relating to Health and Safety within the School.

The Governors require the Headteacher to ensure that The School's safety policy is implemented effectively and understood at all levels. The policy must be monitored regularly, controlled effectively and revised as necessary.

He is responsible for;

- seeking advice, where necessary, from outside agencies that are able to offer expert opinions;
- making arrangements for improvement to premises (with appropriate members of staff), plant, tools and equipment that are the responsibility of the organisation;
- ensuring that appropriate training has been or will be given to staff to enable them to fulfil their responsibilities. This must include new appointments and transfer of staff within the organisation to other functions;
- ensuring that in all schemes of work for students, there is adequate Information, Instruction, Training and supervision for Health and Safety matters
- consulting with the Health and Safety Committee and reviewing at least once per year:
 - the provision of First Aid
 - fire and evacuation procedures
 - all other safety policies and procedures
- ensuring that effective communication exists within the School for all Health & Safety matters and that any Regulations, information, guidance notes etc., that are received are passed immediately to staff who have a direct interest.
- a positive and effective safety culture;
- emergency procedures for the evacuation of the School premises;

The Headteacher has the right to stop what are considered unsafe practices, or the use of any plant, tools equipment, machinery etc., that are considered to be unsafe.

The Headteacher may delegate the operational responsibility to a member/members of school staff for:

- co-ordinating all contractual work and maintenance carried out on the School premises
- all contractors or other third parties entering the School or otherwise on site;
- ensuring that competent contractors are employed and to oversee the safe execution of the work;
- ensuring that the agreed procedure for reporting all defects, hazards and problems regarding Health and Safety matters functions efficiently and effectively;
- ensuring there is a 'Buildings Register' identifying known hazardous substances and materials (e.g. asbestos, lead, flammable substances etc.);
- ensuring that competent person(s) or specialists are consulted as necessary to advise on Health and Safety matters. Areas of concern are likely to be technical issues, sampling, monitoring and auditing requirements;
- ensuring that a property survey of The School buildings or premises is carried out and that regular inspections are completed with defects reported accordingly.

2.4 Heads of Department

Heads of Department are responsible and accountable to the Headteacher for all matters relating to Health and Safety within their departments.

In the exercise of this responsibility Heads of Departments must ensure that:

- i) all staff under their management receive information and instruction in their duties, regarding Health and Safety matters;
- ii) all staff under their management are trained adequately to carry out their duties efficiently and effectively and are supervised adequately according to the level of competence;
- iii) all staff make themselves aware of regulations, codes of practice and guidance notes appropriate to their specialist areas;
- iv) all statutory notices, placards, regulations and safety signs are displayed as appropriate to their workplace. This shall include arrangements for facilities such as first aid equipment, personal protective equipment (PPE), registers, log books etc.

Heads of Department are responsible for

- ensuring that everything received from suppliers - machinery, equipment, substances etc. - is accompanied by adequate information and instruction prior to use;
- reporting to the Head Teacher or Site Managers all problems, defects and hazards;
- ensuring that a copy of the Fire Drill regulations and details of all assembly points are displayed prominently in all rooms and areas for which they are responsible;
- carrying out regular safety inspections of their areas. Priority must be given to plant, machinery, equipment, electrical appliances and risk assessments and
- carrying out Risk Assessments in line with the guidance contained within Newcastle City Councils (NCC) Health and Safety procedures and guidance from appropriate professional bodies, for example:
 - British Association of Advisors and Lecturers in Physical Education (BAALPE)
 - Design and Technology Association (DATA)
 - Consortium of Local Education Authorities for the provision of Science Services (CLEAPSS),
 - etc.

2.5 Safety Representative(s)

HOD's from each of the high-risk departments will meet termly to discuss Health & Safety matters at the School. Those departments are

- Science
- Design & Technology
- PE
- Learning Support
- NEAT Active (Community Use)

2.6 The School Staff/Employees

All staff members of the School must make themselves familiar with the 'Staff Handbook' and any local or relevant job specific procedures operating within the School. They must ensure that where conditions apply, all students under their control receive instruction and are provided with suitable training to enable them to operate in a safe and efficient manner.

All employees have responsibilities under the Health and Safety at Work etc. Act, 1974 including working in a safe manner and not putting others at risk. All employees are required to report any possible hazards or defects to the Site Manager.

All staff or employees shall be given access to the School's Health and Safety policy and are required to make themselves familiar with all documents relating to Health and Safety in the School. They must pay particular attention to sections of the 'Staff Handbook' as it relates to their particular work activities.

The 'Staff Handbook' is available on the IT network at:
W:\Whole School Documentation\Staff Handbooks

2.7 Pupils

Pupils, allowing for their age and aptitude, are expected to take personal responsibility for the health and safety of themselves and others. They must observe standards of dress consistent with safety and/or hygiene and observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency. They should not wilfully misuse, neglect or interfere with things provided for their health and safety.

