

HEALTH & SAFETY POLICY

HAWTHORN HIGH SCHOOL







Hawthorn High School

Health & Safety Policy

January 2019

HEALTH & SAFETY STATEMENT

The Governing Body will provide and maintain safe and healthy working conditions, equipment and systems of work for all staff, pupils, contractors and visitors. The aim is to promote a culture which recognises that controlling health and safety risks is an essential part of everyone's daily life. Any hazards to health and safety which may be apparent in the fabric of the buildings or grounds, machinery and equipment must be brought to the attention of all persons who may be affected by them and steps must be taken, so far as is reasonably practicable, to eradicate any risk to a person's health and well-being. Staff will be required to raise health and safety issues immediately when urgent attention is required or at regular staff meetings.

The allocation of duties for safety matters and the arrangements which will be made to implement this policy are contained in this document. The policy will be kept up to date as personnel change and new areas of care are found to be necessary. The Governing Body is aware of the LEA's Corporate Statement of Safety Policy.

Organisational Responsibility

There is a shared responsibility for health and safety at school between the school and the LA. Day to day responsibilities for health and safety issues rests with the governors and the head teacher. The LA is responsible for strategic issues and for ensuring that the governing body meets its responsibilities. The LA, as the employer, is ultimately responsible for health and safety issues.

The governing body, through the Premises and Health and Safety committee, will endeavour to ensure the health, safety and security of children, staff, parents and other visitors to the school. The Estates Manager is responsible for managing Health and Safety issues on a day to day basis.

- The governing body recognises the need to achieve and maintain a high standard of health and safety on its premises.
- The governing body will take all reasonable steps to meet the requirements of the Health and Safety at Work Act.
- The governing body expects staff at all levels to display a positive attitude to health and safety.
- The Governing Body's Premises Committee recognises the need to discuss and review issues related to the Health and Safety Policy and this is a standard item on each agenda.
- Heads of Department are responsible for health and safety in the department, teachers for the immediate area of their work. The Estates Manager has overall responsibility with the Headteacher for the whole campus.
- Heads of Department are responsible for knowing the requirements of health and safety in their working areas and ensuring that they are met.

- In the first half of the new school year, Heads of Year/SENCO will be responsible for circulating to all staff with a list of medical conditions, disabilities etc. affecting our pupils. The list will contain emergency response advice where relevant.
- The governing body will ensure adequate and accessible First Aid materials are provided. First Aid boxes are located in high risk areas of the site and main reception.
- The governing body and staff will follow the code of practice and advice given by the Fire Service in matters of fire safety and drills.

The following members of staff have specific responsibilities for the following topics and should be referred to as appropriate:

Reporting of Accidents	P Ferguson
COSHH Regulations	P Ferguson
Fire Prevention and Precautions	P Ferguson
School Trips	M. Bolderson/P. Ferguson
Swimming Pool	B. Evans/P.Ferguson
First Aid	P Ferguson
Contractors on School Premises	L. Purnell/P.Ferguson
Emergency Procedures, gas leaks etc.	L. Purnell/P.Ferguson
Dispensing of Medicine	J. Jones
	C. Holt
	P Ferguson
	A Sanger
	M. Bolderson
Protective Clothing	L. Purnell
Inclement Weather	J. Hicks
Assault on Staff	J. Hicks

Arrangements

1. Accident Reporting

Policy - all accidents to staff, pupils or visitors resulting in injury or damage to property must be recorded.

Accidents will be documented in the School's Sickness and Accident File, held in the main office.

Any incident / accident with Hospital treatment and following loss of employment (adults), attendance in school (Pupils), **Form HS5(A)** will be recorded and a copy sent immediately to The LEA's, Education Safety Officer, 4-8 Church St, Pontypridd CF37 2TH (Tel. 01443 484460).

Estates Manager will be responsible for ensuring that documentation and investigations are properly undertaken.

Pupils

The member of staff dealing with the accident will make out the initial report on form HS5(A), forwarding a copy to:-

- Deputy Head
- Estates Manager
- Head of Year for the pupil concerned.

Details of the pupil's absence is to be passed to the attendance officer. Head of Year to contact parents for an update on pupil's condition. Head of year to collate work for the pupil to complete, if appropriate.

Adults

The Estates Manager makes out the report.

Subsequent action

Remedial measures may be deemed necessary from the Estates Manager's investigation. He is responsible for advising the Headteacher accordingly.

Note:

Specialist equipment/teaching areas -

When an accident in a high risk area occurs, the head of department will be involved in the investigation with the health and safety coordinator and a report will be produced for the Headteacher.

2. First Aid Arrangements

First Aider/Appointed Person in the absence of a First Aider

The First Aider will:

- Ensure that First Aid boxes are located in high risk areas and are appropriately stocked.
- Contents of First Aid boxes will be checked at the start of each term.
- In the event if an injury or illness that necessitates the calling of an ambulance, doctor or nurse, provide help to preserve life and to minimise the consequences of the injury or illness, while waiting for the ambulance, doctor or nurse to arrive.
- Supervise the injured person to ensure that he/she is only moved in a safe way.
- In cases where it is not necessary to call an ambulance, doctor or nurse, administer First Aid as appropriate.

As all qualifications must be renewed every three years, staff will be encouraged to re-qualify. Refresher courses will be hosted for all first aiders.

A list of first aiders will be displayed in the main office and other areas throughout the school.

3. Administration of Medicine

Where given, prescribed medication will be dispensed in accordance with the document 'Administration of Medication'. Self administration will be encouraged as much as possible.

4. Asbestos

The school asbestos register is kept in the main office. The caretaker will ensure that the register is brought to the attention of all contractors before work is started.

