



**PensMeadowSchool**

*Living, Growing, Learning*

# Health and Safety Policy

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PENS MEADOW SCHOOL

## **Section One**

### **General Statement of Health and Safety Policy**

This Policy statement is provided in accordance with Section 2(3) of the Health and Safety at Work etc. Act 1974.

The Schools governing body along with the Schools Senior Management Team recognise and accept their legal responsibilities for Health and Safety within the school. We recognise as responsible employers and/or as persons in control of premises the need to provide a safe working environment for employees, pupils and others who may be affected by our activities.

To ensure the above is met the Schools governing body and Senior Management Team will so far as is reasonably practicable provide to ensure that:

- Compliance with all relevant Health and Safety Legislation applicable to us is competently managed
- Suitable Information, instruction, training and supervision is provided
- The premises and grounds are maintained in a safe condition
- There is safe access and egress to all parts of the school premises.
- Plant and equipment is safe to use
- Safe systems of work are defined, implemented and managed
- Off site visits are conducted in a safe manner and risks are identified and controlled.
- The handling and use of substances and articles is safe at all times and procedures exist for their safe use
- Adequate welfare facilities exist at all times
- Risk assessments are undertaken for all tasks, and information is readily available, appertaining to the risk assessments and the controls required to ensure a safe working culture.

To ensure that Health and Safety is given a high Profile within the school, the governing body will within its allocated resources from the devolved capital, set aside adequate finances for this policy to be complied with, and any allocated works/safety projects to be completed.

To provide for continued improvement in our health and safety performance staff are encouraged to support the governing body in their implementation of this policy and other safety initiatives for the school.

Health and safety consultation is important to us and will be undertaken as appropriate on matters affecting the health and safety of employees, pupils or visitors to the school.

This policy statement, along with section 2 the organisational structure and section 3 the arrangements and procedures, has been approved by the schools governing body.

<b>Signed:</b>		<b>Date:</b>	
<b>Chair of Governing Body</b>			

<b>Signed:</b>		<b>Date:</b>	
<b>Headteacher</b>			

## **Section Two**

### **Organisation for Health and Safety**

#### **1. School Governing Body**

School governing body has responsibilities for protecting the health and safety of staff, pupils and visitors as follows:

- To take all reasonable measures within their power to ensure the school premises are safe and not hazardous to the health and safety of staff, pupils and visitors. The Council, as the Local Authority (LA), may take action where a governing body does not discharge this duty appropriately under the scheme of delegation.
- To accept their responsibilities and carry out the requirements of the Health and Safety at Work etc. Act 1974 and other relevant legislative requirements introduced through Act's, Regulations or Guidance, so far as is reasonably practicable.
- To assist the Headteacher to produce and implement an effective Health and Safety Policy including Organisational arrangements and Procedural documents for work activities.
- To regularly review the health and safety arrangements within the school to ensure that the organisational structures are effective and meet the needs of the school.
- To agree with the Headteacher a policy for financing health and safety matters which come within the responsibility of the school, and to notify the council of all health and safety matters which cannot be resolved for financial or other reasons, whether or not it is the responsibility of the school.
- To be aware of and comply with safety legislation, codes of practice and guidance notes and their application to the school.
- To receive through the Headteacher or school staff copies of health and safety reports or fire reports noting the action taken or to be taken to implement the recommendations or requirements.
- To support the management of the school to ensure all school staff carry out their health and safety responsibilities and duties.

- To ensure that the appropriate training is given to inform and educate school management and staff of their health and safety responsibilities and duties.
- To establish as a matter of good practice a committee that deals with health and safety matters. At Pens Meadow School this is the **Premises, Health and Safety Committee**.
- To receive minutes of the committee's and to confirm or recommend the appropriate action necessary.
- To encourage and support the work of the trade union appointed safety representatives in carrying out their role within the school.

