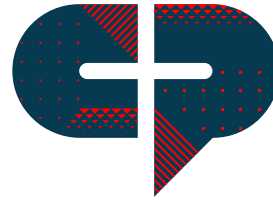


**CP RIVERSIDE  
SCHOOL**



# **HEALTH AND SAFETY POLICY**

<b>Policy adopted and ratified by the Trust on</b>	<b>5 May 2015</b>
<b>Period of review</b>	<b>Annually</b>
<b>Next review date (Updated Nov16 for terminology)</b>	<b>Oct 2017</b>

## 1 PURPOSE

- 1.1 The Trust notes the provisions of the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 2000. The Employer is responsible for seeing that the Health & Safety Policy of their school is monitored and reviewed on a regular basis. It is the duty of every employer to conduct his or her business in such a way as to ensure, so far as is reasonably practicable, that persons who are not in his or her employment but who may be affected by it are not exposed to risks to their health and safety, and accepts that it has a responsibility to take all reasonably practicable steps to secure the health and safety of pupils, staff and others using the school premises or participating in school-sponsored activities. It believes that the prevention of accidents, injury or loss is essential to the efficient operation of the school and is part of the good education of its students.
- 1.2 The aim of the Trust is, *"To provide a safe, healthy working and learning environment for staff, students and visitors."*
- 1.3 The arrangements outlined in this statement and the various other safety provisions made by the Trust cannot prevent accidents or ensure safe and healthy working conditions. The Trust believes that only the adoption of safe methods of work and good practice by every individual can ensure everyone's personal health and safety. The Trust will take all reasonable steps to identify and reduce hazards to a minimum, but all staff and students must appreciate that their own safety and that of others also depends on their individual conduct and vigilance while on the school premises or while taking part in school-sponsored activities. In their turn, employees have an obligation to:
- Take reasonable care of their own and others health and safety.
  - Co-operate with their employers by following the school's Health & Safety Policy
  - Carry out their activities in accordance with any training and instruction given.
  - Inform the Employer of any serious risk in matters of health and safety

## 2. THE DUTIES OF THE TRUST

- 2.1 In the discharge of its duties the Trust, in consultation with the Principal will:
- (a) Make itself familiar with the requirements of the Health and Safety at Work Act 1974 and other major health and safety legislation and codes of practices which are relevant to the work of the school.
  - (b) Ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school.
  - (c) Periodically assess the effectiveness of this policy and ensure that any necessary changes are made.
  - (d) Identify and evaluate all risks relating to:
    - (i) accidents
    - (ii) health
    - (iii) school-sponsored activities
  - (e) Identify and evaluate risk control measures in order to select the most appropriate means of minimising risk to staff, students and others.

- 2.2 In particular the Trust undertakes to provide:
- (a) A safe place for staff and students to work including safe means of entry and exit.
  - (b) Plant, equipment and systems of work which are safe.
  - (c) Safe arrangements for the handling, storage and transport of articles and substances.
  - (d) Safe and healthy working conditions that take account of all appropriate:
    - (i) statutory requirements
    - (ii) codes of practice whether statutory or advisory
    - (iii) guidance whether statutory or advisory
  - (e) Supervision, training and instruction so that all staff and students can perform their school-related activities in a healthy and safe manner. All staff will be offered the opportunity to receive health and safety training which is appropriate to their duties and responsibilities and which will be given before an employee commences any relevant work. Wherever training is required by statute or considered necessary for the safety of staff, students and others then the Trust will ensure, within the financial resources available, that such training is provided. Students will receive such training as is considered appropriate to school-related activities, which they are carrying out. All training will be regularly updated.
  - (f) Necessary safety and protective equipment and clothing together with any necessary guidance, instruction and supervision.
  - (g) Adequate welfare facilities.
- 2.3 So far as is reasonably practicable the Trust, through the Principal, will make arrangements for all staff including temporary and voluntary staff and helpers and those on fixed-term contracts to receive comprehensive information on:
- The School's Health and Safety Policy.
  - All other relevant health and safety matters.
  - The instruction and training that will be given to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk.

