



Health and Safety Policy

1 Introduction

- 1.1. This document is provided by the Governing Body of Stormont House School in pursuance of The Learning Trust Policy and the Health and Safety at Work etc. Act 1974 and subordinate legislation.
- 1.2. The document acknowledges the School's legal responsibilities and outlines the objectives of the School for the health and safety of its staff, pupils and visitors.
- 1.3. The document is issued to all school staff who are to read, understand and comply with its requirements.
- 1.4. The policy will be reviewed following any relevant legislative changes, or significant changes to the Learning Trust Safety Policy, or to the school or the activities carried out within it.

2 Statement of Intent

- 2.1 The Governing Body accepts responsibility for all safety and environmental matters within the School including health and safety at work, environmental protection and fire safety. The Governing Body is aware of the requirements of relevant legislation. In keeping with the requirements of legislation and the Learning Trust's policy statement the organisation and responsibilities, and arrangements to manage health, safety and environmental issues within the school are detailed in Paragraphs 3 and 4.
- 2.2 The Governing Body is committed to achieving the highest standards in all aspects of safety and environmental protection within the School. To achieve these high standards Codes of Safe Working Practice have been produced to provide a practical guide for staff on current legislation, the codes can be found in Section 5 of this policy.
- 2.3 All employees have a duty to themselves, to their colleagues, pupils and to visitors and contractors to work safely and in a manner which prevents pollution and minimises the use of resources. All staff should read and co-operate with the requirements contained within this document.
- 2.4 The Health and Safety committee will regularly review safety and environmental standards within their areas of responsibility to ensure compliance with all the standards as laid down.
- 2.5 Contractor and sub-contract staff and visitors have a similar duty of care and a right to a safe working environment. Like School staff, they must ensure that they comply with the requirements of this statement and the School Codes of Safe Working Practice.

3 Organisation and Responsibilities

3.1 The Head Teacher/Business Manager

The Headteacher has overall responsibility for ensuring the implementation of the health and safety policy and arrangements in the school, however the day to day responsibility has been delegated to the Business Manager.

3.1.1 The Business Manager will ensure compliance with the policy statement and that all staff endeavour to ensure the safety of others; be they staff, pupils, parents, visitors or contractors. Specifically he/she will be responsible for:

- ensuring that the Health and Safety Policy is prepared, signed and dated and, together with the Governing Body, is regularly reviewed.
- ensuring that all activities, including educational visits, are risk assessed and staff informed of the control measures necessary to work safely.
- Ensuring that processes are in place for the maintenance of the building and equipment, including statutory inspections.
- ensuring that an emergency evacuation procedure is in place and is regularly tested.
- day-to-day management of all health and safety matters in the school in accordance with the health and safety policy.
- Appointing suitable competent staff to assist in carrying out duties necessary under this policy.
- passing on information received on health and safety matters to appropriate people.
- chairing the school health and safety committee.
- liaising with governors and The Learning Trust on policy issues and any problems in implementing the health and safety policy.
- co-operating with and providing necessary facilities for trades union safety representatives.

3.2 Deputy/Assistant Head Teacher

3.2 The Deputy Headteacher will, as and when necessary, deputise for the Headteacher in matters of health and safety. This may be in the absence of the Headteacher, or for the purposes of specific projects as directed by the Headteacher.

3.3 Subject Leaders and other Teachers:

- Are accountable to the Headteacher for the day to day safe supervision of the areas and activities they supervise. They must advise the Business Manager of any circumstance preventing them from carrying out their health and safety responsibilities
- Will ensure that staff they supervise understand and accept their personal responsibilities and carry these out.
- Will liaise with the Business Manager and/or their line manager to determine the health and safety training needs of themselves and of staff they supervise
- Will ensure that appropriate risk assessments are provided and available within the areas that they control

- Will ensure that the details of all accidents/ dangerous occurrences, emanating in the area or activity they are responsible for are properly recorded and investigated, and brought to the attention of the Business Manager.