## 2.1 Headteacher

The Headteacher has the following responsibilities:

- To establish and implement a suitable Health and Safety Policy within the school, the policy is to include the organisational arrangements necessary to make the policy within the school effective.
- To be responsible to the Governing Body for securing the full implementation of the schools Health and Safety Policy.
- To establish and regularly review risk assessments (Generic, Specific and Fire) as required by the relevant legislation and to incorporate the findings of the assessments into a risk management process within the school.
- To regularly review the schools Health and Safety Policy and the supporting organisational arrangements and practices.
- To ensure that arrangements are made for informing governors and staff about the health and safety policy and that they have access to it.
- To ensure that health and safety responsibilities and duties are properly assigned, accepted and understood by the relevant staff and to review periodically the effectiveness of the health and safety arrangements.
- To ensure all staff comply with the requirements of the health and safety policy and supporting rules/procedures.
- To encourage and support the school staff in carrying out their health and safety responsibilities and duties.

- To ensure there is a designated member of staff (which may be the Headteacher) to undertake specific duties on health and safety and to act as “safety co-ordinator” between the school, the council, the safety officer’s, the enforcing authorities and service providers.
- To maintain copies of the relevant health and safety publications, codes of practice, guidance notes and safety booklets and ensure these documents are readily available for use by staff.
- To ensure that the appropriate training is given to inform management and staff of their health and safety responsibilities and duties.
- To encourage and support the health and safety training for school staff and pupils.
- To encourage and support the work of any school health and safety committee and its individual members.
- To receive minutes of the health and safety committee and to confirm, or recommend, the appropriate necessary action to be taken.
- To encourage and support the work of the trade union appointed safety representatives in carrying out their role within the school.
- To prepare health and safety reports of a technical or financial nature as required.
- To receive health and safety reports prepared by school staff and to act upon them as appropriate.
- To receive health and safety and maintenance reports from the authorities safety officers, the Health and Safety Executive (HSE) inspectors, the West Midlands Fire Service, The Environmental Health Officers and service providers, bringing the problems and recommendations to the attention of the school staff and governors.
- To draw up a schedule of items or activities for which the school is responsible, laying down safe working procedures, where this is required by relevant legislation.
- To draw up a programme of work in conjunction with the school governors to implement health and safety requirements where the responsibility lies with the school in accordance with the scheme of delegation.

- To establish an effective control system for the employment of contractors through which their safety policies are vetted and their work procedures monitored in accordance with the control of contractor and visitor procedure.
- To consult with the council regarding the implementation of health and safety requirements where the responsibility lies outside the school.
- To consult with the councils Safety Officer or Fire risk assessor prior to making changes to the layout of the school or undertaking activities which could affect general or fire safety.
- To establish and implement an effective accident reporting procedure within the school in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 and guidelines supplied by the council and monitor the processing of online accident and incident forms in accordance with the online accident/incident reporting procedure.
- To establish and implement an effective first aid procedure within the school in accordance with the Health and Safety (First Aid) Regulations 1981 and guidelines supplied by the HSE/DfES.
- To maintain an effective fire evacuation procedure and conduct regular fire drills to test the effectiveness of the procedures.
- To set up, co-ordinate and monitor the procedure for testing portable electrical appliances and ensuring that a log is kept of all appliances, their periodic inspections (as defined by the Electricity at Work Regulations) and tests by a competent person.
- To agree safety procedures for special events, ensuring the event is risk assessed and details of the event plan are forwarded to the Corporate Safety Team for review at the Safety Advisory Group (SAG) such events could involve fire work displays, the use of temporary lighting, displays or plant and equipment etc. being brought onto the premises.
- To STOP IMMEDIATELY any work, process, plant or equipment (including contractors operations) where it is considered there is a serious breach of health and safety legislation, or a hazard has been created that is likely to affect staff, pupils or visitors to the school and to inform the Safety Officer immediately of any actions taken.

**2.2 School Management Team** (this includes Deputy Head, Curriculum Coordinators, Heads of Year, Heads of Departments, Site Managers, and Clerical Managers/Supervisors.

