Health and Safety Policy

Adopted by Governing Body: 5th December 2013
Review Date: September 2016
GOLBORNE HIGH SCHOOL

HEALTH AND SAFETY POLICY

Legislation

A  The Health and Safety at Work Act 1974
B  The Management of Health and Safety at Work Regulations 1999
C  C.O.S.H.H.

1. INTRODUCTION

Health and Safety in our school and other premises is not the sole responsibility of any one person. All activities and actions carried out by individuals or groups have some effect upon others, therefore, health, safety and welfare becomes everyone’s responsibility. All members of staff must clearly understand their duties and responsibilities within the school.

2. THE SAFETY POLICY

Section 3 of Reference A makes it a statutory requirement of all employers, employing five or more employees, to write a safety policy and bring it to their attention. Reference B requires employers to conduct risk assessments of the activities they undertake, the results of which will influence the safety policy and the procedures to be adopted.

This Health & Safety Policy is divided into three areas:

(a) The Statement of the school’s general policy with regards to Health and Safety.

(b) The Organisation responsible for implementing the policy including allocation of functions to individuals.

(c) The Arrangements for carrying out the functions allocated to individuals and monitoring the effects of the safety policy.

a) THE STATEMENT

General Statement of Intent

The Headteacher and Governors of Golborne High School recognise they have overall responsibility for the organisation and implementation of a Health and Safety Policy, and that key personnel within the management structure are identified and their health and safety roles defined within their areas of employment.

The employee’s duty to co-operate with the employer is recognised. The school management accept the responsibility for ensuring all necessary arrangements for maintaining a safe environment are implemented and monitored.

Golborne High School recognise the importance of health, safety and welfare regarding the successful operation of its activities and believe the active participation of all staff is essential in maintaining the highest standards in preventing accidents. All activities will be conducted using appropriate control measures to minimise the risk to the health and safety of all staff, pupils and others, who may be affected by our activities.

The School Health and Safety Policy detailed herein will be brought to the attention of all staff, and will be subject to regular reviews to ensure it reflects the school’s activities.
b) **SCHOOL ORGANISATION**

The Headteacher and Governors recognise the need to identify organisational arrangements in the school for implementing, monitoring and controlling of Health and Safety matters. The Governors will ensure the school budget reflects the necessary funding to provide suitable and sufficient training for those with Health and Safety responsibilities.

A summary of individual duties, including reporting arrangements, are contained in the LEA's Health and Safety Manual, a copy of which is held in the school office and with the site manager.

**Designated persons with Safety Responsibilities**

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<thead>
<tr>
<th></th>
<th>Staff name/designation</th>
<th>Signature</th>
<th>Date</th>
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<tbody>
<tr>
<td>Competent person</td>
<td>D Walker (Site Manager)</td>
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<tr>
<td>appointed to advise on</td>
<td>C P Reeves (Technology)</td>
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<tr>
<td>Health and Safety</td>
<td>A K Bolton (Asst. Head)</td>
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<tr>
<td>Premises Officer</td>
<td>A Gormally (Headteacher)</td>
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<tr>
<td>Health and Safety</td>
<td>J. Brown (Governor)</td>
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<tr>
<td>Governor</td>
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<tr>
<td>Fire</td>
<td>D Garner (Assistant Headteacher)</td>
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<tr>
<td>First Aid</td>
<td>Designated First Aiders</td>
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<tr>
<td>Medication</td>
<td>L Griffiths (Inclusion Manager)</td>
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<tr>
<td>Care and Welfare</td>
<td>A Bolton (Assistant Headteacher)</td>
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<tr>
<td>Catering</td>
<td>Kitchen Supervisor</td>
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<tr>
<td>Supervision (non-</td>
<td>C.A. Brockbank (Business Manager)</td>
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<td>teaching)</td>
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<tr>
<td>Visits/activity holidays</td>
<td>J Smith (Pupil Services Office Manager)</td>
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<tr>
<td>PE</td>
<td>J Dean (Head of P.E.)</td>
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<tr>
<td>Science</td>
<td>T. Howson (Head of Science)</td>
<td></td>
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<tr>
<td>Design &amp; Technology</td>
<td>C P Reeves (Head Technology)</td>
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<tr>
<td>Art</td>
<td>R Osborne (Head of Art)</td>
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<tr>
<td>Information Technology</td>
<td>O P Seago (Head of ICT)</td>
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**C. ARRANGEMENTS**

The arrangements described below are the minimum standards that will be expected to maintain a safe environment, both for staff, pupils and others visiting the school.
Additional information is contained in the LA’s Safety Manual. The School Safety Officer administrative assistant will keep the manual up to date and ensure the Headteacher is fully briefed on the arrangements for staff training on issues of Health and Safety.

If staff have any concerns about Health and Safety, they should contact the Health and Safety Officer or their line manager.

Risk Assessments
All staff are to carry out appropriate risk assessments of the activities they undertake, record, and where necessary, inform other colleagues and the Headteacher. Risk assessments should be identified in Schemes of Work (SoW) and planning documents.

Accidents
School procedure, accident reporting and investigation. Reported by most staff witnessing / supervising. The Incident book is kept in the office countersigned by the Headteacher. Reportable incidents are notified to Health and Safety by the Headteacher.

Contractors
All contractors will abide by the school’s safety and emergency procedures. All visitors book in and out when on site. Contractors sign the Asbestos register maintained in the Site Managers office.

