



## **DENEFIELD SCHOOL GOVERNORS' HEALTH & SAFETY POLICY**

### **Statutory**

### **Purpose**

To ensure the health and safety of all staff, students and visitors to Denefield School and to comply with the Health & Safety at Work Act 1974 by:

- provision of adequate control of the health and safety risks arising from our work activities
- maintaining safe and healthy working conditions
- prevention of accidents and cases of work-related ill-health
- consultation with our employees on matters affecting their health and safety
- provision and maintenance of safe plant and equipment
- ensuring safe handling and use of substances
- provision of adequate information, instruction and supervision for employees
- provision of training so that all employees are competent to do their tasks
- review and revise this policy annually

**This policy applies to all employees, students and visitors to the school, including those hiring the school facilities or taking part in extended school activities.**

**Signed:** **Chair of Community and Premises**

**Date:** **January 2012**

**Signed:** **Headteacher**

**Date:** **January 2012**

## **Who/What was consulted**

### **Teachernet: Key elements of a Health & Safety Policy**

#### **Key elements include:**

Delegation of duties as allocated tasks; arrangements made to put in place, monitor and review measures necessary to reach satisfactory health and safety standards; training of staff in health and safety including competence in risk assessment; off-site visits including school-led adventure activities; selecting and controlling contractors; First-Aid and supporting pupils' medical needs; School Security; Occupational health services and work-related stress; consultation arrangements with employees; Workplace safety for teachers, pupils and visitors; dealing with violence to staff; manual handling; slips and trips; On site vehicle movements; management of asbestos; control of hazardous substances; maintenance and when necessary examination and test of plant and equipment such as electrical equipment, local exhaust ventilation, pressure systems, gas appliances, lifting equipment and glazing safety; recording and reporting accidents to staff, pupils and visitors - including those reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR); fire safety, including testing of alarms and evacuation procedures; dealing with health and safety emergencies - procedures and contacts

## **1. Roles and Responsibilities**

### **Responsible Person**

The overall and final responsibility for health and safety is with the Headteacher. Delegation of responsibilities is as shown below:

#### **Health & Safety Co-ordinator (HSC)**

This is a strategic role which oversees the role of the Health and Safety Officer to ensure all aspects of H & S are covered. This role is delegated to the Finance & Business Manager (FBM). Responsibilities include:

- reporting to the Governing body
- ensure all staff with responsibility for H & S are suitably trained and competent in carrying out risk assessments
- ensure appropriate training is provided for all staff in relation to H & S, in conjunction with the H & S Officer, the appropriate line manager and the training co-ordinator.
- reviewing and updating the Fire Strategy as required and at least annually
- maintaining the Emergency Plan and ensuring that all relevant personnel are kept informed of their roles and responsibilities

#### **Health & Safety Officer**

Day-to-day responsibility for ensuring that this policy is implemented is delegated to the Health and Safety Officer, the Premises Team Leader (PTL). Duties include:

- H & S induction training for all new staff
- Regular H & S checks. To be undertaken daily/weekly/monthly as appropriate and records maintained of checks
- Collating the Risk Assessments for the whole school; completing risk assessments for non-curricular areas and ensuring there are no omissions
- Managing the site to ensure all risks are minimised and reporting urgent concerns to the FBM.
- In consultation with FBM and Headteacher (HT), agreeing appropriate course of action to address identified risks and reduce the impact.

If the post of Health & Safety Officer (H&SO) is vacant, the FBM will assume this role.

## **H & S Monitoring Group**

The H & S monitoring group will meet at least 3 times per year and as required. They will monitor all aspects of H & S throughout the school. Minutes from the meetings will be presented to the C & P committee for review and discussion. The committee consists of the following representatives:

- H & S co-ordinator
- Chair of C & P Committee
- H & S link governor
- H & S officer
- Union representative
- Teacher representative
- Support staff representative

The H & S Monitoring Group has its own Terms of Reference

## **Governors Role**

The Governors C & P Committee will have responsibility for the Health & Safety policy of the school. Any Health and Safety concerns should be reported to the committee on a cyclical basis in line with the committee planner, or as necessary. The C & P Committee shall carry out an annual inspection of the site to enable them to formulate their own opinion of any H & S concerns and to inform the Governors H & S checklist which should be updated annually.

Other key staff responsibilities:

To ensure that health and safety standards are maintained and improved, the following people have responsibility for specific areas.