In addition to the general duties of staff, Supervisory staff will be directly responsible to the Headteacher or a member of staff nominated by the Headteacher, to have overall day-to-day

responsibility for the implementation and operation of the school's health and safety policy within their relevant departments and areas of responsibility.

In particular they will ensure for their areas of responsibility that:

- Safe methods of work exist and they are implemented.
- Staff, pupils and others under their area of responsibility are instructed in safe working practices.
- Health and Safety rules and procedures are applied effectively and complied with.
- Risk assessments are conducted for all leisure, work and experimental activities and information on the risk assessments is disseminated to relevant persons.
- Safety inspections are regularly made and reports are provided to senior managers on the findings so that resources can be allocated to correct deficiencies.
- Guarding fitted to all plant and equipment is adequate for the task and regularly inspected.
- Signs are displayed advising of authorised use only for plant and equipment and that unauthorised use is prevented at all times.
- Appropriate facilities in the form of personal protective equipment and fire/ first aid facilities are available at all times.
- Hazardous, flammable and highly flammable substances are stored correctly.
- All accidents and incidents that occur within their area of control are reported in a timely manner in line with the schools reporting procedure.
- All incidents of violence including verbal, physical, racial, sexual abuse that occur within their area of control are reported in a timely manner in line with the schools reporting procedure.
- Any Health and Safety concerns are reported to the Headteacher or their deputy immediately identified.

### **3.1 School Health and Safety Co-ordinator (Site Manager)**

**The Headteacher may delegate these responsibilities to the Health and Safety Co-ordinator in part or in full:**

- To assist the Headteacher to plan, implement and assess the Health and Safety Policy and Organisational arrangements and regularly review the system of risk assessments as required by the relevant regulations.
- To assist the Headteacher to regularly review the schools Health and Safety Policy and Organisational arrangements.
- To ensure that members of staff are aware of and have access to the schools Health and Safety Policy.
- To inform new or temporary staff of their Health and Safety responsibilities and duties and to provide the necessary information and advice for them to carry out their duties.
- To liaise with the Headteacher and, where appropriate seek further advice on:
  - The implications of safety legislation, codes of practice and approved safe working procedures.
  - The health and safety aspects, affecting the design and layout of new and reorganised working areas.
  - The health and safety aspects of new plant, equipment and personal protective clothing.
- To carry out periodic inspections, with departmental managers, of premises and other work places, plant, tools, equipment and work activities, reporting to the Headteacher and other managers who have responsibilities for actioning health and safety reports.
- To assist management with the preparation of departmental safe working procedures and safety rules.
- To liaise, where appropriate, with the councils Safety Officers, the Health and Safety Executive Inspectors, West Midlands Fire Service Fire Prevention Officers and Environmental Health Officers.
- To identify and recommend suitable health and safety training courses to enable staff to carry out their health and safety duties and maintain a record of staff attendance/certification.

- To support the investigation of accidents, dangerous occurrences and near misses occurring on the school premises and reporting the findings to the Headteacher as appropriate.
- To regularly monitor:
  - The first aid procedure within the school, including the availability of first aid equipment and trained staff.
  - The fire evacuation procedure within the school and arrange for regular fire drills to test the effectiveness of the procedure.
  - Compliance with the control of substances hazardous to health Regulations 2002 (COSHH)
- To attend, as appropriate, the committee of the governing body dealing with health and safety and to prepare agenda items and safety reports.
- To receive health and safety reports prepared by the school staff and to act upon them as appropriate.
- To support the Headteacher to follow up and progress the actions of reports received from council safety officers, health and safety executive inspectors, west midlands fire service officers, environmental health officers and other service providers.
- To advise Headteacher or heads of departments to STOP IMMEDIATELY any work process, plant or equipment (including contractors operations) where it is considered there is a serious breach of health and safety legislation, or where a hazard has been created likely to affect the safety of staff, pupils or visitors to the school.

