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## Health and Safety Policy

Approved March 2018

All school policies are reviewed by Governors annually

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School managers with responsibility for activities or areas have responsibility to prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities. The Facilities Team Leader or school managers with responsibility for areas of the school or certain activities carry out risk assessments and ensure actions arising from those assessments are implemented. Risk assessments are reviewed annually or earlier if habits or conditions change.

Managers have responsibility to provide adequate training to ensure employees are competent to do their work and to engage and consult with employees day-to-day regarding health and safety conditions and provide advice and supervision on occupational health.

The Headteacher has responsibility to implement emergency procedures and evacuation in case of fire or other significant incident. Escape routes are well signed and kept clear at all times. The evacuation plan is tested termly and updated as necessary.

The Facilities Team Leader or school managers with responsibility for activities or areas of the school have responsibility to maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances.

## Introduction and Statement of Intent

Cheltenham Bournside School recognises and accepts that every one of its employees, governors, students and visitors to the School are entitled to a safe and healthy environment.

It is the responsibility of the Governing Body of the school to ensure that all appropriate steps will be taken to meet statutory requirements, recognised codes of practice and guidance notes in establishing a safe and healthy environment.

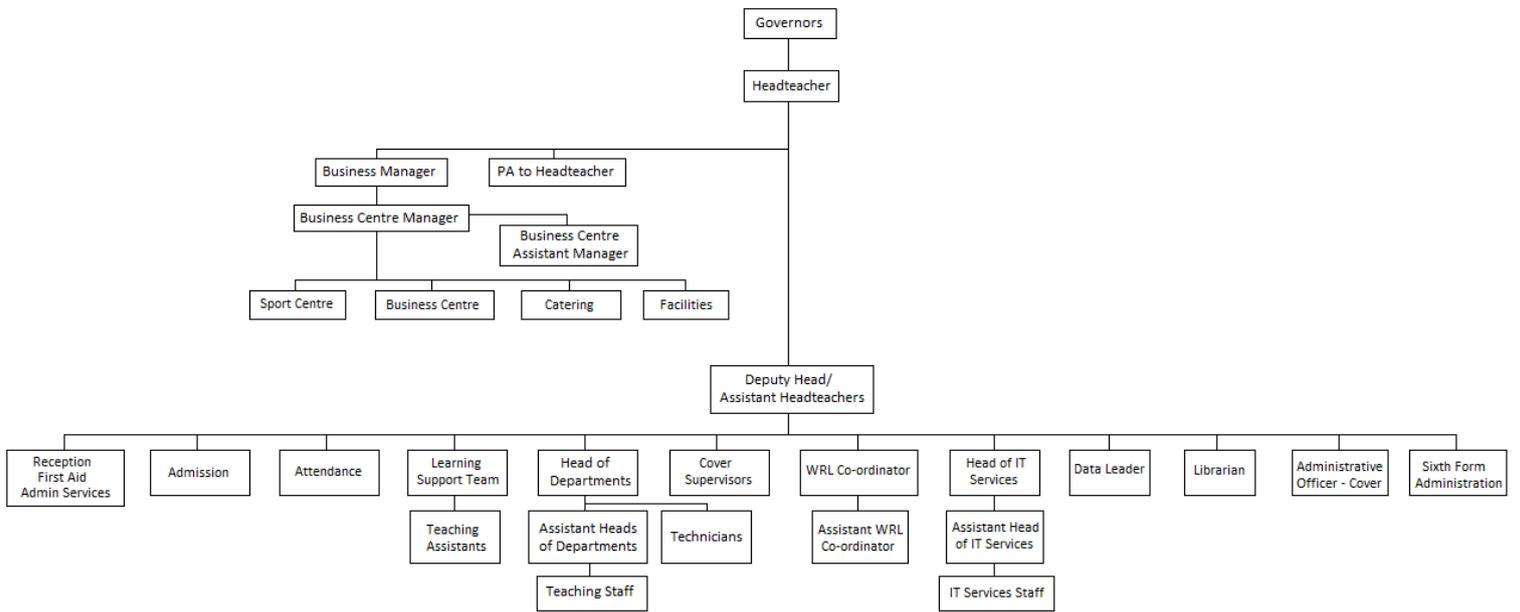
The overall high quality and cleanliness of the school's building and grounds will be evidence of a strong ethos of good housekeeping and attention to health and safety which all staff and students will be expected to uphold. These attitudes will permeate the school and an awareness of the fabric and appearance of the building will be demonstrated by students and employees on a daily basis.

