



Health and Safety Policy

Shene School
Excellence in Languages

The general provisions of the Health and Safety at Work etc Act (1974) impose duty on all employers to ensure, as far as reasonably practicable, the safety of their employees at work by maintaining safe systems of work, safe premises and safe plant, and also by ensuring adequate instruction, training and supervision. The School is also bound by the Act to ensure the safety of all other persons, who (though not employees) may be affected by the School's undertakings (this implicitly includes volunteers, students and contractors). It is recognised that our most important asset is our workforce, therefore one of our primary objectives is to ensure their health and safety whilst they are at work, as well as those who might be affected by the work that we carry out. This document supplements the statements of health and safety policy written by the London Borough of Richmond upon Thames (LBRUT).

For additional information, refer to the following websites:

- www.dfes.gov.uk/publications
- www.teachernet.gov.uk
- www.legislation.hmsso.gov.uk
- www.healthandsafety.co.uk/haswa

Concern for the health, safety and welfare of all employees, students and other persons on the School's site as a safe and concerned member of the community is not just a legal requirement but that of a concerned employer and good neighbour. To achieve this, it is vital that we identify the risks associated with the workplace and either remove them or ensure they are controlled so that injury or ill health is avoided or reduced to an acceptable level within the bounds of what is reasonably practicable. Therefore, we are committed totally to ensuring that all our activities are carried out in such a way that takes into account the health and safety needs of everyone.

It is the aim of the Governing Body and school leaders so far as reasonably practicable to adopt all reasonable measures:

- (a) to secure the health, safety and welfare of all employees at places of work under the School's control and elsewhere when performing their duties;
- (b) to protect students and other persons who are on School premises against risk to their health or safety which might arise out of activities in those places;
- (c) to maintain safe plant, machinery and equipment and a safe and healthy place of work.

We aim to:

1. establish and maintain a safe and healthy environment throughout the school;
2. establish and maintain safe working procedures among staff and pupils;
3. make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
4. ensure the provision of sufficient information, instruction and supervision to enable all employees and pupils to avoid hazards and contribute positively to their own health and safety and to ensure that they have access to health and safety training as appropriate or as and when provided;
5. make effective arrangements for ensuring that all employees are kept informed and consulted on matters affecting their health and safety;
6. maintain all areas under the control of the Governors and Headteacher in a condition that is safe and without risk to health and to provide and maintain means of access to and egress from that place of work that are safe and without risk;
7. formulate effective procedures for use in case of fire and for evacuating the school premises;

8. lay down procedures to be followed in case of accident;
9. teach safety as part of pupils' duties where appropriate;
10. provide and maintain adequate welfare facilities and to make recommendations to the LEA Authority as appropriate.

Responsibilities

Responsibility of the Governors and Headteacher

The Governors and Headteacher are responsible for implementing this policy within the school. In particular they will:

1. monitor the effectiveness of the safety policy and the safe working practices described within it and shall revise and amend it, as necessary;
2. prepare an emergency evacuation procedure and arrange for periodic practice evacuation drills (normally at least once a term) to take place and for the results of these to be recorded;
3. make arrangements to draw the attention of all staff employed at the school to the school and departmental safety policies and procedures and of any relevant safety guidelines and information issued by the Local Authority;
4. make arrangements for the implementation of the School's accident reporting procedure and draw this to the attention of all staff at the school as necessary;
5. make arrangements for informing staff and pupils, of relevant safety procedures. Other users of the school will be appropriately informed;
6. ensure that regular safety inspections are undertaken. (A Health & Safety team will inspect all school premises and property annually);
7. arrange for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as being unsafe by the Health and Safety inspection team;
8. report to the Health and Safety Officer, via procedures, any defect in the state of repair of the buildings or their surrounds which is identified as being unsafe and make such interim arrangements as are reasonable to limit the risk entailed.
N.B. The Governing Body will deal with all aspects of maintenance which are under their control, or, report to the Chief Education Officer any other situation identified as being unsafe or hazardous and which cannot be remedied within the financial resources available to them;
9. monitor, within the limits of their expertise, the activities of contractors (in liaison with the Premises Team), hirers and other organisations present on site, as far as is reasonably practicable;
10. identify any member of staff having direct responsibility for particular safety matters and any member of staff who is specifically delegated to assist the Governors and Headteacher in the management of health and safety at the school. Such delegated responsibility must be defined as appropriate.

