

Oak Bank School Policy

Health and Safety



Prepared By: T Smith

Review and Amendment						
By	PC					
Date	29/11/16					
Signed						
Governor	RS					
Date	28/03/17					
Signed						

HEALTH AND SAFETY POLICY

STATEMENT OF INTENT

The Governing Body and Headteacher of Oak Bank Academy are committed to ensuring a safe and healthy environment and for providing safe equipment and procedures for all staff, pupils and visitors involved in school activities. We also accept our responsibilities for the health and safety of contractors and any other person who may be affected by school activities.

We are committed to:

- a) Preventing accidents and work related ill health
- b) Compliance with statutory requirements as a minimum
- c) Assessing and controlling risks from curriculum and non-curriculum work activities.
- d) Providing a safe and healthy working and learning environment.
- e) Ensuring safe working methods and providing safe working equipment.
- f) Providing effective information, instruction and training.
- g) Consulting with employees and their representatives on health and safety matters.
- h) Monitoring and reviewing our systems and prevention measure to ensure they are effective.
- i) Setting targets and objectives to develop a culture of continuous improvement.
- j) Ensuring adequate welfare facilities exist throughout the school.
- k) Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.
- l) Trade Union Safety Representatives play a valuable role and the Governing Body recognises the mutual benefits that will arise from supporting their work.

A Health and Safety Management System has been created to ensure the above commitments can be met. All Governors, staff and pupils will play their part in its implementation.

In addition the Governors wish to encourage the recognised Trade Unions to exercise their legal rights to appoint safety representatives at the school, as provided for in the Health and Safety at Work etc. Act 1974. The Governors wish to work in a constructive and co-operative way with such safety representatives in order to promote high standards of health and safety. The Governors will ensure that regular Health and Safety inspections are undertaken.

Name _____ Signature _____ Date: _____

Chair of Governors

Name _____ Signature _____ Date: _____

Executive Head Teacher

ORGANISATION AND RESPONSIBILITIES

ORGANISATION

Introduction

In order to achieve compliance with the Governing Body's Statement of Intent the school's senior leadership team will have additional responsibilities assigned to them as detailed in this part of the Policy.

The Governing Body

The Governing Body has the responsibility to ensure that:

- a) A clear written policy statement is created which promotes the correct attitude towards safety in staff and pupils.
- b) Responsibilities for health, safety and welfare are allocated to specific people and that these persons are informed of these responsibilities.
- c) Persons have sufficient experience, knowledge and training to perform the tasks required of them.
- d) Clear procedures are created which assess the risk from hazards and produce safe systems of work.
- e) Sufficient funds are set aside with which to operate safe systems of work.
- f) Health and safety performance is measured both actively and reactively.
- g) The school's health and safety policy and performance is reviewed annually as a minimum or as and when required.

The Executive Headteacher

The Headteacher supports the Governing Body by ensuring that:

- a) This Policy is communicated adequately to all relevant persons.
- b) Appropriate information on significant risks is given to visitors and contractors.
- c) Appropriate consultation arrangements are in place for staff and their Trade Union representatives.
- d) All staff are provided with adequate information, instruction and training on health and safety issues.
- e) Risk assessments of the premises and working practices are undertaken.

- f) Safe systems of work are in place as identified from risk assessments.
- g) Emergency procedures are in place.
- h) Machinery and equipment is inspected and tested to ensure it remains in a safe condition.
- i) Records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents etc.
- j) Arrangements are in place to monitor premises and performance.
- k) Accidents are investigated and any remedial actions required are taken or requested.
- l) A report to the Governing Body on the health and safety performance of the school is completed annually.
- m) Ensure appropriate health and safety notices are displayed and identified.

The School Health and Safety Responsible Officer is Terri Smith

Is responsible for:

- a) Co-ordinating and managing the risk assessment process of the school.
- b) Co-ordinating general workplace monitoring inspections and performance monitoring process.
- c) Making provision for the inspection and maintenance of work equipment's throughout the school.
- d) Keeping records of all health and safety activities.
- e) Advising the Headteacher of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors.
- f) Ensuring that staff are adequately instructed in safety and welfare matters in connection with their specific workplace the school generally.
- g) Carrying out any other functions devolved to her by the Headteacher or Governing Body.
- h) Unsafe conditions being reported and dealt with to agreed timescales.

Teaching / Non-Teaching Staff Holding Posts / Positions of Special Responsibility

This includes Senior Leadership Team, Year Leaders, Subject Leaders, Office Manager, Technicians, Site Manager/Agents. They must:

- a) Apply the school's Health and Safety Policy to their own department or area of work and be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements. Carry out regular Health and Safety Risk Assessments and keep file copies for reference.
- b) Ensure that all staff under their management are familiar with the health and safety procedures for their area of work and issues arising to be discussed at weekly Staff Meetings.
- c) Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- d) Ensure all accidents are investigated appropriately.
- e) Ensure that a Health and Safety report is completed on an annual basis and reported to the Governing Body.

