



# Smithills School

## Health & Safety Policy

### General Statement

The Health and Safety of all employees and all other persons who use the School premises is a major focus for the School. The Governing Body recognises that achieving and maintaining the high standards of safety requires that the School's management, staff, pupils, visitors and contractors are aware of and discharge their respective responsibilities. The Health and Safety at Work Act 1974 requires all staff, including supply staff and contractors working on the School premises, to conduct themselves in a manner in which they pose no risk to their own or any other person's Health and Safety. 'Other persons' includes staff, pupils, and visitors to the School.

These policies form an integral part of the School's Health and Safety Policy. In considering these various policies, it is recognised that the Multi Academy Trust (MAT) is the employer of the School's staff and retains overall responsibility for Health and Safety.

The School will:

- Provide a safe and healthy working/teaching/learning environment in compliance with, or improving upon statutory requirements.
- Maintain the cleanliness and state of repair of the building.
- Provide safe systems of working to ensure, so far as is reasonably practicable, the health and safety at work of all staff/pupils.
- Provide safe plant and equipment.
- Manage and maintain the use of personal protective equipment.

**Written By:** Tony Campbell – Health & Safety Officer. November 2015

**Reviewed By:** David Appleton- Health & Safety Officer December 2017

**Signed:**

**Principal**

**Date:** December 2017

**Approved on behalf of Governing Body:**

**Date:** December 2017

**For Review:** December 2018



## Management of Pupils

- Provide adequate information and training on Health and Safety at work and fire prevention and ensure that all employees, pupils, contractors, visitors and others follow the School safety procedures, e.g. Health and Safety notices will be displayed at the following points within the School: Staff Room, Lower School/Upper School Dining Areas, Entrance areas and other Notice Boards.
- Provide safe storage for dangerous materials and substances.
- Provide adequate statutory first aid facilities.
- Establish, practice, and maintain effective emergency evacuation procedures.(see separate school policies)
- Establish evacuation procedures for outside normal working hours pertaining to the Sports Centre. These are included as Appendix 3.
- Ensure that the fire system meets all current requirements; the fire warning signal is a continuous siren (Appendix 2 contains Fire Arrangements).
- Provide consultative measures to monitor and review the effectiveness of Health and Safety measures.
- Carry out detailed reporting and investigation of all accidents and dangerous occurrences to persons and /or property to prevent a recurrence.
- Liaise with the MAT, and Health and Safety Executive and other official bodies with the aim of improving all aspects of health and safety at work.

### 1. RESPONSIBILITIES

The Governing Body accepts the responsibilities stated in the LEA Health and Safety Policy as follows:

- a) **The Governing Body** is responsible for ensuring that information is disseminated, and monitoring and reviewing the School's Health and Safety policy. The Governing Body acknowledges its legal duty to notify the MAT and the Health and Safety Executive of major accidents and dangerous occurrences. These responsibilities will be delegated to the Resources Committee. The Governing Body will ensure that a high standard of Health and Safety is maintained in the School. The Governor with special interests in health and safety from the MAT attends the site weekly health and safety meeting as appropriate and produces a Termly Report for submission to the governing body.
- b) **The Principal** is responsible for instigating an investigation and, where appropriate, authorising remedial work or action and reporting on a termly basis to the Governing body. The Principal still retains an overall responsibility for the implementation of the School's Health and Safety Policy. D. Appleton is the School's Health and Safety Co-ordinator. The focus governor appointed currently is Ian Carter.



## Management of Pupils

- c) **The Health and Safety Co-ordinator** is responsible for the day to day co-ordination of the School's Health and safety Policy to include:
- regular inspections and risk assessments
  - liaising with contractors
  - initiating action on reported hazards and accidents
  - fire and emergency procedures
  - Maintaining an accurate record of completed training on Health and Safety issues for current staff. Temporary, part-time and supply staff must be informed of their responsibilities and the School's agreement prior to the commencement of their duties as part of their induction
- d) Health and Safety Representatives (these staff carry no legal responsibilities). Any Safety Representative has the right to carry out his/her own inspections and to make reports to the Principal and Governors. These are trained and appointed by the recognised Trade Unions. The School currently buys into the Local Authorities Health & Safety Service provision.
- e) The School's First Aid Cover is provided by Mr P.Oakley & Mrs N Quinn - this information which specifies those responsible are better included (as it is) in the arrangements document.
- f) **Staff having curriculum responsibilities** and those representing non-teaching, community staff or those who have buildings responsibilities will manage safety in those areas on a day to day basis. They will draw up a relevant departmental Health and Safety policy which:
- requires planning and risk assessment before a lesson starts
  - controls the Health and Safety by regular checks
  - monitors and reviews Health and safety, e.g. procedures for reviewing risk assessment and safety
  - is reviewed annually
  - arranges for staff to receive information and training

See Appendix 1 'Safety in Science' for a detailed exemplar policy.