### **3. THE DUTIES OF THE PRINCIPAL**

- 3.1 As well as the general duties which all members of staff have (see 5.0), the Principal will have responsibility for the day to day maintenance and development of safe working practices and conditions for teaching staff, non-teaching staff, ancillary staff, students, visitors and any other person using the premises or engaged in activities sponsored by the school and will take all reasonably practicable steps to achieve this end through the development team, teachers and others as appropriate. The Principal may delegate many of the functions to ensure the health and safety of all persons, however, the responsibility cannot be delegated.
- 3.2 The Principal is required to take all necessary and appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times.
- 3.3 In particular, the Principal is expected to:
- (a) Be aware of the basic requirements of the Health and Safety at Work, etc. Act 1974 and any other health and safety legislation and codes of practices relevant to the work of the school.

- (b) Ensure at all times, the health, safety and welfare of the staff, students and others using the school premises or facilities or services or attending or taking part in school-sponsored activities.
- (c) Ensure safe working conditions for the health, safety and welfare of staff, students and others using the school premises and facilities.
- (d) Ensure safe working practices and procedures throughout the school including those relating to the provision and use of machinery and other apparatus, so that each task is carried out to the required standards and so that all risks are controlled.
- (e) Consult with members of staff, including the safety representatives, on health and safety issues.
- (f) Arrange systems of risk assessment to allow the prompt identification of potential hazards.
- (g) Carry out periodic reviews and safety audits on the findings of the risk assessment.
- (h) Identify the training needs of staff and students and ensure, within the financial resources available, that all members of staff and students who have identified training needs receive adequate and appropriate training and instruction in health and safety matters.
- (i) Encourage staff, students and others to promote health and safety.
- (j) Ensure that any defects in the premises, its plant, equipment or facilities which relate to or may affect the health and safety of staff, students and others are made safe without delay.
- (k) Encourage all employees to suggest ways and means of reducing risks.
- (l) Collate accident and incident information and, when necessary, carry out accident and incident investigations.
- (m) Monitor the standard of health and safety throughout the school, including all school-based activities, encourage staff, students and others to achieve the highest possible standards and discipline those who consistently fail to consider their own well-being or the health and safety of others.
- (n) Monitor first aid and welfare provision.
- (o) Monitor the management structure, along with the Trust members.

#### **4.0 THE DUTIES OF THE DEVELOPMENT TEAM**

4.1 As well as the general duties which all members of staff have (see 5.0), the development team have responsibility for the maintenance and development of safe working practices and conditions for their area of control and all related activities.

4.2 In particular the Development Team will:

- (a) Provide the Principal and Trust with information on how health and safety issues are being addressed within their area of control.
- (b) Ensure risk assessments are completed for all the significant hazards in areas under their control.
- (c) Conduct regular inspections of the areas within their control and ensure hazards are removed promptly.
- (d) Investigate accidents that occur in areas of their control looking for root causes and what action should be taken to prevent a recurrence.
- (e) Disseminate information to all relevant staff and others who are affected by the work undertaken in their area of control.
- (f) Supervise staff to ensure that appropriate health and safety measures are being followed and good practice is being carried out.
- (g) Regularly discuss health and safety issues with staff.

- (h) Identify health and safety training needs for their staff and arrange for them to attend suitable courses.
- (i) Set a personal example.

## **5.0 THE DUTIES OF ALL MEMBERS OF STAFF**

5.1 All staff will make themselves familiar with the requirements of the Health and Safety at Work, etc. Act 1974 and any other health and safety legislation and codes of practice which are relevant to the work of the department in which they work. They should:

- (a) Take reasonable care of their own health and safety and any other persons who may be affected by their acts or omissions at work.
- (b) As regards any duty or requirements imposed on his or her employer or any other persons by or under any of the relevant statutory provisions, co-operate with him or her so far as necessary to enable that duty or requirement to be performed or complied with.