5. Fire Safety

The caretakers will ensure that:-

- (i) fire alarms are tested and maintained
- (ii) fire extinguishers are tested annually and free from obstruction
- (iii) fire evacuation notices are displayed in prominent places
- (iv) required fire notices are displayed
- (v) fire drill is carried out termly

Fire precautions will be in accord with the Fire Log Book. Termly fire evacuation drills will be held. Weekly testing of the audibility of alarm bells will be undertaken.

6. Waste Disposal

Classroom bins will be emptied every day. Outside bins are emptied weekly by a Waste Disposal Firm; caretakers have the responsibility of keeping the bin area tidy.

7. Control of Substances Hazardous to Health (COSHH)

All substances used on the site will be assessed to prevent staff/pupils becoming exposed to harmful substances. CLEAPSE risk assessments will be carried out in laboratories. Cleaning staff will use chemicals and these substances will be kept locked away when not in use.

Cleaning staff are employed by a Cleaning Contract who is responsible for ensuring that risk assessments are undertaken and that the COSHH sheets are provided to the cleaners, and clearly displayed in all cleaning cupboards.

8. Display Screen Use

Staff who use computers will be regularly assessed to determine whether they are "USERS" as designated in the Health and Safety (Display Screen) Equipment Regulations.

9. Electrical Safety

Electrical switch-rooms will be kept free from items such as furniture, equipment, combustible materials. Portable electrical appliances will be tested on a regular basis, at least annually.

No outside electrical equipment may be brought into school unless the items have been tested, in accordance with PAT regulations.

10. Boiler houses

Boiler houses will not be used for storing any items other than those necessary for performing maintenance duties.

The boiler house will be kept as safe as possible for the person working there with no obstructions or trip hazards in the working area.

The boiler house will be kept locked when the caretaker is not working in that area.

Pupils will not be allowed to enter the boiler house at any time.

The correct procedures will be followed as far as daily maintenance of boilers is concerned. This school will actively support any relevant training for caretakers as arranged by the LEA.

11. Lone Working

There are occasions when staff will be working on their own, particularly the caretakers. All staff are advised wherever possible to ensure that all external doors are locked whilst they are working alone in the building. If there are occasions when what could be termed to be hazardous activities are being undertaken e.g. using a ladder and there is risk of falling, two members of staff should be present.

12. Manual Handling Operations

So far as is reasonably practicable, staff are advised to avoid the need for hazardous manual handling operations. Where such operations cannot be avoided, an assessment must be undertaken and measures introduced to reduce the risk of injury to the lowest level reasonably practicable.

13. Glazing

Regulation 14 of the Workplace (Health and Safety and Welfare) Regulations 1992 requires an assessment of glazing within the workplace. Where necessary for reasons of health and safety, safety material must be provided. An assessment has been carried out at this school and there was no significant risk to health from the glazing.

14. Smoking

In accordance with legislation, smoking is not allowed on school premises.

15. Personal Protective Equipment

Overalls, gloves, goggles, face masks and protective footwear will be provided to staff and pupils and will be replaced as necessary.

16. Security

Security of staff and pupils during the school day is monitored by CCTV. Cameras are strategically placed inside and outside the building. After the school day the buildings are protected by the alarm system. Members of SMT will regularly patrol the whole school especially at break times and lunchtimes.

17. Maintenance of School Buildings

All staff have a responsibility to report defects they identify. The caretakers in particular have an important role to play in this. Whenever possible these defects will be reported immediately to the Estates Manager. Checks will be made to see that these defects have been attended to. If for any reason defects cannot be attended to within a reasonable time, staff will be informed and areas will be made safe.

18. Hawthorn Community Pool

The Hawthorn High & Community Pool, has a separate risk assessment pack in conjunction with the PSOP Manual for the Pool. The PSOP manual is maintained by the Pool Manager.

19. School Visits

All school visits will be arranged in accordance with the school policy

20. Noise

Hearing Protection will be provided for staff and pupils when carrying out tasks where the noise level may be considered to be a problem.

21. Pressure Systems

Autoclaves, pressure cookers, model steam engines, gas cylinders, compressors and air receivers need periodic inspection under the Pressure Systems and Transportable Gas Containers Regulations 1989. In accordance with this employer's Code of Practice the examination is carried out by the inspector employed by the insurance company who uses a written scheme of examination provided by the company. Records of examination are kept.

22. Visitors on Site

Visitors **MUST** report to Reception when entering and leaving the premises.

Contractors must work in accordance with the school health and safety policy.

23. Vehicle Movement on Site

The speed of vehicles is restricted by speed ramps in the school car park and vehicle movement is prohibited while pupils are accessing their buses at the end of the day.

See Traffic Management Plan for further details.

24. Playground Safety

Playground safety will be monitored on a regular basis by staff overseeing break periods.

25. Communicable Diseases

- This school's policy on communicable diseases is that it will follow the guidelines circulated by the LEA in line with the advice issued by the Health Authority.
- The Health and Safety officer of the LEA will be informed of outbreaks of communicable diseases and serious conditions will be reported.

26. New Staff

All new members of staff are to be made aware of Health and Safety Policy document and procedures located in Administrative area. New staff inductions conducted by Asst Headteacher. Supply staff will receive a health and safety, Safeguarding and site briefing from the supply teacher coordinator.

27. Monitoring

The governing body's premises and health and safety committee is responsible for monitoring and reviewing the contents of this policy. The Head Teacher and Estates Manager will be responsible for monitoring on a day to day basis.

Termly inspections will be undertaken by the health and safety coordinator and governor(s) to ensure compliance.