- g) **All staff** have a responsibility to:
- check that areas and equipment are safe before commencing activity
  - ensure safe procedures are followed and use protective equipment as required
  - report hazards to Safety Rep /line manager as described in the staff handbook



- encourage pupils and visitors to comply with the Health and Safety policy

## 1. RISK ASSESSMENT

There are several aspects to risk assessment:

- Annual Health and safety Audit to be undertaken by Principal, Health and Safety Co-ordinator, Safety Rep, and Governor responsible for Health and Safety.
- Termly Health and Safety Inspection of school premises to be undertaken by the Health and Safety Reps and /or Committee. See checklist Appendix 4
- Continuous identification of hazards and risks on a daily basis.
- Assessment of any substance or material introduced into the School and school site to ensure compliance with COSHH regulations.
- Assessment of any new activity or procedure introduced into the School. Testing of electrical equipment will take place annually or as appropriate.

The Governing Body will enable officers of the LA, or their agents, to carry out risk assessment in respect of landlord items.

## 2. PUPIL SUPERVISION

### a) Duty Supervision

- The daily system will ensure that staff will be on duty before School from 8.35 am, and until 3.25 pm after school.
- at Break and the beginning/end of lunchtimes staff will be on duty assigned to specific areas of need.
- lunchtime supervision is provided by dedicated staff complemented by teaching and other staff.
- At the end of the School day, members of staff will be on bus duty.

b) Pupils taking medicines - the guidance provided by the LEA will be followed.

### c) Areas of Special Risk

The School will follow any guidelines issued by the LEA in relation to the use of equipment or substances or the performance of activities recognised as being of special risk. The need for training in the use of equipment perceived to constitute a risk and the need for regular servicing and maintenance is acknowledged. The following areas/activities are recognised as potentially requiring additional attention in relation to management of health and safety and should all have their own safety codes:



## Management of Pupils

- Design technology (includes Food Technology)
- Science - see Appendix 1 for a detailed exemplar 'Safety Code' for Science
- Art (includes ceramics), P.E., Drama and Dance.

### d) Illness

In the case of pupils, parents will be asked to provide an emergency contact number and to alert the school of any known health problems, e.g. diabetes, asthma, etc. This record will be kept centrally in the office. In the event of serious illness appropriate action will be taken, for example an ambulance may be called, parents contacted and asked to meet their child at the hospital. A member of staff will always accompany a pupil in these circumstances.

### e) School visits and 'off site' activities

The Governing Body will comply with the guidance the LEA has issued on:

- Conduct of Outdoor Pursuits
- The use of mini-buses and coaches
- Residentials and trips abroad

Booking forms are available to staff from the School Office.  
All trips will be placed on the EVOLVE system

The Headteacher will submit to the Governing Body a report on the arrangements for the management of health and safety, and welfare of pupils on all or certain types of off-site activities prior to the activities taking place. Reports will detail:

- The transport arrangements
- The arrangements for supervision of pupils (including the staff/adult : pupil ratio)
- The arrangement for first aid cover
- The level of qualified instruction and supervision that will be available for activities of special risk
- An EVOLVE risk assessment.

### 3. REPORTING, MONITORING, AND REVIEWING SAFETY

The Resources Committee will meet each term. Any person on these premises has a duty to report, in the agreed manner, to the Headteacher or the appointed representative any item of concern relating to Health and Safety. The Governing Body will review this Policy statement on an annual



## Management of Pupils

basis or more frequently should the need arise, e.g. on the publication of new regulations or on the receipt of new documentation from the LEA. This policy has immediate effect from the date shown below.

### **SELF FINANCED PROJECTS**

Contact the MAT for advice re: insurance and legal considerations

### **4. ENVIRONMENTAL PROTECTION ACT**

Schools must comply with the Environmental Act 1990 and the associated Code of Practice.