**Curriculum Leaders** – All curricular rooms, offices and stores including any practical areas that are used in the course of the school day, eg sports pitches. All curricular equipment and the safe storage of any resources such as chemicals and tools.

**Asst Head I/C 6<sup>th</sup> Form** – All areas and equipment within the 6<sup>th</sup> form centre

**ICT & Data Manager** – To ensure all ICT equipment is provided and maintained to a safe standard. To maintain the security of all data held by the school

**Nursery Manager.**- All buildings and equipment, both inside and outside areas associated with the nursery.

**Catering Manager** – All areas, equipment and food standards pertaining to the provision of meals and refreshments for the school

**Medical Officer** - The Medical Officer shall be responsible for ensuring that first aid and treatment of employees and students is carried out in accordance with the School and any relevant medical guidelines that exist. This includes the keeping of records and the administering of medication. The medical officer is responsible for reviewing and updating guidelines in line with current legislation and holding regular meetings with the medical team and advising and arranging on appropriate training.

**Cleaning Manager** – To ensure the cleaning of the school is carried out to ensure and maintain appropriate H & S for all users of the school site

**PTL and Site staff** – To consider H & S throughout the site and ensure safe practice at all times. This applies to everyday activities and the control of contractors. In particular, to consider H & S issues in their own stores, offices etc. and all communal areas of the school eg corridors toilets and external areas, including control and monitoring of vehicle movement etc.

**All employees** have to:

- co-operate with supervisors and managers on health and safety matters;
- not to interfere with anything provided to safeguard their health and safety;
- take reasonable care and responsibility for their own and others' health and safety;
- report all health and safety concerns immediately, confirmed in writing to the Health and Safety Officer.

## **2. Health And Safety Risks Arising From Our Work Activities**

All key personnel with specific H & S responsibility, as shown above, are responsible for carrying out risk assessments for their area and activities to ensure that all risks are identified and ensuring that all activities are covered by a relevant risk assessment.

The outcome of the risk assessments will be reported to the Health and Safety Officer, who will keep records and recommend any appropriate action to minimise risk..

Action required to remove or control the risks will be approved by the Health and Safety Officer (the PTL), in consultation with the FBM, who will ensure that the action required is implemented.

Risk assessments will be reviewed every 12 months or when the work activity changes significantly, whichever is the soonest.

All risk assessments should be held within the relevant curriculum area or department and all relevant staff made aware of them and any updates that occur.

## **3. Safe Plant, Equipment, Buildings and Grounds**

The PTL will be responsible for identifying all plant, equipment and building fabric that requires maintenance. This includes the following:

- Electrical testing
- Emergency lighting
- Boiler servicing
- Fire alarm installation
- Intruder alarms
- Fire fighting equipment
- Ventilation systems

This list is not exhaustive

The PTL will be responsible for ensuring that effective maintenance procedures are drawn up and acted upon.

Any problems with plant, equipment or the fabric of the building should be reported, via the maintenance log to the PTL.

The PTL will ensure that the grounds are maintained on a regular basis and to match the schools requirements.

Curriculum Leaders and Managers are responsible for ensuring that all new equipment meets health and safety standards BEFORE it is purchased. Any queries relating to the suitability of such equipment should be addressed to the Health and Safety Officer. Curriculum Leaders are responsible for ensuring that all equipment is routinely maintained

and serviced to remain compliant with relevant legislation. A central budget is held to support this process.

#### **4. Safe Handling and Use of Substances**

Curriculum Leaders, the cleaning and catering managers and the PTL will be responsible for identifying all substances that require a Control of Substances Hazardous to Health (COSHH) assessment. They will also be responsible for carrying out the risk assessments and for maintaining their department COSHH register.

The PTL shall hold copies of all COSHH data. This will be kept in Fire Pack, which will be available in the event of an emergency.

Assessments will be reviewed every 12 months or when significant work activity changes occur, whichever is the soonest.

#### **5. Information, Instruction and Supervision**

The Health and Safety Law poster is displayed in the Staff Room, reception area and the nursery showing relevant information.

The nursery will nominate their own H&SO who will operate in accordance with the school policy. The school's H&SO will monitor the actions of the nursery H&SO to ensure compliance.

Health and Safety advice and leaflets are available from the H&SO.

Supervision of young workers/trainees will be arranged and monitored by Curriculum Leaders or Managers.

The Headteacher is responsible for ensuring that our employees and students working at locations away from the School are given relevant health and safety information. This role is delegated to the SLT member in charge of offsite education and work experience.