Duties of the Person Delegated to Assist in the Management of Health and Safety (the Health and Safety Officer)

The delegated person, Mrs E. Hall, shall:

1. assist the Headteacher/ DLE in the implementation, monitoring and development of the safety policy within the school;
2. monitor general advice on safety matters given by the LEA and other relevant bodies and advise on its application to the school;
3. co-ordinate arrangements for the design and implementation of safe working practices within the school;
4. investigate any specific health and safety problem identified within the school and take or recommend (as appropriate) remedial action;
5. order that a method of working ceases on health and safety grounds on a temporary basis subject to further consideration by the Governors and Headteacher;

6. assist in carrying out regular safety inspections of the school and its activities and make recommendations on methods of resolving any problems identified;
7. ensure that staff with control of resources (both financial and other) give due regard to safety;
8. co-ordinate arrangements for the dissemination of information and for the instruction of employees, students, pupils and visitors on safety matters and to make recommendations on the extent to which staff are trained.
9. provide and maintain procedures for evacuation, Health and Safety fault reporting, risk assessment, etc. as appropriate.
10. monitor application of Health and Safety policy and procedures, hold a Health and Safety meeting every term.

Responsibilities of Staff Towards Pupils and Others in their Care

All staff are responsible for the health and safety arrangements in relation to staff, students and volunteer helpers under their supervision. In particular, they will monitor their own work activities and take all reasonable steps to:

1. exercise effective supervision over all those for whom they are responsible, including pupils;
2. be aware of and implement safe working practices and to set a good example personally;
3. identify actual and potential hazards and introduce procedures to minimise the possibility of mishap;
4. ensure that any equipment or tools used are appropriate to that use and meet accepted safety standards;
5. provide written job instructions, warning notices and signs as appropriate;
6. provide appropriate protective clothing and safety equipment as necessary and ensure that these are used as required;
7. minimise the occasions when an individual is required to work in isolation, particularly in a hazardous situation or on a hazardous process;
8. evaluate promptly and, where appropriate, take action on criticism of health and safety arrangements;
9. provide the opportunity for discussion of health and safety arrangements;
10. investigate any accident (or incident where personal injury could have arisen) and take appropriate corrective action;
11. provide for adequate instruction, information and training in safe working methods and recommend suitable "off the job" training;
12. where private vehicles are used to transport children to and from school functions, staff should ensure that appropriate restraints and seats are used.

N.B. When any member of staff considers that corrective action is necessary but that action lies outside the scope of their authority, they should refer the problem to the Health and Safety Officer or Headteacher.

Responsibilities of all Employees

All employees have a responsibility under the Act to:

1. take reasonable care for the health and safety of themselves and of any person who might be affected by their acts or omissions at work;
2. co-operate with the LEA and others in meeting statutory requirements. To not interfere with or misuse anything provided in the interests of health, safety and welfare;
3. make themselves aware of all safety rules, procedures and safe working practices applicable to their posts; where in doubt they must seek immediate clarification from the Health and Safety Officer;
4. ensure that tools and equipment are in good condition and report any defects to the Health and Safety Officer (via the Health and Safety Log Book) or if in a severe case to the Headteacher;

5. use protective clothing and safety equipment provided and ensure that these are kept in good condition;
6. ensure that offices, general accommodation and vehicles are kept tidy;
7. ensure that any accidents, whether or not an injury occurs, and potential hazards are reported in the accident log.

WHENEVER AN EMPLOYEE IS AWARE OF ANY POSSIBLE DEFICIENCIES IN HEALTH AND SAFETY ARRANGEMENTS SHE/HE MUST DRAW THESE TO THE ATTENTION OF THE HEALTH AND SAFETY OFFICER AND LOG IT IN THE HEALTH AND SAFETY REPORTING BOOK IN THE PARK HALL STAFF ROOM.

Please note the following:-

1. It must be realised that newly appointed employees could be particularly vulnerable to any risk and it must be ensured that all relevant health and safety matters are drawn to their attention at an early stage.
2. Whilst it is a management responsibility to instruct all employees in safe working procedures in relation to their posts and work places, employees may from time to time find themselves in unfamiliar environments. In such cases, the employee concerned should be particularly alert for hazards, and whenever possible, ensure they are accompanied by a person familiar with the environment or that they are advised of specific hazards.
3. All volunteer helpers will be expected, as far as reasonably possible, to meet the same standards required of employees.