5.2 All staff are expected to familiarise themselves with the health and safety aspects of their work and to avoid conduct which would put them or anyone else at risk.

5.3 In particular all members of staff will:

- (a) Be familiar with the safety policy and any and all safety regulations as laid down by the Trust
- (b) Ensure health and safety regulations, rules, routines and procedures are being applied effectively by both staff and students.
- (c) See that all plant, machinery and equipment is adequately guarded.
- (d) See that all plant, machinery and equipment is in good and safe working order.
- (e) Not make unauthorised or improper use of plant, machinery and equipment.
- (f) Use the correct equipment and tools for the job and any protective equipment or safety devices which may be supplied.
- (g) Ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled.
- (h) Report any defects in the premises, plant, equipment and facilities which they observe.
- (j) Take an active interest in promoting health and safety and suggest ways of reducing risks.
- (k) Set a personal example to students.

## **6.0 HIRERS, CONTRACTORS AND OTHERS**

6.1 When the premises are used for purposes not under the direction of the Principal then the principal person in charge of the activities for which the premises are in use will have responsibility for safe practices as indicated in paragraph 3.0 of this document.

6.2 The Principal or Business Manager will seek to ensure that hirers, contractors and others who use the school premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times.

6.3 When the school premises or facilities are being used out of normal school hours for a school-sponsored activity then, for the purpose of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and will comply with the requirements of this section.

- 6.4 When the premises are hired to persons outside the employ of the Trust, it will be a condition for all hirers, contractors and others using the school premises or facilities that they are familiar with this policy, that they comply with all safety directives of the Trust and that they will not without prior consent of the Trust:
- (a) Introduce equipment for use on the school premises.
  - (b) Alter fixed installations.
  - (c) Remove fire and safety notices or equipment.
  - (d) Take any action that may create hazards for persons using the premises or the staff or students of the school.
- 6.5 All contractors who work on the premises are required to ensure safe working practices by their own employees under the provision of the Health and Safety at Work, etc. Act 1974 and must pay due regard to the safety of all persons using the premises in accordance with the Health and Safety at Work, etc. Act 1974. Contractors will be required to provide copies of their Health and Safety policy, public and employers liability insurance and appropriate procedures for PPE, hot works and mechanical equipment if applicable.
- 6.6 In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe the Principal will take such actions as are necessary to prevent persons in their care from risk of injury.
- 6.7 The Trust draws attention of all users of the school premises (including hirers and contractors) to s.8 of the Health and Safety at Work, etc. Act 1974, which states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.

## **7.0 TRAINING**

- 7.1 Training needs will be assessed every year by the Trust and adequate resources will be made available to ensure identified training needs are addressed effectively. The timescale for any training to be completed will be identified as part of the risk assessment process.

## **8.0 CODES OF PRACTICE**

- 8.1 In consultation with Development Team, the Trust will approve (where necessary) codes of practice for the observation of safety requirements in school.
- 8.2 From time to time the Department for Education (DfE), the Health and Safety Executive (HSE) and other regulatory or advisory bodies will issue codes of practice on particular topics for the guidance of schools and others who are in control of educational premises, who will normally incorporate such codes into their health and safety policy and procedures.

## **9.0 HEALTH AND SAFETY INSPECTIONS**

- 9.1 Competent persons must inspect and examine the plant and equipment at appropriate intervals. The information on this is kept in the Annual Health and Safety Status Return Form which is kept in the Business Manager's office. Copies of the examiners reports are to be forwarded to the user departments for information or action. Copies of reports are to be kept for future reference purposes. Additionally the following issues need to be considered:

- Fixed and portable pressure systems including bulk gas storage facilities -Examinations are arranged by the Business Manager and records are kept of examinations undertaken.
- Emergency electrical stop buttons - Examinations are arranged and records are kept by Business Manager.
- Guards, safeguards and safety devices fitted to work equipment (including machines) - Examinations are arranged by the Business Manager and appropriate records are kept.

9.2 The Business manager will arrange for additional inspections and risk assessments to be carried out as and when required.

