

# Darland High School Health & Safety Policy. June 2012

## 1. Introduction

- 1.1 This policy is provided by the governing body of the school in pursuance of guidance from Wrexham County Borough Council and the Health and Safety at Work etc. Act 1974. (HASAWA)
- 1.2 This 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, and the arrangements for meeting these objectives.
- 1.3 The document is issued to all school staff who should read and understand its contents.
- 1.4 The policy will be regularly reviewed every two years, or following any relevant legislative changes, to the school or the activities carried out within it.

## 2. Health and Safety Policy Statement by the Governors and Headteacher

- 2.1 The governors and headteacher recognise their responsibility to provide so far as is reasonably practicable, a safe and healthy working environment for all staff, pupils, visitors and anyone else who may be affected by the schools activities.
- 2.2 The governors and headteacher will take all reasonably practicable steps to meet this responsibility and will pay particular attention to the requirements of (HASAWA) and all subservient legislation and approved codes of practice. The health and safety arrangements will comply with the standards set by Wrexham County Council.
- 2.3 All employees are required to have as a personal objective the achievement of a safe and healthy working environment and must take responsibility for ensuring good practice and behaviour by pupils in their charge.
- 2.4 Where appropriate, arrangements will be made with representatives of recognised trade unions for joint consultation on measures for promoting health and safety at work.
- 2.5 In fulfilling their responsibilities, the governing body and headteacher will in particular seek to ensure, so far as is reasonably practicable, the following:
  - the safety of plant, equipment, and workplace facilities
  - the safe use, handling, storage, disposal, and transport of articles and substances in school
  - the provision of sufficient information, instruction, training and supervision to enable staff and pupils to contribute positively to their own safety and health
  - the provision of safe and suitable access and egress throughout all areas of the school

## 3. Individual Responsibilities

### 3.1 The Headteacher

- has overall day-to-day responsibility for implementing the health and safety policy and arrangements in the school
- will delegate responsibility for the management of health and safety to the health and safety officer.

### 3.2 The Health and Safety Officer (Business Manager)

- has overall responsibility for ensuring compliance with HSE guidelines.
- will advise the Headteacher of any circumstance preventing this policy from being implemented
- will in conjunction with faculty coordinators, ensure that all relevant safety guidance is available, and that adequate training and supervision is given to enable staff to carry out their tasks safely, and in accordance with this policy
- will ensure that the school buildings and associated areas are subject to a formal safety inspection at least termly, and in conjunction with any safety representative appointed by a recognised trade union
- will take executive action to remove, contain or isolate as is appropriate any hazard emanating in the school buildings or associated areas
- will keep an up to date list of safety representatives and so far as is reasonably practicable, be available to consult with same on safety issues
- will accept written reports from safety representatives and respond in writing within a reasonable time. Copies of reports will be presented to the governing body

### 3.3 Faculty Coordinators:

- are accountable to the health and safety officer for the day to day safe supervision within their departmental sphere of influence. They must advise the health and safety officer 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 act accordingly
- will liaise with the health and safety officer 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 their departmental boundaries
- will ensure policy implementation within their departmental boundaries and assist the health and safety officer in monitoring its effectiveness, as regards their individual specialism.
- will ensure that the details of all accidents\dangerous occurrences, within the area or activity they are responsible for, are properly recorded and investigated, and brought to the attention of the health and safety officer .

- will liaise appropriately with staff/safety representatives and refer matters that cannot be suitably resolved to the health and safety officer

### 3.4 The Caretaker

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

- ensure that all communal areas, particularly those associated with fire escape routes, are kept free from obstructions
- ensure that all fire escape doors are properly identified, in a suitable state of repair and accessible when the school is in use
- ensure that all fire appliances are properly maintained, checked and kept in the designated locations
- ensure that fire procedure notices are properly maintained and correctly displayed
- make arrangements for the safe working of contractors on site ensuring so far as is reasonably practicable that works are segregated from the main school users, and in accordance with the learning trust's code of practice
- ensure that snow and ice is cleared in order to maintain safe access and egress and safe movement within the school grounds
- ensure that proper investigations are undertaken and reports submitted for any accidents or potential accidents, involving personnel or plant and equipment for which he/she is responsible
- ensure that all security doors, e.g. to motor rooms, boiler rooms are identified and secured against unauthorised entry
- ensure, so far as is reasonable, that the fabric, fixtures and fittings of the buildings and site are maintained in a safe and secure condition
- ensure that all fixed and portable electrical equipment receives regular recorded inspection \ maintenance in accordance with manufacturers instructions and relevant statutory provisions
- ensure that risk assessments are carried out in respect of work within departmental boundaries
- report to the headteacher any circumstance preventing him/her from carrying out his/her health and safety responsibilities
- will on behalf of the Head teacher remove, isolate or contain any hazard and will record and notify the head of any such event