All employees have both a duty and a responsibility to take reasonable care to avoid injury to themselves and others and to co-operate to ensure statutory duties and obligations are fulfilled. The school's Health and Safety Policy can only be successfully implemented with the full co-operation of everyone concerned.

<b>Signatures</b>				
	<b>Title</b>	<b>Name</b>	<b>Date</b>	<b>Signature</b>
<b>1.</b>				
<b>2.</b>				

Chair of Governors and Headteacher

# Hierarchy of Control



## Accidents

All accidents to staff, students and visitors must be reported to a first aider promptly or as soon as practically possible and all staff must be familiar with the procedures for dealing with incidents related to first aid.

## Responsibilities

The Department for Education (DfE) defines the Governing Body as the employer with overall responsibility for health and safety. The Health and Safety at Work Act 1974 and The Management of Health and Safety at Work Regulations 1999 also make it clear that employees also have duties including taking reasonable care of their own and others health and safety. Health and safety is therefore a shared responsibility.

### Responsibilities of the Governing Body

In discharging its responsibilities, the Governing Body will:

- 1) Make itself familiar with the requirements of the appropriate legislation and codes of practice
- 2) Create and monitor a management structure for health and safety
- 3) Ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school, and, that it is implemented
- 4) Periodically assess the effectiveness of the policy and ensure that any necessary changes are made
- 5) Identify and evaluate risks relating to possible accidents and incidents connected with the school-sponsored activities, including work experience
- 6) In particular, the Governing Body undertakes to provide as far as is reasonably practicable:
  - a) A safe place for all users of the site to work, including safe means of entry and exit
  - b) Plant, equipment and systems of work that are safe
  - c) Safe arrangements for the handling, storage and transportation of articles and substances
  - d) Safe and healthy working conditions that take account of appropriate statutory requirements
  - e) Supervision, training and instruction so that all staff and students can perform their school-related activities in a safe and healthy manner; and provide safety and protective equipment and clothing, with associated guidance, instruction and supervision

### Responsibilities of the Headteacher

The Headteacher has responsibility for the day-to-day development and implementation of safe working practices and conditions for all staff, students and visitors. The Headteacher will take all reasonably practicable steps to ensure that the Health and Safety Policy is implemented. The Headteacher will be the designated contact with the Health and Safety Executive and will oversee health and safety within the school and report to the Governing Body.

### Responsibilities of the Facilities Team Leader

The Facilities Team Leader shall have day-to-day responsibility for all health and safety matters on site except during activities when a teacher is supervising or teaching students. In these circumstances the teacher is responsible for health and safety relating to lessons and extra-curricular activities and the areas they are undertaken in.

The Facilities Team Leader shall have specific responsibility for:

- Building risk assessments and safety
- Fire (including test of alarm)

- Contractors on site
- Maintenance, caretaking and cleaning
- Access equipment
- PAT testing (excluding ICT equipment and specialist teaching equipment such as Drama lights and equipment which will be organised and paid for by the relevant cost centre budget holder)
- Electrical fixed wiring testing
- Building maintenance
- Asbestos register
- Water testing
- Site security

## **Responsibilities of Supervisory Staff**

All supervisory staff (any employee who has employees reporting to them) will make themselves familiar with the requirements of health and safety legislation that are relevant to the work of their area of responsibility. Leaders of Subjects will be responsible for health and safety within their subject area including subject risk assessments, school trips and extra-curricular activity. Other supervisory staff will be responsible for health and safety within their section or department including risk assessments and training.