#### **4.1 Class Teachers**

Class teachers are responsible to:

- Exercise effective supervision of their pupils
- Understand the fire evacuation procedures for the school and assembly points to evacuate to.
- Understand the first aid and accident and incident reporting procedures and to comply with them.
- Follow the health and safety measures identified for their area of teaching and any relevant safety procedures.

- Personally follow safe working procedures and ensure pupils follow good examples of safe working.
- Ensure the use of Protective equipment and guarding as required.
- Report to the Headteacher or to the Health & Safety Co-ordinator any safety issues or omissions identified so that they can be rectified.
- Only work with equipment supplied by the school.
- Ensure all accidents incidents and near misses are reported through the normal channels.

#### **4.2 Employees** [including temporary and voluntary]

All employees have a duty to carry out their work with due regard for the health and safety of themselves, other employees, pupils and the general public and to observe health and safety requirements relevant to their activities.

Employees will:

- Co-operate with the Headteacher and the school management team, so as to enable them to carry out their statutory duties and responsibilities effectively.
- Report to School Business Manager any hazards and near miss incidents, which could result in injury.
- Report to Headteacher or School Business Manager all accidents, however minor, from which an injury is sustained or plant or equipment damaged.
- Report to Headteacher all incidents of violence including verbal, physical, racial, sexual abuse.
- Co-operate in the investigation of accidents or incidents with the object of preventing a recurrence and with any statutory duty placed on the School Management Team.
- Undertake their duties in accordance with their training, instruction and Schools policy.

- Use all machinery, equipment, dangerous substances and safety devices provided in accordance with training and instruction received.
- Attend all training courses and briefing sessions required by their Head of Department and Schools policy.

#### **4.3 Appointed Health and Safety Officer (Local Authority)**

The Health and Safety Officer is responsible for providing advice and support to schools/academies on all aspects relating to Health and Safety.

Their main brief is to:

- Facilitate the implementation of Corporate Policy within their directorate.
- Develop directorate policy where no corporate policy exists due to the nature of their activities
- Implement directorate procedures to comply with corporate policy
- Advise directors/senior managers, line managers and schools on health and safety issues
- Inspect premises/sites
- Develop health and safety training courses and delivery
- Monitor/audit and review health and safety progress across their directorate
- Liaise with enforcement agencies
- Should the need arise due to risks to life in serious injury to stop the activity/close the premise – reporting back to the appropriate director as soon as practicable and the corporate health and safety team
- Investigation of serious accidents/incidents.
- Preparing an annual health and safety report and advising their respective DMTs on action plans in consultation with Corporate Health and Safety.
- Liaise on a regular basis with the Corporate Health and Safety Team.
- Contribute to the development of corporate policies and procedures.
- Represent their directorate at working groups on request of the Principal Corporate Health and Safety Officer.

#### **4.4 School Health and Safety Representative/s (Deputy Headteacher)**

The Governing Body and Headteacher recognise the role of the safety representative and we will support this role by encouraging safety representatives to investigate accidents and potential hazards where it is safe to do so, pursue employee complaints and be involved in school safety inspections.

##### **Functions of safety representatives**

- To represent the employees in consultation with the employer
- To investigate potential hazards and dangerous occurrences at the workplace (whether or not they are drawn to his attention by the employees he represents)
- To examine the causes of accidents at the workplace
- To investigate complaints by any employee he represents relating to that employee's health, safety or welfare at work
- To make representations to the employer on matters relating to health and safety arising from the above points
- To make representations to the employer on general matters affecting the health, safety or welfare at work of the employees at the workplace
- To carry out workplace inspections
- To represent the employees he was appointed to represent in consultations at the workplace with inspectors of the Health and Safety Executive and of any other enforcing authority
- To receive information from HSE inspectors
- To attend meetings of safety committees where he attends in his capacity as a safety representative in connection with any of the above functions;

#### **4.5 Pupils**

Where practicable students need to comply with School's Code of Conduct in order to ensure Health and Safety rules are being followed.