Responsibilities of Pupils

All pupils are expected, within their expertise and ability, to:

1. exercise personal responsibility for the safety of themselves and their fellow pupils;
2. observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear, knives and other items considered dangerous);
3. observe all the safety rules of the school and in particular the instructions of the teaching staff in the event of an emergency;
4. use and not wilfully misuse, neglect or interfere with things provided for safety purposes.

N.B. The Governors and Headteacher will make pupils (and where appropriate the parents) aware of these responsibilities through direct instruction and notices.

Visitors

Regular visitors and other users of the premises (e.g. contractors and delivery men) are expected, as far as reasonably possible, to observe the safety rules of the school.

Lettings

The Governors and Headteacher must ensure that:

1. the means of access and egress are safe for the use of hirers, and that all plant and equipment made available to and used by the hirers is safe. If the Headteacher knows of any hazard associated with the above, she/he should take action to make hirers aware of it;
2. fire escape routes and exits are clearly marked for the benefit of unfamiliar users of the building, (particularly during the hours of darkness);
3. hirers of the building are briefed about the location of the telephone, fire escape routes, fire alarms and fire fighting equipment. Notices regarding emergency procedures should be prominently displayed;
4. hirers using any equipment or facility provided by the school are familiar with its safe use and, if necessary, briefed accordingly;
5. arrangements are made for checking the security and condition of the premises and equipment used after vacation by the hirer or his staff.

Arrangements

Fire and Emergency Evacuation Procedures

1. The school's procedures for fire and emergency evacuation are contained in the Staff Diary. They are also posted in the school entrance hall and Park Building Staff Room. All supply staff are issued with a school information pack which contains these procedures.
2. These procedures will be updated as appropriate.
3. The log book for the recording and evaluation of practice and evacuation drills is available.

Fire Prevention Equipment

Arrangements are made to regularly monitor the condition of all fire prevention equipment. This includes the regular visual inspection of fire extinguishers and the fire alarm system by the Premises Team.

First Aid and Accident Reporting Procedures

The School requires that all work related injuries, diseases, dangerous occurrences and near misses are reported and investigated to establish the cause and any possible control measures to prevent its re-occurrence. The reporting procedures are outlined in the Incident Reporting Procedures and on the cover of the internal Incident/Accident/Near Miss Report file held in the Medical Room.

1. First aid is available in the Medical Room and an additional first aid box is in the Premises Office in Hertford Building.
2. The name of the first aider/appointed person is Mrs. L. Waddington.
3. The person responsible for administering the accident reporting procedure, the notification of serious accidents causing death or major injury and dangerous occurrences is Mrs L. Waddington. The accident book and report forms and the arrangements to be followed if the person injured is unable to complete an accident report form (or who is not an employee) are to be found in the Medical Room.
4. The arrangements for first aid for sports, outdoor pursuits and field trips are the responsibility of the supervising staff.

N.B. Any employee rendering first aid to the best of their ability is indemnified by the LBRuT, as part of the Medicines Act.

Risk Assessment

All risks to the health and safety of employees and those that may be affected shall be assessed by each department and the significant hazards and assessments shall be recorded. Risk assessments are required by the Management of Health and Safety at Work Regulations 1999.

Electrical Safety

All fixed electrics and portable electrical equipment will be tested, formally visually inspected and user checked on an annual basis.

Manual Handling

Manual handling tasks shall be eliminated so far as is reasonably practicable and where it is not practicable then the tasks shall be assessed to reduce the likelihood of injury to the lowest level reasonable practicable. Procedures must ensure compliance with the Manual Handling (Operations) Regulations 1992.

Control of Substances Hazardous to Health (COSHH)

The Control of Substances Hazardous to Health Regulations 1994 requires that all hazardous substances are assessed and their use controlled so as to prevent ill health. Each faculty will hold locally their assessments.

Prevention of Violence and Aggression

The School recognises that many employees are exposed to potentially violent and aggressive situations and has therefore introduced a Behaviour Policy with associated procedures aimed at protecting employees and other persons legally on the School's site. These are available from the school and on the school's website.