#### **6. Competency For Tasks and Training**

The HSC will provide induction training for all new employees.

Training in the writing of risk assessments will be provided by the FBM to relevant personnel as required. A template is available which can be adapted for any risk assessment.

Job specific training will be the responsibility of the relevant Curriculum Leader or department manager.

The PTL will ensure that site and other relevant staff are suitably trained in manual handling techniques and working at heights to ensure they are able to support the activities of the whole school.

Sufficient staff will receive training in work place assessment to ensure that staff work stations are suitable for the role being performed.

Training records are kept by the SLT member responsible for continuous professional development.

Training will be identified, arranged and monitored by the Training Co-ordinator or the line manager if appropriate.

## **7. Accidents, First Aid and Work Related Ill Health**

Health surveillance is required for all employees and shall be arranged by the Personnel officer (PO). The PO will arrange Occupational Health appointments as required and monitor work related stress reporting to the Headteacher and the Finance, Personnel and Pay Committee as appropriate.

The PO will keep all records of health surveillance.

The Medical Officer is responsible for the first aid boxes, which are kept by all first aiders (see Appendix 1 for details)

First aid records are maintained by the Medical Officer

All accidents and cases of work-related ill health are to be recorded in the accident book. Accident Reporting forms are held by the FBM. These are numbered to ensure forms can be tracked. Dangerous occurrences that had the potential for serious injury also need to be recorded and reported. All accidents and incidents reported will be recorded on the webrisk data base of the LA. The Webrisk reporting system will identify any accidents, diseases and dangerous occurrences which need to be reported to the relevant enforcing authority, in line with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995. These agencies include the Health and Safety Executive, the Local Authority, the local Health Trust and the emergency services.

## **8. Off-site Visits**

The GPCC will maintain and review regularly an Offsite activities policy which will cover all H & S risks associated with offsite activities

## **9. Control of Contractors**

To ensure the safeguarding of all children within the school guidelines will be formulated to ensure the control of contractors on site. Full details can be found in Appendix 2 but the key elements are as follows:

- All contractors on site when the school is in session will be subject to CRB checks or will be accompanied by site staff at all times.
- All visitors, including contractors, will sign in and be provided with a visitor badge. List 99 checks will be carried out on all visitors likely to come into contact with children
- Method statements will be required from contractors to ensure the safety of all school stakeholders is protected

## **10. Violence to staff**

The governing body has a separate policy relating to violence towards staff. (Behaviour and Discipline Policy).

## **11. Security**

The GPCC will ensure that security is reviewed on an annual basis. Security measures already in place include:

- All key staff to carry radios to keep in touch with reception and other personnel
- Visitor badges in use. All staff to challenge or report to reception, any on site personnel not wearing appropriate identity badge
- CCTV across site
- Restricted access to buildings by use of keypad
- Panic alarm provided in reception
- Secure fencing at front of school
- Out of hours security company to monitor site and to be first point of contact for respond to emergency call out

## 12. Risk Assessments

Production of Risk Assessments is the responsibility of the post holder as shown under 1. Roles and Responsibilities above. The H&SO is responsible for keeping a register of all risk assessments held. New risk assessments should be carried out as required and be updated on an annual basis.

## 13. Consultation with Employees

**Employee representatives will be elected when a vacancy arises. Nominations will be received and if necessary an election will take place involving all staff members.**

**Employee representatives should report any concerns brought to their attention to the Health & Safety Officer.**

Employee representatives are:

- Employee Rep 1 – teaching
  - Employee Rep 2 – support
  - Union Representative
- See Appendix 1

Employer representatives are:

- Headteacher
  - Health & Safety Co-ordinator
  - Health & Safety Officer
- See Appendix 1

The above representatives, except the Headteacher, will form a H & S committee and will include the Chair of the C & P, the Governors H & S representative and a union representative. The committee will meet at least 3 times a year to discuss matters arising. Minutes of this meeting will be reported to the C & P committee.

## 14. Review, Monitoring and Reporting

Curriculum Leaders and key personnel should review their risk assessments annually

The PTL shall monitor and review risk assessments annually and liaise with key personnel to ensure regular reviews are completed.

The PTL will review regular H & S checks carried out throughout the school by the maintenance team, to ensure all risks are considered and appropriate action is taken. Records will be maintained of these inspections. These regular inspections will inform the reporting to the C & P committee.