### **10.0 RISK ASSESSMENT**

10.1 The Principal will ensure that risk assessments of the premises, methods of work and all school-sponsored activities, where there is a significant risk, are conducted annually (or more frequently, if necessary). This will identify all defects and deficiencies, together with the necessary remedial action or risk control measures. The result of all such surveys will be reported to the Trust.

10.2 When necessary the school will then assess more specific risks, either arising from particular hazards or as identified by legislation, in accordance with later documents in this policy.

10.3 The legislation also requires the school to establish written procedures to deal with foreseeable situations that could present serious and imminent danger to those on the premises. Written evacuation procedures are therefore needed. Fire risk is the main matter to be considered and all evacuations will be conducted in accordance with the written instructions prepared by the Fire Officer. Other risks include any bomb threats. Procedures are required to be written, kept up-to-date and need to include statements on the responsibilities of individuals delegated to take action. All procedures will be well practised.

10.4 The Principal will ensure a risk assessment is carried out for all new and expectant mothers and any appropriate mitigating actions undertaken to ensure the health and safety of the employee. A new and expectant mother at work is a school employee who is pregnant, who has given birth within the previous six months, or who is breast feeding. The employee must have notified the school in writing that this is the case (but there is no statutory obligation for her to do so). Risks include those to the unborn child or child of a woman who is still breast feeding, not just risks to the mother herself.

### **11.0 FIRE PRECAUTIONS**

11.1 Fire prevention is part of everyone's duties. In particular attention should be paid to checking the premises before leaving at night to ensure nothing has been left which could lead to a fire developing whilst the premises are unoccupied. All electrical equipment that need not be left on such as word processors, photocopiers and kettles are to be switched off. Equipment needed to be left on should be kept clear of combustible material in case of a fault developing when unattended. The volume of combustible rubbish must be kept to a minimum in order to reduce the risk of fire. Arrangements must be made to have any large amounts of combustible rubbish removed from the building.

11.2 The Business Manager is responsible for ensuring that:

- regular fire evacuation practices are carried out,
- fire alarms are tested on a weekly basis,
- any emergency lighting system is tested on a regular basis

These tests must be recorded

- 11.3 The Business Manager is responsible for ensuring that all fire extinguishers and fire blankets are in the correct place. The Business Manager must ensure that the fire extinguishers, fire alarm system and emergency lighting are inspected and maintained annually.

## **12.0 EMERGENCY EVACUATION PROCEDURE**

- 12.1 The emergency evacuation procedure notice and escape routes will be displayed in every room as close as convenient to the normal entrance. On hearing the fire alarm all students will leave the working area. The person in charge of the students will instruct them to leave by the nearest safe exit, check everyone has left and close the doors behind them. The member of staff will then escort the students to the fire evacuation point keeping an orderly manner.

## **13.0 FIRE EMERGENCY ARRANGEMENTS**

- 13.1 Staff should instruct students and practice with them what they should do in the event of a fire, and ensure they are aware of the evacuation routes and procedures. In particular, if the alarm sounds, the buildings should be evacuated as quickly as possible. There must be no return to the buildings under any circumstances. Doors should be closed as you leave wherever possible. Teachers should accompany their class to the assembly point where student mentors will carry out fire evacuation registration. If a fire is discovered, the nearest alarm should be activated. The alarm is a high-pitched siren or, if the electricity has failed, continuous short blasts on whistles or continuous ringing of a hand bell. Teachers should stay with their Class group and check for any absentees and inform the student mentor who will check the absence report. They will then check absentees against the central list of absences for the day held by the MIS system. The Business Manager will instigate a search or further action as required.

## **14.0 REPORTING OF ACCIDENTS (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 RIDDOR)**

- 14.1 All accidents to pupils, staff and visitors must be recorded on the appropriate documentation located in the School Office. It is the responsibility of the member of staff who first dealt with the accident (not the first aider) to make sure all sections of the accident form are completed. All major injuries and dangerous occurrences must be reported to the Health and Safety Executive and to the Trust by the Principal. In all cases the Principal is responsible for ensuring that remedial action is taken to avoid a repetition of the incident. An accident is any injury that requires first aid treatment. If the First Aider assesses that no treatment is required a note may be placed on the student record. The management team will review the accident reports to identify any patterns that indicate action is required to reduce likely reoccurrence.