Special Obligations of Class Teachers

Class teachers are expected to:

- a) Exercise effective supervision of their pupils and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out.
- b) Follow the health and safety procedures applicable to their area of work.
- c) Give clear oral and written health and safety instructions and warnings to pupils as often as necessary.
- d) Ensure the use of personal protective equipment and guards where necessary.
- e) Make recommendations to their Headteacher or Subject Leader on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- f) Ensure that personal items of equipment (electrical or mechanical) or proprietary substances are not brought into the school without prior authorisation.
- g) Report all accidents, defects and dangerous occurrences to their Headteacher or Subject Leader.

Obligations of ALL Employees

Apart from any specific responsibilities which may have been delegated to them, all employees must:

- a) Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons.
- b) Observe all instructions on health and safety issued by the School or any other person delegated to be responsible for a relevant aspect of health and safety.
- c) Act in accordance with any specific H&S training received.
- d) Report all accidents and near misses in accordance with current procedure.
- e) Co-operate with other persons to enable them to carry out their health and safety responsibilities.
- f) Inform their line manager of all potential hazards to health and safety, in particular those which are of a serious or imminent danger.
- g) Inform their line manager of any shortcomings they identify in the school's health and safety arrangements.
- h) Exercise good standards of housekeeping and cleanliness.
- i) Know and apply the procedures in respect of fire, first aid and other emergencies.
- j) Co-operate with the appointed Trade Union Health and Safety Representative and the Enforcement Officers of the Health and Safety Executive.

All employees who authorise work to be undertaken or authorise the purchase of equipment will ensure that the health and safety implications of such work or purchases are considered.

Employees entrusted with responsibilities for specific aspects of health, safety and welfare must satisfy themselves that those responsibilities as appropriate are re-assigned in their absence. Such re-assignments must be approved by the employee's line manager.

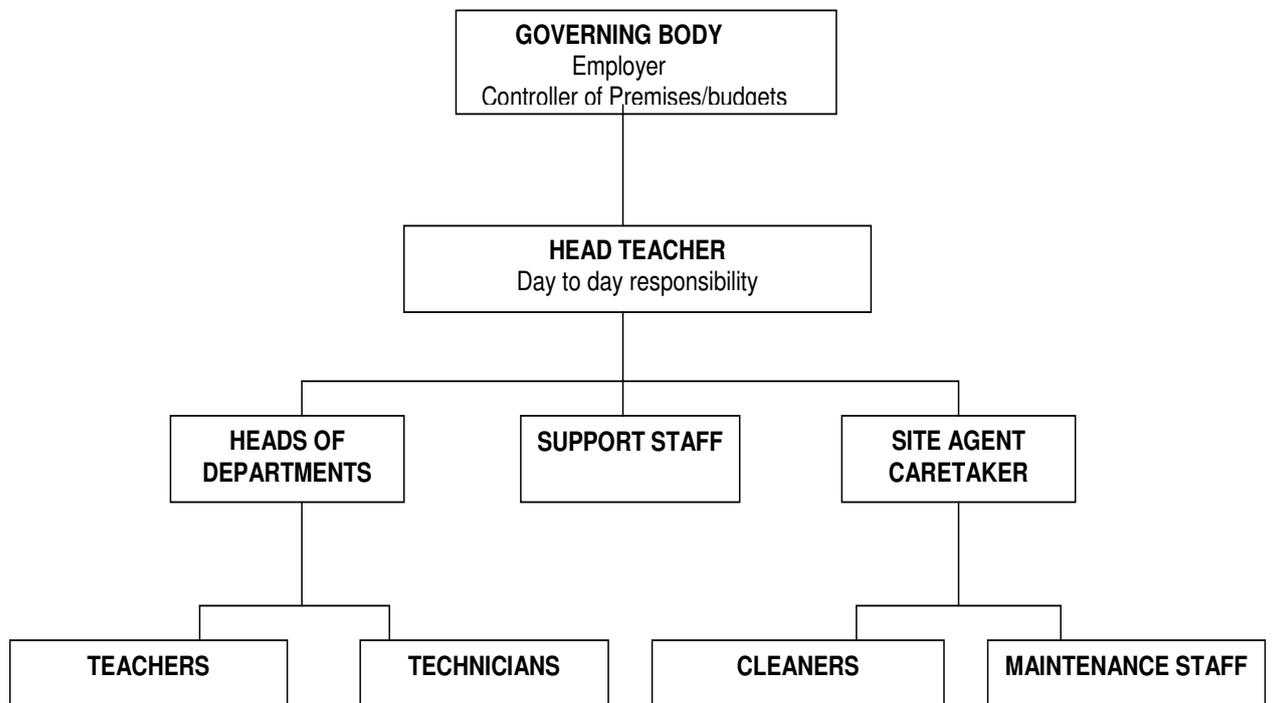
Pupils

Pupils, in accordance with their age and aptitude, are expected to:

- a) Exercise personal responsibility for the health and safety of themselves and others.
- b) Observe standards of dress consistent with safety and/or hygiene.