Control of Substances Hazardous to Health (COSHH)
Caretakers and cleaners store all substances in a safe manner and are kept out of reach of children. Staff are not to bring unauthorised chemicals into the school. Control Of Substances Hazardous to Health assessments to be conducted by Science, Art, Technology and other departments and recorded.

Communicating Health and Safety Information
General safety information and the statutory poster are displayed on the notice board located in the staff room. Further information is contained in the Safety Manual; a copy of which is available in the school office.

Electrical Equipment
All portable electrical equipment will be tested by the AVS Section on an annual basis. All staff are to inspect electrical equipment before and after use. No unauthorised equipment is to be brought into the school.

First Aid and Medication
First aid boxes are located at the P.E. office and the Focus Centre. All children requiring first aid treatment are to report to a nominated first aider. Details of injury must be recorded in the school accident book which is kept in the main office. An accident from should also be filled out. First aiders are named. No medication will be given to pupils without authorisation agreed with parents. Parents should be contacted with any serious first aid situations. These would include any head or eye injuries. Pupils with known severe medical problems have medication stored in the Focus centre office and in the P.E. office. This is in a labelled bag and the parents are responsible for ensuring it is up-to-date.

Fire Prevention
The school Fire Officer conducts a fire practice once per term. Fire alarms are tested weekly by the site manager. All drills and tests are recorded. All flammable materials are identified and stored correctly in departments.

Field Trips and Visits
A member of staff is nominated by the Headteacher as Co-ordinator as the EVC – Mrs. J.A. Smith. Parents are advised of visits, pupils briefed and put into group’s etc. Risk assessments are carried out, recorded and helpers are briefed. For further information refer to the Educational Visits Policy.
General Housekeeping
All materials and equipment are put away and stored safely after use. Cleaning, maintenance and repair activities should not be carried out in the presence of pupils. If contractors are working on site during school hours a risk assessment will be carried out and measures taken to ensure safe working. All walkways, paths, stairways, etc remain clean and unobstructed to provide a safe means of access.

Jewellery
Pupils are prohibited from wearing jewellery, which may cause them or others injury, particularly during physical activities and/or contact sports.

Ladders and Access Equipment
Ladders and access equipment are checked every six months by the site manager and results recorded. Faulty equipment will be taken out of commission and not used until repaired.

Lifting and Manual Equipment
If required, staff are to carry out a manual handling risk assessment before lifting/moving equipment, furniture etc. Where possible, staff are to work in pairs or mechanical equipment is to be used.

Mobile Phones
The use of mobile phones by pupils is prohibited in school. Staff are able to use phones in an emergency only. Phones with a photo facility must not be used in the presence of pupils.

Personal Protective Equipment (PPE)
Appropriate PPE, where provided, for use by pupils and staff, must be worn and used correctly. Any faults must be reported to the teacher in charge.

PE Activities
Supervision, conduct and use of equipment must be used within the guidelines laid down in the LEA manual, and BAALPA publications. (Copies located in the P.E. office).

Supervision of pupils during Non-Curriculum Time
Supervision during lunch / break will be staff designated on rotas. The Headteacher is responsible for appointing and briefing staff for supervision duties, Welfare duties and responsibilities.

Smoking
All smoking is prohibited on school premises and during school visits/field trips.

Premises/Safety Committee
The Safety Committee will conduct inspections and monitor the maintenance of the premises, develop and implement appropriate safety procedures.

Security / Access
All visitors are to report to the school reception, to sign in and out. All visitors will wear a visitor badge whilst on school premises.

Visitors
All visitors are asked to report to the school reception Office at both the start and finish of their visit, and sign the visitors book. During the visit they will be escorted around the school unless authorised by the Headteacher / delegated member of staff.

Annual Inspection
All staff will complete a risk assessment of their immediate working area once per year and return to the Safety Officer for filing.
Reporting Incidents / Hazards

All hazards are reported in writing to the Site Manager on the pink HAZ1 form (sample enclosed). Serious risks / hazards should be reported immediately to the Headteacher by the Site Manager. Other issues resolved as soon as practicable.

Transport
Whenever vehicle transport is required to be used by pupils and staff, all passengers, regardless of age, will be provided with one seat each, and seat belts must be worn.

Training
All staff employed by the school will receive appropriate instruction and training to carry out all tasks/activities requested of them.

VDU/DSE Users
Regular users are to have a risk assessment of their workstation and appropriate measures are taken to minimise any hazard/risk. Appropriate information and training will be provided.

Violence to Staff
School conducts a risk assessment and keeps under regular review any risk of injury, physical or verbal, to the health and safety of staff. Appropriate control measures are also taken. All violent incidents are investigated and reported to the LEA Health and Safety Officer.

Winter Gritting
The Caretaker orders grit/rock-salt, prior to the winter season and when necessary grits the following areas to ensure safe access and egress.
- Foot paths
- Door entrances
- Playground(s)
- High risk areas
- Car Park.

The school may be opened early to receive pupils on days of very poor weather conditions
Member of Staff reporting issue:

Nature of Concern / Issue: Date:

Staff receiving the information: Date: 

Please pass to Site Manager or, if you consider this represents an immediate hazard, to a member of the SMT.
GOLBORNE HIGH SCHOOL

HEALTH AND SAFETY ISSUE REPORT FORM

Member of Staff reporting issue:

Nature of Concern / Issue: Date:

Staff receiving the information: Date:

Please pass to Site Manager or, if you consider this represents an immediate hazard, to a member of the SMT.