3.4 **The Caretaker**

Liaising as necessary with other relevant staff, the Caretaker will take primary responsibility to:

- ensure that all communal areas are kept free from obstructions
- ensure that all fire escape doors are properly identified, and accessible when the school is in use
- ensure that all fire appliances are properly maintained, checked and kept in designated locations
- ensure that fire procedure notices are properly maintained and correctly displayed
- ensure that snow and ice is cleared in order to maintain safe access and egress to all buildings
- ensure that proper investigations are undertaken and reports made for any accidents or potential accidents, involving his / her staff or plant and equipment for which he / she is responsible.
- Ensure that all security doors, e.g. to boiler rooms are identified and secured against unauthorised entry
- Ensure, so far as is reasonable, that all fabric, fixtures and fittings on the site are maintained in a safe and secure condition
- Ensure that the appropriate lights are switched on or off as necessary at night
- Ensure that all fixed and portable electrical equipment are inspected / maintained in accordance with the education services code of practice
- Ensure that risk assessments required by the management of health and safety regulations, are carried out as appropriate and reported to the Business Manager and school health and safety committee.
- Report to the Business Manager any circumstances preventing him / her from carrying out his / her health and safety responsibilities.

3.5 **All Staff:**

- All staff have a duty to assist in the implementation of good Health and Safety practice, and be conversant with the Health and Safety Policy, and to co-operate with the management of the school to ensure that statutory requirements are met.
- must take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions at work.
- All employees are required to co-operate with the employer to enable the duties of the employer to be effectively performed or complied with.
- Must not intentionally or recklessly interfere with, or misuse, anything provided in the interests of Health, Safety or Welfare in pursuance of any relevant statutory provisions
- Staff must take primary responsibility for the safety of any non-employees who may be visiting them on the school premises for official reasons e.g. a parent.

3.6 The Governing Body

3.5.1 The Governing Body is responsible for:

- ensuring a health and safety policy is in place.
- monitoring the application of the health and safety policy including consideration of inspection reports.
- prioritising actions where resources are required.
- ensuring actions are taken.
- including health and safety on governor's meeting agenda.
- producing an annual report on health and safety.
- Ratifying the local health and safety policy.

4. Arrangements

4.1 Risk assessments

4.1.1 The Business Manager will ensure that suitable and sufficient risk assessments are carried out where appropriate. Risk assessment will follow the following steps:

- Identify hazards.
- Identify who may be harmed and how.
- Evaluate the risk that these hazards present.
- Identify suitable measures to reduce and control the risks.
- Monitor the effectiveness of the control measures.
- Review the risk assessment annually or if there is a change in the activity.

4.1.2 Full information, including the agreed proforma, is contained within TLT Health and Safety Manual, Chapter 2.

4.2 First Aid

Treatment at school is provided by qualified first aiders for minor injury, e.g. small cuts, bumps and bruises. The first aider will assess the extent of injury or condition and give appropriate treatment, advising the Headteacher or Deputy Headteacher on any further action required. In the case of a serious injury, first aid is provided to stabilise a casualty until they can be taken to hospital or put in the charge of competent medical care. The Headteacher or Deputy Headteacher will, in conjunction with the first aider, decide whether the casualty is sent home, or transferred to hospital. First aiders should notify the Deputy Headteacher or Business Manager of the expiry of their qualifications at least six months beforehand.

4.2.1 The Deputy Headteacher / Business Manager will ensure that a suitable number of staff are qualified to administer first aid in an emergency. Whilst a first aider is a voluntary position staff must undertake relevant training.

4.2.2 First aid boxes are situated throughout the school and are clearly identified. The contents will be checked on no less than a monthly basis by a nominated first aider and all deficiencies made good.

4.2.3 A record will be kept of every occasion when any member of staff, pupil or other person receives first aid treatment whether on school premises or as part of a school-related activity.

4.3 Accident reporting

4.3.1 The Procedures in Chapter 3 of The Learning Trust Health and Safety Manual are to be followed. In summary these are:

4.3.2 All accidents, no matter how minor, that occur to members of staff, or visitors are to be reported using The Learning Trust accident reporting proforma. A copy of the completed form is to be sent to The Learning Trust's Head of Health and Safety. In addition accidents to staff must be entered into the accident book (BI 510). Both the accident book and proforma are kept in the school office.

4.3.3 Accidents to pupils must be reported using the Trust's proforma and a copy sent to the learning Trust's Head of Health and Safety. However, trivial accidents to pupils need to be reported using the trivial accident summary form and sent to the Trust's head of Health and Safety on a monthly basis.

4.3.4 Serious accidents, i.e. any fatality, major injury, accident where a pupil is taken directly to hospital, reportable disease or dangerous occurrence, must be reported immediately by telephone to The Learning Trust Head of Health and Safety. These should also be reported using the appropriate method outlined above.