In addition to the general duties that all members of staff have, supervisory staff will be directly responsible to the Headteacher for the implementation and operation of the school's Health and Safety Policy within their relevant departments and areas of responsibility.

Responsibility for aspects of health and safety are written into the job descriptions of the school's managers.

Supervisory staff will take a direct interest in the school's Health and Safety Policy and in ensuring that staff, students and others comply with its requirements. Leaders of Subjects will maintain a register of training detailing the health and safety training undertaken in their subject area including training on specialist equipment and hazardous materials.

## **Responsibilities of all Members of Staff**

All staff must familiarise themselves with the health and safety aspects of their work and avoid conduct which would put themselves or anyone else at risk.

In particular, members of staff will:

- 1) Ensure that staff, governors, students, visitors and contractors are applying Health and Safety Regulations, rules, routines and procedures effectively
- 2) See that all plant, machinery and equipment are in good and safe working order and adequately guarded, and not to make or allow improper use of such plant, machinery and equipment
- 3) Use the correct equipment and tools for the job and any protective equipment or safety devices that may be supplied
- 4) Ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled
- 5) Report any defects in the premises, plant, equipment and facilities that they observe to the Facilities Team Leader or line manager as relevant
- 6) Stop any act or process that could cause any injury from such defects
- 7) Ensure all work at height is carried out by a competent person and must include the use of the correct type of equipment. The competent person must take a sensible, risk based approach to identify suitable precautions and follow appropriate guidance, if working at a height cannot be avoided. All

staff have the personal responsibility to read the latest guidance on how to work at height safely, available from the Health and Safety Executive

## **Health and Safety Committees**

The Governing Body will have reports on health and safety and will monitor health and safety issues within the School.

## **Responsibility of Head of IT Services and IT Technicians**

The Head of IT Services and IT technicians will be responsible for:

- Visual display equipment and compliance with the Health and Safety (Display Screen Equipment) Regulations 1992 amended 2002
- PAT testing of ICT equipment. The actual PAT testing will be done by a suitably competent person or accredited contractor

## **Responsibility of Technicians (Science)**

The technicians (science) will oversee the safety of practical lessons in all science subjects including:

- Risk assessment of practical lessons and experiments
- Safety (storage and use) of chemicals and radioactive materials
- Adhere to good practice recommended by Cleaps and others including HAZ card compliance
- Safety of equipment and Personal Protective Equipment (PPE)

## **Responsibility of Technicians (Art and Design, & Technology)**

The Technicians (art and design and technology) will oversee the safety of practical lessons in these subjects including:

- Risk Assessment in workshops and practical lessons in technology, food technology and art
- Ensuring workshops, working areas and equipment are safe to use and that equipment is regularly maintained
- Ensuring in conjunction with teaching staff that pupils are trained to use equipment and materials and are supervised during their use
- Safety (storage and use) of chemicals and materials and PPE

## **Responsibilities of Administrator (Admin Services/ First Aider)**

- First aid provision
- Assist in first aid risk assessment
- Ensure that adequate and fully stocked first aid boxes are in schools at all times
- Reporting of infectious diseases and dangerous occurrences under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) including providing periodic summaries of incidents and statistics for the Governing Body
- Ensuring that lists of qualified first aiders are maintained and updated and displayed
- Ensuring that notices alerting building users and visitors to where first aid boxes are located and first aid help can be obtained are displayed
- Disseminate all relevant legal regulation changes to all the necessary staff

## **Workplace Health, Safety and Welfare**

All employees are reminded that they have a responsibility to assist the school to maintain a safe workplace by not working in a way that might put others at risk. This means paying attention to good housekeeping at work by:

- Reducing tripping hazards through not obstructing floor space where there is frequent movement and removing or protecting all trailing cables
- Properly storing items on shelves or in cupboards and not on top of cupboards where they could fall off and injure someone
- Placing waste and paper and other combustible rubbish in proper containers to minimise potential fire risk
- Clearing up all spillages when they occur to avoid slipping accidents
- Ensuring any broken glass is safely contained to avoid potential cuts from exposed fragments and safely disposed of as soon as possible after the incident
- Reporting any obvious signs of Health and Safety risks to Head of Department/Line Manager

## **Personal Protective Equipment (PPE)**

Personal Protective Equipment is defined as “all equipment designed to be worn or held to protect against risk to personal health and safety”. Such equipment could be a respiratory mask to prevent the inhalation of dust, or gloves to protect hands from hot, rough, sharp surfaces etc.

PPE should only be used as a last resort where identified risks have not been able to be adequately controlled by other means. If PPE is still needed after implementing other controls, it will be provided free of charge. Where provided, PPE must be worn at all times. Any faults/ damages must be reported by the user to their supervisor/line manager to ensure good maintenance.

The school will ensure that where it is necessary, adequate and suitable PPE will be provided to protect employees and students from risks to their health and safety as a result of education and employment activities.

It will ensure that it is suitable for the risk it is seeking to protect the wearer against, and suitable for the person wearing it, fitting properly and giving adequate protection, where relevant; employees and students are given training and instruction in how to use it.

## **Control of Substances Hazardous to Health**

In school premises, substances hazardous to health are usually found in laboratories, practical workshops, arts and crafts areas, cleaner’s cupboards, and estate maintenance areas.

Hazardous substances can also be produced from work activities such as wood dust machinery, dust from pottery, fumes from chemical experiments etc.

The school has a duty to assess the use at work of hazardous substances and will take adequate steps to prevent or control exposure by employees, students and visitors to these substances.

Employees also have a duty to ensure that they use a hazardous substance in accordance with the manufacturer’s instructions or safe working procedures relating to the substance, and do not expose themselves or others to risk as a result of the way in which they work.

## **Manual Handling**

Incorrect lifting of loads at work or trying to lift loads that are too heavy can cause significant injuries that result in pain and suffering and time off work. Every employer has a duty to avoid the need for manual handling activities at work or where this cannot be avoided, then to take action to reduce the likelihood of injury occurring to the lowest possible level, as far as reasonably practical.

Employees likewise should not attempt to move loads that are too heavy or too awkward for them to carry safely.

It is essential that all employees observe the following basic procedures when lifting or carrying items in the work place.

- Never over reach, stretch, or twist when lifting or moving a load
- Always ask for assistance if the load is too heavy or too awkward for them to manage on their own
- Always carry out suitable and sufficient risk assessments of tasks to be performed

If students are required to carry out manual handling tasks employees must give particular attention to the age, sex and physical ability of the student. In addition, they must consider the loads that are to be moved, the environment in which they are to be moved and the location to which they are to be taken. The activity is to be controlled by risk assessment and no student is to be put at risk of physical harm from undertaking the task.

## **Lone Working**

The school recognises that certain employees are required to work alone without close or direct supervision as part of their contract of employment, and that they may be at risk either from intruders or personal accident when no help is available.

In addition, it also recognises that there are occasions when other employees work beyond normal working hours on their own, who again are potentially at risk from intruders or personal accident when there is no help readily available.

Where employees are required to work beyond normal working hours on their own, or are on school premises outside normal working times, e.g., at weekends or during school holidays the Facilities Team Leader must be informed.

Employees must advise the time they are going to be on site, when they are intending to leave the site. This information is to be recorded by the Facilities Team Leader.

The school accepts responsibility to minimise the risk that might arise from lone working so far as is reasonably practicable.

## **Fire Safety**

Appropriate procedures for ensuring safety precautions are properly managed will be formulated and disseminated to all staff.