2.8 Role of Specialist Advisors

Governors recognise that there may be occasions when the School requires specialist advice. Guidance on all H&S related matters is available from Newcastle City Council's (NCC) Health and Safety Officers and in addition there is a dedicated website for all Health and Safety issues that is accessible via the School's extranet. The procedures to be adopted and recommendations for additional outside advice will be decided and clarified at the School's Health and Safety Committee level.

3. Arrangements

3.1 Health and Safety Committee

Governors recognise that the way forward in achieving effective management of the School's Health and Safety Policy and the arrangements necessary to fulfil the obligation is through the Health and Safety Committee.

The Health and Safety Committee shall include:

- Governor responsible for Health and Safety matters
- Head Teacher, or staff member with responsibility for H&S Safety Representative(s)

The Committee will meet at least three times a year.

The terms of reference for the committee are:

- Monitor and review school procedures in relation to all H&S issues at the school
- Review H&S audit reports and agree priority actions if necessary.
- Identify resources that may be required to ensure high standards of H&S operation are maintained by the school
- Provide reports to Governors covering H&S matters at the school
- Identify ways to promote and reward a positive Health and Safety culture

3.2 Risk Assessments

Risk assessments are used to:

- Identify hazards that can cause harm
- Assess and rate the associated risks
- Allow the implementation of appropriate control measures to reduce the risk

The School's Risk Assessment Procedure has been developed to help staff develop risk assessments for areas / activities within their control and can be found at W:\ Health and Safety\Risk Assessments

Risk assessments are to be reviewed on an annual basis or as and when necessary to reflect any significant changes.

3.3 Hazards

The main hazards applicable to the School are included within NCC's "General Risk Assessment and Guidance for Schools" document, which details the risks imposed by particular activities and the preventative and protective measures necessary to reduce risks to an acceptable level. The main hazards and activities identified are:

NCC - General Risk Assessment and Guidance for Schools

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1*	Asbestos	4
2	Electricity – using electricity & portable appliances	6
3*	Fire safety	7
4	First aid provision	8
5	Fixtures/Fittings/Play/ PE equipment/External features (manhole covers, ponds; trees, signposts and similar structures)	9
6	Gas appliances	10
7	Glazing	10
8	Hot surfaces	11
9*	Legionella – managing bacteria in water systems	11
10	Lifts and lifting equipment	12
11	Caretakers/Facilities Officers duties	13
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13*	Computers and workstations	14
14*	Contractors	15
15	Design and technology / Art and design	16
16	Driving on School business including use of minibuses	17
17	Food preparation/Food technology/Serving meals	17
18	Functions and hiring of School premises	18
19*	Heights – work at heights	18
20	Infection control	21
21	Lifting and handling & manual handling	22
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37	Additional significant health and safety risks	30
Appendices		
App. A	Asbestos flow chart	31
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*Free e-learning courses available – see help and support section – page 3		

Staff should familiarise themselves with this document, which provides risk assessments for all of these hazards and activities and can be found:

Via the School's Extranet, in the Health and Safety section;

Or a copy is available at W:\Whole School Documentation\Health and Safety\Risk Assessments

3.4 Good housekeeping

Tidiness, cleanliness and efficiency are essential factors in the promotion of health and safety. Accidents can be prevented by following the guidelines listed below.

- Keep corridors and passageways unobstructed.
- Ensure shelves in storerooms are stacked neatly and not overloaded.
- Supplies are stored safely in their correct locations
- Keep floors clean.
- Do not obstruct emergency exits.

3.5 Accident reporting and investigation

Any accident or injury to a pupil, member of staff or a visitor must be recorded on an accident form. The completed form needs to be passed to the responsible member of staff's line manager who will investigate the incident in order to identify the cause of the accident and any measures that need to be taken to prevent a reoccurrence. Further details are provided in the staff handbook.

The Head Teacher, or designated member of staff, reviews all completed accident forms and ensures that the governors are informed of all accidents of a serious nature and any dangerous occurrences and that the school follows the requirements of current legislation.

3.6 Swimming Pool

The School has a 20 metre swimming pool onsite. Access to the pool area is restricted and due to the level of risk associated with it, there is a stand alone risk assessment that covers this facility. Only appropriately qualified staff have keys to this area and students, staff and community users should not enter the pool area unless supervised by these members of staff.

3.7 Training

Health and Safety induction training will be provided and recorded for all new staff / volunteers in accordance with the New Staff Induction Checklist.

All staff will be provided with specific training commensurate to their role and activities and any periodic refresher training that is required. Training needs may be identified through the normal performance management process or as a result of reviewing current procedures.

3.8 Visitors

It is the duty of all personnel within the school to ensure the health and safety of all visitors to the school. Visitors should not be allowed to enter work areas unaccompanied and, where protective clothing is issued for a specific area or task, the same level of protection is to be afforded to any visitor proceeding to that area.

3.9 Monitoring

The Health and Safety Committee will review reports covering the number of accidents on the school site and other Health and Safety related incidents as well as risk assessments and audit reports provided to the school. They will be responsible for producing a report for Governors after each meeting.