The FBM will carry out regular termly inspections with the PTL to ensure H & S guidelines are being met. The FBM and the Headteacher will also carry out ad hoc spot checks and report any findings to the PTL..

The H&SO, FBM and the Headteacher are responsible for investigating accidents and shall be responsible for implementing changes to practices to prevent a recurrence.

The GPCC will receive termly H & S reports in line with the committee planner. Minutes from the H & S committee will also be reviewed.

The GPCC will carry out an annual inspection of the site with the FBM and the PTL.

The Governors review will help to inform the Governors H & S checklist that will be completed and updated on an annual basis.

## **15. Fire Risk Assessment**

The FBM is responsible for ensuring that the fire risk assessment (FRA) is undertaken and implemented. The PTL will support her in this role. The FRA will be kept in the reception for inspection by the Fire Authority and be available during an emergency. A fire pack will be maintained with key information available in an emergency.

Escape routes, including corridors and fire exits will be checked routinely as part of the daily caretaking routines

Fire fighting equipment is maintained and checked by Reading Extinguisher Services (RES). The premises team will ensure that any extinguishers damaged will be refilled and repaired immediately to maintain the integrity of the fire fighting equipment.

Fire alarms are tested weekly and a record maintained by the H&SO.

Fire evacuation procedures will be tested every term. Full details of fire procedures can be found in the Fire Strategy

## **16. Emergency Procedures**

A critical incident procedures manual will be maintained by the FBM. Relevant personnel with key roles will receive regular training and updates on these procedures. These procedures will be reviewed and approved by the C & P committee annually.

## **17. Management of Asbestos**

The school holds a Level 2 asbestos report, a copy of which is kept by the premises department and also in the Fire Pack. A summary of the register is maintained and all site staff and contractors working on site will need to sign the asbestos register to acknowledge that they have been provided with this information before starting work. The asbestos register must be available to be viewed on request by LA officers, the Fire Authority, the HSE and any other interested parties.

## **LINKS TO OTHER POLICIES**

- Emergency procedures
- Fire Strategy
- Off-sites Activities – Educational Visits Policy
- School Security - Security Policy
- Safeguarding/Child Protection Policy
- CPD Policy
- Behaviour and Discipline Policy
- Data Protection policy

- H & S Monitoring Group Terms of Reference

Reviewed and updated January 2012  
Next review due January 2015

## **Appendix 1 to Health & Safety Policy**

### **Employee Representatives**

Employee Representative 1 – teaching	Karen Davis
Employee Representative 2 – support	Sue Martin
Union Representative	Gary Upton

### **Employer Representatives**

Headteacher	Mr G Whiteford
Health & Safety Co-ordinator	Mrs C Beckett
Health & Safety Officer	D Flower/C Beckett

**Training Co-ordinator** Miss Helen Lindsey

**Medical Officer**  
**H & S link governor** Mrs L Jenkins

### **First Aiders**

Mrs L Jenkins  
Mrs J Nay  
Mr D Flower  
Mrs N Wilcox  
Mrs S Robinson  
Mrs C Welsh

Date: January 2012, updated annually

## Appendix 2

### Control of Contractors

1. All contractors on site when school is in session must hold a CRB check or will be accompanied by site staff at all times
2. All visitors, including contractors, will sign in at reception and be provided with a visitor badge. This must be displayed at all times.
3. Appropriate insurance cover must be provided by contractors working at the school (currently £5 million, public liability)
4. Hazardous working will not be permitted while school is in session. This will be carried out, out of school hours or in the holidays to minimize risk.
5. Method statements and risk assessments must be provided by the contractor before work is started. The PTL will keep a file of these.
6. For general work, eg routine plumbing or electrical work, a generic method statement and risk assessment will be acceptable.
7. All contractors must sign the asbestos register before undertaking any work. The register is held in the caretaker's area.
8. Where hot works are being carried out this must be done when school is not in session and the appropriate permit completed. These permits are held in the premises area.
9. Contractors will not be permitted to use our ladders without evidence that they have been properly trained.
10. Safety of contractors working is paramount at all times. The area of work should always be cordoned off around the area of work.
11. Appropriate personal protective equipment (PPE) should be worn by all contractors, as well as staff, when carrying out any works.
12. The premises team will have responsibility for monitoring contractors on site to ensure these rules are abided by.
13. Concerns over the operation of contractors should be reported to, Premises Team Leader, in the first instance or alternatively to Claire Beckett, FBM, or Glyn Whiteford, Headteacher.

Updated January 2012