## **15.0 EMERGENCY PLANNING**

- 15.1 The Principal will ensure that an emergency plan is prepared to cover foreseeable major incidents which could put at risk the occupants or users of the school. This plan will indicate the actions to be taken in the event of a major incident so that everything possible is done to:



- (a) save life
- (b) prevent injury
- (c) minimise loss

This sequence will determine the priorities of the crisis plan.

- 15.2 The plan will form part of the Health & Safety Policy document and will be agreed by the Trust and be regularly rehearsed by staff and students. The result of such rehearsals will form part of the regular risk assessment and the outcome will be reported to the Trust.
- 15.3 In icy conditions, and especially when snow has fallen, the Business Manager will endeavour to clear, and maintain a safe environment so far as reasonably practical. Footpaths and routes around the School will be maintained in a safe condition. In these conditions work will commence as early as possible so the main areas will be cleared as quickly as possible. Where there is a delay in gritting areas, staff should take the initiative and avoid walking in these areas, if this is not possible, then they are requested to take additional precautions when moving around the School (inside and outside). Where possible avoid high risk areas i.e. steps, ramps etc., also individuals are reminded to wear the appropriate footwear in snowy and icy conditions. Gritting and snow clearing will take priority over all other tasks unless there is an emergency situation.

#### **16.0 FIRST AID**

- 16.1 The arrangements for first aid provision will be adequate to cope with all foreseeable major incidents.
- 16.2 The number of certificated first aiders will not, at any time, be less than the number required by law.
- 16.3 All staff will be given such training in first aid techniques as is required to give them a basic, minimum level of competence. Such trained but uncertificated first aiders will be determined to meet the needs of all foreseeable circumstances.
- 16.4 Supplies of first aid materials will be held at various locations throughout the school. These locations will be determined by the Business Manager. They will be prominently marked and all staff will be advised of their position. The materials will be checked regularly and any deficiencies made good without delay.
- 16.5 Adequate and appropriate first aid provision will form part of the arrangements for all out-of-school activities.
- 16.6 A record will be made in the accident book of each occasion when any member of staff, student or other person receives first aid treatment either on the school premises or as part of a school-related activity to a level deemed as serious. A copy of the accident form will be handed to the student to take home.

#### **17.0 VISITORS**

- 17.1 There are occasions when visitors are invited into school. Whilst extending the expected courtesies, it is important that security is maintained and that sensitive or confidential information is not compromised.
- 17.2 The following procedure should be adopted for pre-arranged visitors:

1. Names, dates and times of visits should be entered into the member of staff's diary who will be receiving the visitor. This will ensure that the information is available to other staff to identify visitors appropriately.
2. Ask visitors to report to the Office/Reception in the first instance.
3. For visits in school time the Office staff will contact the appropriate member of staff and the visitor can be collected from the Office.
4. For visitors arriving outside school time the accepted courtesy is for the appropriate person to be available to meet, greet and look after the visitor.
5. Three groups of people fall outside these arrangements: Contractors - who should report to the Office and are escorted to their place of work; Casual visitors (personal friends, family etc) - who should be chaperoned at all times and Supply teachers - who should report to the Office on their first occasion but go directly to the SCR on subsequent visits. Their professional judgment and empathy should preclude any problems but any misgivings from staff should be reported to the Assistant Principal.

### **18.0 REVIEW**

- 18.1 The Trust will review this policy statement annually and update, modify or amend it as it considers necessary to ensure the health, safety and welfare of staff and students.

### **19.0 LINKS TO OTHER POLICIES**

- Health and Safety Procedures
- Business Continuity Plan
- Fire and Emergency Evacuation Plan
- Risk Assessment Policy
- First Aid Policy