4.4 Hirers, contractors and others

4.4.1 When the premises are used for purposes not under the direction of the Headteacher then the principal person in charge of the activities will ensure that measures are taken to ensure the health and safety of those taking part in that activity. These measures must be of an equal or better provision to those stated within this Health and Safety Policy. When the activity is a school sponsored event the organiser, even if an employee, will be treated as a hirer and will comply with the requirements of this Policy.

4.4.2 When the premises are hired to persons outside the employ of the Governing Body it is a condition that all such hirers, contractors, and others using the school facilities or premises, are familiar with the requirements of this Policy. They will comply with all safety directives of the Governing Body and will not, without the prior consent of the Governing Body:

- introduce equipment for use on the school premises;
- alter fixed installations;
- remove fire and safety notices or equipment;
- take any action that may create hazards for persons using the premises or the staff or pupils of the school.

4.4.3 Immediately prior to use the Caretaker should meet and greet the user, ensure welfare facilities and emergency procedures are understood. The user must be clear that the area used must be returned in a similar condition as when the hire started. As proof of due diligence the arrangements should be signed off by the user.

- 4.4.4 The Headteacher must ensure that any contractor working on site must be competent to undertake the work that they are doing
- 4.4.5 All contractors working on site must be told of any hazards that they may encounter in undertaking their work, especially the location of any asbestos, and what to do in the event of any emergencies, such as fire.
- 4.4.6 All contractors working on the site are required to ensure safe working practices by their employees and must pay due regard to the safety of all persons using the premises. In instances where, in the opinion of the Headteacher, a dangerous situation or hazardous condition arises that a contractor fails to eliminate or make safe, the Headteacher must take such actions as are necessary to prevent persons in his/her care from risk of injury. In extreme circumstances this may be by instructing the contractor to cease work until the condition is remedied.

4.5 Staff consultative arrangements

- 4.5.1 The school has a Health and Safety committee which meets termly. Membership of the committee is as follows:
Headteacher
Business Manager
Trade Union appointed safety representatives
Caretaker
Cook
Member of school staff
- 4.5.2 The committee is both a forum for staff to exchange information on health and safety, and an integral part of the school's health and safety monitoring process. The general role of the committee includes:
- Discussing health and safety matters pertinent to the school and staff employed by the school, with a view to resolving difficulties, and act as a focus for employee participation in the prevention of accidents
 - To consider new or amended health and safety legislation relevant to the school
 - Ensuring that the school complies with safe systems at work
 - Considering inspection reports
 - To consider any accidents and / or dangerous occurrences with a view to deciding further preventative action
 - To consider reports and information provided by the HSM and the Health and Safety Executive
 - To consider and appraise the effectiveness of employee safety training
 - To ensure the adequate display of health and safety communication on staff notice boards.

4.6 Emergency Planning

4.6.1 The Business Manager will ensure that a suitable and satisfactory emergency plan is prepared to cover all foreseeable situations which may place staff or pupils at risk. The Plan will be agreed by the Governing Body and reviewed annually.

5. Codes of safe working practice

5.1 Aims

The aim of these Codes of Practice is to establish and maintain a safe and healthy environment throughout the school.

5.2 Classroom safety

5.2.1 Class teachers have a duty to assist in maintaining order and cleanliness within their teaching area and should ensure the avoidance of injury to users of that area. Periodic checks should be made of the contents and fabric of the area and any defective equipment, fittings and furniture reported immediately to the Headteacher.

5.2.2 Examples of items to be checked include:

- doors unlocked and free from obstruction
- floors and floor coverings are undamaged and kept clear of obstructions
- sinks will be kept clear to enable effective cleaning
- electrical equipment unplugged when not in use.
- Any damaged electrical equipment, including frayed or damaged flex or if there is evidence of burning, is removed from use and reported.
- edged or pointed tools (scissors, compasses) should be regularly checked for damage and safely stored when not in use
- orderly sensible movement within the teaching area should be maintained
- always ensure children are not left unsupervised

5.5 Staff and pupil safety

5.5.1 Teaching and support staff should exercise effective supervision of the pupils and should integrate all relevant health and safety aspects into the teaching process and, if necessary, give special lessons in safety. Staff should always follow safe working procedures personally, giving clear instruction and warnings as often as necessary.