- c) Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
- d) Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

ORGANISATION CHART



ARRANGEMENTS

Training

All new employees, teaching and non-teaching shall be provided with induction training appropriate to their health and safety needs. TA's with a specific responsibility to a subject area will be given the relevant training for that subject.

In the case of volunteer helpers it will be the responsibility of the relevant teacher or supervisor to ensure that appropriate information is passed on to them.

All employees and volunteers shall on their first day of employment be informed of what to do in the event of a fire and what first aid arrangements are in place.

Refresher training and training in new areas of responsibility will be arranged for members of staff, either at their own request or at the direction of the Head Teacher.

Emergency Procedures (Fire and Bomb)

All staff are required to ensure that they are familiar with the emergency procedures and the evacuation drill.

The fire alarms shall be tested weekly and those staff not hearing the alarm shall report the fact to the nominated fire safety officer. The fire alarm shall be tested once a week as follows:-

Day	Monday	Time	5.30	Duration	30 seconds
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The fire evacuation drill shall be carried out once a term as instructed by the Headteacher.

Staff are required to report defects or missing fire fighting equipment to the fire safety officer immediately.

Fire exits, routes and fire fighting equipment shall not be obstructed at any time.

First Aid

A list of trained first aiders and the location of first aid boxes will be posted up in the main office.

The staff member responsible for first aid shall ensure that the contents of the first aid boxes are replenished as necessary and comply with the contents laid down within the Regulations.

All first aiders and staff shall ensure that accidents are reported as outlined below and that the staff member responsible for first aid is informed if items from the first aid box are used.

Administration of Medicines

Guidance on the administration of medicines to pupils is set out in 'The Management of Medical Conditions and Guidance on the Administration of Medicines to Pupils'. The Governing Body has agreed that prescription medicines may be administered to children, at the specific request of the parent or guardian and in accordance with the procedures laid down in the Guidance. Medicines will be administered by a member of staff who will undergo training in order to carry out the task. Medicines will be stored in the school office not accessible to children and in accordance with the guidance. All medicines will be taken in front of a member of staff. A record will be kept of when pupils took any medication, and which member of staff witnessed the medicine being taken. No pupil shall be given any medication belonging to another pupil. As pupils near the end of their medication held in school, parents/ guardians shall be informed of the need to supply further medication. If a pupil needing medication is involved in a school trip/activity that requires them to be offsite at the time they would normally take their medication, then it is the responsibility of the

member of staff organizing the trip/activity to ensure they have the pupil's medication, that it is stored in a safe place and that it is administered at the correct time.

Accident and Ill Health Reporting

All staff are required to ensure that all accidents, incidents and near misses are reported to the schools main office, who will then ensure that serious incidents are reported to the Headteacher.

Violence to staff

All staff involved in the physical intervention of pupils will have undergone appropriate Team Teach training. Only recognised removal techniques and holds will be used in the physical management of pupils.

Any instance of a violent assault towards an adult must be reported to the Headteacher. The member of staff must record the assault on the Physical Management sheet within 24 hours (ideally on the same day). As a result of any physical assault/intervention the pupil/s involved will have their Risk Assessments reviewed and possibly amended.

Equipment and Electrical Testing

The Headteacher will ensure that testing, inspection and maintenance of equipment as outlined in the property log book and the management guidelines within the Health and Safety Manual are undertaken as required.

Day to day inspection of all equipment to detect visible signs of damage, obvious faults or deterioration rests with the user, or in the case of equipment used by pupils, with the class teacher. Equipment found to be unserviceable, or of doubtful serviceability shall be taken out of service, adequately labeled, locked away and the defect reported to the Headteacher.

Asbestos

A copy of the Asbestos Management Survey Log is kept in the school office.

The nominated member of staff responsible for asbestos shall ensure that all staff are aware of the dangers of asbestos and that they are familiar with the procedures within the Log.

All contractors shall be referred to the asbestos log before commencing work. Any member of staff who may disturb the fabric of the building shall refer to the log book before commencing work.

Contractors

The Headteacher shall ensure that the management guidelines regarding contractors are adhered to at all times.

Educational Visits and Journeys

All educational visits and journeys must be approved by the Headteacher, who shall ensure compliance with the Educational Visits and Journeys Policy.

Manual Handling

Wherever practicable all staff should avoid the manual handling of heavy equipment.

Consultative Arrangements

- It is recommended that all staff are members of a Union and that they are aware who their Union representative is.
- Issues relating to health and safety will be raised as items on the Staff Meeting agenda.
- All incidences of violence and aggression must be reported and documented in accordance in line with the Behaviour Policy. All staff must share any concerns relating to individual pupils and a perceived risk that they may present. Risk Assessments should be completed for all pupils identified as being a risk.
- It is recognised that the job presents high levels of stress. If any member of staff feels that they need to share any issues they should seek a member of the senior management team to discuss their problems with.

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