## Section Three

### General Arrangements

To ensure a continued safety culture and provide control against risks from activities undertaken by the school the following procedures and arrangements have been developed and are available from:

<https://connect.dudley.gov.uk/support/Pages/Health-and-Safety/Health-and-safety-policies-and-guidance.aspx>

#### Accidents and Incidents

- [Accident form \(paper copy\)](#)
- [Accident Reporting & Investigating Procedure](#)
- [Accident/Incident Reporting and Investigation Policy](#)
- [First Aid Policy](#)
- [First Aid Needs Assessment pro forma](#)
- [HSE RIDDOR guidance for Health & Social Care](#)
- [Needle Stick Protocol](#)
- [Investigation Form](#)

#### Asbestos and Legionella

- [Asbestos Policy](#)
- [Asbestos Policy - Exceptions List \(22.01.07\)](#)
- [Legionella Policy](#)
- [Legionella Procedure](#)

#### Construction

- [Construction Work Policy](#)

#### Display Screen Equipment

- [Working with computers and mobile equipment](#)

#### Fire

- [Council fire page](#)

#### Gas and Electricity

- [Electrical Maintenance Guidance](#)
- [Electrical Safety Policy](#)

## **Hazardous Substances**

- [COSHH Policy](#)
- [Guidance on Managing Biological Hazards](#)
- [Hazardous Substances Assessment Filter](#)
- [Hazardous Substances Assessment Procedure](#)
- [Hazardous Substances Assessment Record](#)
- [Needle stick protocol](#)
- [Requirements for Local Exhaust Ventilation Systems](#)
- [Hazardous substances \(COSHH\) database](#)

## **Lone Working and Violence**

- [Employee Warning System Procedure](#)
- [Employee Warning System assessment form](#)
- [Lone Worker Protection Systems Procedure](#)
- [Lone Working and Violence Policy](#)
- [Enhancing Personal Safety Whilst Working in the Community](#)

## **Manual Handling**

- [Manual Handling Filter](#)
- [Manual Handling Guidance](#)
- [Manual Handling Policy](#)
- [Manual Handling Risk Assessment Record](#)

## **Noise and Vibration**

- [Hand/Arm Vibration Policy](#)
- [Noise at Work Policy](#)

## **Premises Safety**

- [Guidance on managing the risks from ice and snow](#)
- [Work Premises Maintenance Guidance](#)
- [Work Premises Policy](#)

## **Risk Assessment**

- [General Risk Assessment Forms](#)
- [General Risk Assessment Policy](#)
- [General Risk Assessment Procedure](#)
- [Guidance on the Risks to Young People at Work](#)
- [New & Expectant Mothers Assessment Checklist](#)
- [New and Expectant Mothers at Work Guidance](#)

## **Safety Management**

- [Control of Contractors and Visitors Guidance](#)
- [Supplier's H&S assessment database](#)
- [Development & Implementation of H&S Documentation Policy and Procedures](#)

- [Council Health and Safety Policy](#)
- [Major H&S Incident Protocol Managers Briefing](#)
- [Major Health & Safety Incident Protocol](#)
- [Procurement Policy](#)
- [Procurement Procedure](#)

### **Stress**

- [General stress assessment filter](#)

### **Transport**

- [Information and guidance on the use of Mobile Telephones](#)
- [Transport Policy](#)

### **Working at Height**

- [Working at Heights Policy](#)

## **School Specific Arrangements**

List of policies and Guidance pertinent to Pens Meadow School

Including:

- Code of Conduct
- Administration of Medication Policy
- Smoke Free Policy
- Substance Misuse Policy
- Educational Visits Policy
- Fire Instructions
- Accident Reporting Policy
- Minibus Protocol
- Moving and Handling Policy
- Risk Assessment Policy