### 3.5 All Staff:

- All teaching and support staff have a duty to assist in the implementation of good health and safety practice, and be conversant with the schools Health and Safety Policy.
- In September, all staff should complete a classroom check-sheet for the main room in which they work and give this to the Business Manager.
- For the purposes of security, all staff are required to wear photo ID on site at all times.
- It is the duty each member of staff to report any Health and Safety issues that they may observe, to the Business Manager promptly.
- The HASAWA section 7 places a duty on all staff to take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions at work. It also requires the employee to co-operate with the employer to enable the duties of the employer to be effectively performed or complied with.
- Section 8 requires that no person shall 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 Contractors:

- All contractors and their staff must wear identification, visible to school staff and students. This will normally be a numbered visitor's badge.
- contractors engaged by the School will be required to make prior arrangements with the Caretaker or Business Manager who will advise them as regards access and timing
- on arrival, contractors will report to the premises manager or appointed deputy and agree procedures to be followed during works, including those for signing, segregation and storage of materials, the asbestos register and movement of vehicles and plant.
- the caretaker will report as necessary on works in progress to the headteacher who will satisfy his/herself that so far as is reasonably practicable safety will not be affected.

## 4. Communicating Safety

- 4.1 Any member of staff who becomes aware of a hazard outside of their sphere of influence, should advise (in writing/e-mail) their Line Manager or the person who is responsible.
- 4.2 Heads of department will liaise with the premises manager or appropriate technicians, to ensure routine maintenance and repair of equipment within the area / activities that they are responsible for.
- 4.3 The Health and Safety officer will ensure that a central library of relevant health and safety information / codes of practice is available for the information of all staff. See Appendix A.
- 4.4 The Health and Safety officer will, as is appropriate, circulate any relevant health and safety information to staff, place notices on the staffroom Health and Safety noticeboard and will, in

conjunction with the administration manager, keep records of accidents and safety inspections etc.

## **5. Safety in the Curriculum**

### **5.1 Science:**

- 5.1.1 The Science Faculty Coordinator will take primary responsibility for ensuring that all science teachers and technicians work in accordance with this policy and the Science Faculty H&S policy.
- 5.1.2 The head of the Science department will, so far as is it affects the Science department, ensure that the school's legal responsibilities for providing "risk assessments" are met.
- 5.1.3 The head of the Science department will ensure that all appropriate authoritative guidance issued by the WCBC, DCSF, HSE, CLEAPSS and others is kept available for all relevant members of staff. These documents to include:
- CLEAPSS Hazards
  - Risk Assessments for Science (CLEAPSS)
  - COSHH Guidance for Schools

### **5.2 Technology:**

- 5.2.1 The Technology Faculty Coordinator will take primary responsibility for ensuring that all technology teachers and technicians work in accordance with this policy and the Technology Faculty H&S policy
- 5.2.2 The head of the Technology department will, so far as it affects Technology, ensure that the school's legal responsibilities for providing risk assessments are met.
- 5.2.3 The head of the technology department will ensure that all appropriate authoritative guidance issued by the, DCSF, HSE, and CLEAPSS is kept available for all relevant members of staff. These documents to include:
- Risk Assessments for Technology in Secondary Schools (CLEAPSS)
  - Safety in Practical Studies (DCFS)
  - BSI - Code of Practice for Health and Safety in Workshops of Schools and Similar Establishments. (BS 4163:1984)

### **5.3 Physical Education**

- 5.3.1 The Head of PE will ensure that all staff operating in the PE area have had appropriate training in Health and Safety and that all lessons have had appropriate risk assessments.
- 5.3.2 The Head of PE will be responsible for checking that the annual safety checks of PE equipment have been carried out.

### **5.4 All Faculty Heads**

- 5.3.3 The heads of departments will take primary responsibility for ensuring that all teachers and technicians work in accordance with this policy.
- 5.3.4 The heads of departments will, within their individual sphere of influence, ensure that the school's legal responsibilities for providing "risk assessments are met.