5.5.2 Aspects to be considered include:

- children should observe standards of dress consistent with safety and/or hygiene and the reasons should be made clear to the pupils, examples include:
- suitable footwear for PE;
- wearing of ear-rings not permitted for PE;
- knives and other dangerous items should be removed from pupils and held by the Headteacher.
- children should be taught to exercise personal responsibility for safety of self and classmates

- children should be taught to observe all school safety rules and in particular those relating to evacuation and procedures to be observed in the case of fire or other major emergency
- 5.5.3 Specific guidance, which is to be followed by all staff, is given in DFE documents on safe working in:
- art and craft activities
 - physical education
 - electrical equipment
 - science activities
 - animals in schools
 - swimming
 - work at height

5.6 Manual Handling

- 5.6.1 Movement of heavy materials and equipment should only be undertaken by trained staff and, wherever possible, should be undertaken using some mechanical assistance e.g. a trolley. Procedures should be developed and recorded for the movement of items that frequently require such movement:
- PE equipment - erection and dismantling of such apparatus must only be undertaken by children under the close supervision of staff. Each piece of equipment should be reduced to its basic parts for ease of carriage using at least two children to transport each part. Staff should check that apparatus has been correctly assembled before use.
 - Piano - this must only be moved by staff and preferably by the Caretaker.

5.7 Work at height

- 5.7.1 The Work at Height Regulations 2005 extend to work at any height where there is a risk of a fall liable to cause personal injury. The mounting of displays and reaching for items from a high shelf are thus covered. Staff must ensure that:
- Only the correct equipment is used to work at height, e.g. step ladders. The use of chairs, desks etc. to gain height is expressly forbidden. Staff must not stand or kneel on desks to open or close windows.
 - Step ladders must be placed at right angles to the task to be carried out and must themselves be in a place of safety. If on a circulation route work must not be carried out if pupils are passing by.
 - Step ladders must be fully open and locked into position and the top step is not to be used unless the supports extend higher. They should only be used on a firm, level surface.
 - Step ladders must be examined prior to use to ensure that they are safe to use. If there is any doubt the step ladders are not to be used. Step ladders must be inspected by the Caretaker on a 6 monthly basis. Step ladders are to be marked with a unique identifier and a record kept of inspections.

5.8 Staff training and information

- 5.8.1 It is expected that the Business Manager will act in a focal point role and as such obtain such information as is required to successfully discharge the requirements of this policy. Information and training should be available to all staff, in particular those with specific duties which involve a higher than normal risk e.g. the Caretaker.
- 5.8.2 Where information and/or advice is not locally available the Business Manager should seek such information from The Learning Trust Head of Health and Safety.

5.9 Staff and workplace safety

- 5.9.1 In order that the school can be maintained in a safe condition it is essential that all staff are fully aware of their responsibilities under health and safety legislation. In particular the following should be borne in mind:
- staff should know and apply any special safety measures and arrangements that exist in their working environment e.g. in the kiln area, use of ICT equipment, etc.
 - staff should observe standards of dress consistent with their duties e.g. maintaining hygiene when teaching cooking by wearing apron and tying back hair
 - staff should exercise good standards of hygiene and housekeeping
 - staff should know and be able to apply the emergency procedures which relate to evacuation, e.g. in a fire, and to first aid
 - staff must use and not interfere with any measures provided to ensure their continued health and safety e.g. staff should not remove protective covers on powered plant or electrical equipment
 - staff must co-operate with each other, teaching, non-teaching and support as well as contractors (cleaners, school meals service, etc.) in promoting improved safety measures
 - staff must report any perceived health and safety failings and any defective equipment to the Head teacher immediately such defect is discovered

6 Fire Precautions / Arrangements

- 6.1 The general arrangements for Fire Precautions will be consistent with The Education Service's Code of Practice.
- 6.2 Fire drills will be held termly and will be instigated by the Caretaker, in conjunction with the Business Manager, and recorded by the Caretaker in a log book. Fire evacuation procedures are posted throughout the school and in each classroom. Teaching staff are responsible for the safe supervision of their pupils during an evacuation.
- 6.3 All staff have shared responsibility to ensure that escape routes inside and outside the school building are kept clear.

- 6.4 All deficiencies noted in fire evacuations should be reported to the Business Manager or Caretaker.
- 6.5 Fire alarms may not be turned off except on the instruction of either the Headteacher, Business Manager or Caretaker.
- 6.6 The maintenance of fire extinguishers and evacuation notices is the primary responsibility of the Caretaker.

Signature..... Chair of Governors Date

Signature..... Head Teacher Date