## **6. Accidents, Incident and Injury Reporting**

- 6.1 All Injuries to persons on the school premises, or to staff and pupils off of the premises but engaged in school activities must be recorded in the WCBC approved accident forms kept by the resources technician
- 6.2 If the injured person is unable to make the record personally then his / her immediate supervisor or relevant teacher must do so on their behalf.
- 6.3 Where an injured person is taken directly from the school to hospital, Wrexham County Council's Occupational Health department must be notified.

## **7. Statutory Notification**

- 7.1.1 All accidents and incidents (including near misses) must be reported to the Health and Safety department of WCBC using the special forms provided.

## **8. First Aid Arrangements**

- 8.1.1 First aid is provided by the resources technician. In her absence, a list of named First Aiders is displayed adjacent to the Resources Office.
- 8.1.2 A current list of first aiders and facilities is listed on noticeboards in both school buildings.
- Where appropriate, staff will be given the opportunity to learn first aid on approved courses outside of the school.
- 8.1.3 Refresher training must take place every three years in accordance with HSE guidelines.
- 8.1.4 The health and safety officer on behalf of the governing body will arrange for sufficient numbers of staff to become trained first aiders. These, as far as is possible will be non-teaching.
- 8.1.5 First Aiders are responsible to the health and safety officer for the following:
- assessing extent of injury or condition of a casualty, and giving immediate appropriate treatment
  - advising the health and safety officer on what action should be taken
  - notifying the health and safety officer of the impending expiry of their qualifications, at least six months beforehand

## **8. Casualty Care**

- 8.1.1 Treatment at school is provided for minor injury e.g. small cuts, bumps and bruises. 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.

- 8.1.2 In the event of an injury requiring medical attention outside of school, the health and safety officer will, in conjunction with the first aider, decide whether the casualty is sent home, or transferred to hospital.

## **9. Fire Precautions / Arrangements**

- 9.1.1 The general arrangements for Fire Precautions will be consistent with WCBC's code of practice.
- 9.1.2 Fire drills will be held at least termly in each building and will be instigated by the Health and Safety Officer, in conjunction with the Head teacher, and recorded by the Health and Safety Officer in a logbook. Fire evacuation routes are clearly signposted in every corridor. Teaching staff are responsible for the safe supervision of their pupils during an evacuation.
- 9.1.3 All staff have a shared responsibility to ensure that escape routes inside and outside the school buildings are kept clear.
- 9.1.4 All deficiencies noted in fire evacuations should be reported to the headteacher or schoolkeeper.
- 9.1.5 Fire alarms may not be turned off except on the instruction of either the Head teacher or Premises Manager.
- 9.1.6 The maintenance of fire extinguishers and evacuation notices is the primary responsibility of the Premises Manager.

## **10. Health and Safety Monitoring**

- The Environment Working Party of the Governors (containing staff governors), meeting on four occasions over the year, will monitor the following:
  - Fire Drills
  - Health and Safety Issues following termly tours of the school site (internal and external), by members of the Environment Working Party. At least one of these tours should be made during the normal school working day (NB. Union Reps are to be invited to take part in these tours)
  - Progress on addressing the issues brought up by the annual classroom checks.
  - First aid records of accidents and near misses.

## **11 Special Arrangements for Persons with Disabilities**

- 11.1.1 The Inclusion Coordinator is primarily responsible for ensuring that adequate arrangements are in place to accommodate the special needs of any pupil with visual impairment, motor disability or other disability that may require special safety provision.
- 11.1.2 The Inclusion Coordinator will liaise as necessary with all appropriate other members of staff to ensure that all reasonable steps are taken to assist pupils with disabilities, and will keep appropriate records of each pupil with disabilities in his/her year and positively monitor the pupil's progress and continuing ability to access and egress required areas of the school safely.

## **12 School Minibus**



12.1.1 Driving the school minibus is a voluntary action by a member of staff. The Business Manager is responsible for overseeing the day to day upkeep of the minibus and keeping a register of drivers.

12.1.2 Members of staff wishing to drive the school minibus should provide a photocopy of their paper driving license at the beginning of each academic year.

### **13 Off-site visits.**

13.1.1 Members of staff wishing to take students on off-site visits should seek permission first from the headteacher and use the Evolve on-line system to log details of the visit, together with names of students and staff and any relevant risk assessments.