



ARCHBISHOP TENISON'S CE HIGH SCHOOL
A Mathematics, Computing and Languages Specialist College

HEALTH AND SAFETY POLICY

Date: December 2011

Next Review: 2014

Part 1: Health and safety policy statement

The Governors regard the promotion of health and safety at work to be of the utmost importance for all personnel that attend as pupils, work in and visit Archbishop Tenison's School.

It is school policy to ensure that every reasonable step be taken to prevent injury and ill-health to personnel by protecting individuals from hazards at work. This also includes pupils and visitors to the school whether it is for pursuance of their employment or other activities.

This is approached by:

- Assessing and controlling risk as part of the day-to-day management of school activity;
- Providing and maintaining safe, healthy and secure working conditions, training and instruction so that personnel are able to perform their various tasks safely and efficiently;
- Ensuring that a constant awareness with regard to health and safety at work is maintained in respect of all activities within the school and during out-of-school activities;
- Periodic review of the safety policy as school activities and the associated risks change.

All personnel employed within the school have a legal obligation to co-operate in the operation of this policy by not interfering with or misusing equipment that has been provided in the interests of health and safety.

All employees within the school have a corresponding obligation to co-operate and comply with this policy so far as is responsibly practicable by:

- Complying with safety procedures, whether written or brought to their attention by other means for their own protection, protection of those under their supervision and others who may be affected by their actions;
- Reporting (to the School Business Manager) any incident that has led, or could have led, to damage or injury;
- Assisting in any investigation with regard to accidents, dangerous occurrences or near misses.

In line with the safety organisation set out in part 2 of this policy, it is the responsibility of all line managers to ensure compliance with safety arrangements within their areas of responsibility.

From time to time, safety arrangements are adopted for the control of risk and reflect the procedures that are to be followed within the school.

This policy should be read in conjunction with other policies for Child Protection, E-Safety, and Discipline. It is also informed by Risk Assessments completed by Heads of all Departments.

Headteacher:

Chair of Governors:

Nominated Governor with responsibility for Health and Safety: _____

Part 2: Safety organisation

Objectives

2.1 The objectives of Archbishop Tenison's School health and safety policy are to:

- promote high standards of safety, health and welfare in compliance with the health and safety at work act 1974, other statutory instruments and approved codes of practice;
- ensure that places and methods of work are safe and healthy through the arrangements set out in part 3 and others that are adopted from time to time as appropriate to changing circumstances;
- protect personnel, whether they be employees, pupils, members of the general public visiting the school, or contractors and their employees, from any foreseeable hazards;
- ensure adequate training, instruction, supervision and information is given to all employees in order that they may work in safety insofar as is reasonable and practicable;
- ensure a safe and healthy working environment for all personnel and that there are sufficient facilities and arrangements for their welfare;
- ensure that awareness with regard to all aspects of safety is fostered by all personnel;
- ensure personnel are aware of their responsibility to take any steps necessary in order that the health and safety of both themselves and others may be safeguarded, and co-operate in all aspects with regard to safety;
- Ensure that full and effective consultation on all matters is encouraged.

Responsibilities

2.2 Responsibilities of individuals within the school are as follows.

- **Governors.** The ultimate responsibility for all aspects of health and safety at work within Archbishop Tenison's School rests with the Governors through the safety organisation. One Governor is nominated as a Health and Safety Governor.
- **Headteacher.** The Headteacher is responsible for the effective implementation of the safety policy and for encouraging staff, through regular monitoring, to implement health and safety arrangements.
- **Safety adviser.** The School Business Manager is adviser to the Headteacher on health, safety and welfare within Archbishop Tenison's School. He or she is also to advise all personnel in meeting their individual responsibilities with regard to health and safety at work.
- **Line Manager.** All Heads of Department or area are responsible for ensuring that the day-to-day requirements regarding health and safety at work are met within their areas of concern. Where any new process or operation or substance is introduced into the area of their responsibility, they are to liaise with the safety adviser so that the associated risks are assessed and any precautions deemed necessary are implemented.

- **Teachers and supervisors.** The responsibility of applying safety procedures on a day-to-day basis rests with all teachers and supervisors. All accidents will be investigated by them in accordance with current procedures in order that the cause of any accident can be identified and remedial action taken as appropriate. They are to ensure that all new members of staff and pupils under their control are instructed in their own individual responsibility with regard to the Health and Safety at Work Act 1974 and that they frequently make inspections of their area(s) of responsibility, taking prompt remedial action where necessary.
- **Employees and pupils.** Employees and pupils have a responsibility to ensure that they act with all reasonable care with regard to the health and safety of themselves, other members of the school, contractors, and members of the public. They are required to co-operate with supervisors, line managers, safety representatives and the safety adviser, and to adhere to safety guidance given in helping to maintain standards of health and safety within the school.
- **Safety representatives.** It is the responsibility of safety representatives to make such proposals as they see fit with regard to methods of achieving improvements in health and safety aspects in their area(s) of responsibility. Heads of department are to nominate safety representative to represent their area(s) of responsibility.
- **Health and Safety committee.** The health and safety committee as a whole, or through individual members, is to monitor health and safety performance and recommend any action necessary should this performance appear or prove to be unsatisfactory. The minutes of the Health and Safety Committee are presented each term to the Governors' Premises Committee.
- **Contractors.** It is the responsibility of contractors and their employees to read and comply with the school health and safety policy.

Risk Assessments

2.3 Responsibility for assessing and controlling risk with all personnel within the school. However, risk assessment and training shall be performed in consultation with the safety adviser.

Health and Safety committee

2.4 The committee is to comprise:

- School Business Manager (chair)
- Site Manager (2)
- union representatives (2)
- faculty/area representatives
- nominated Governor (as an observer)

2.5 The committee will meet as deemed necessary, but not fewer than three times annually.

Terms of reference of the safety committee

2.6 Under section 2(7) of the Health and Safety at Work Act 1974, the safety committee has the function, in consultation with the staff and pupils represents, of keeping under review the measures taken to ensure the health and safety at work of the employees and pupils.

Specific functions will include:

- the study of accident and notifiable disease statistics and trends so that reports can be made to the Governors on unsafe and unhealthy conditions and practices, together with recommendations for corrective action;
- examination of safety audit reports on a similar basis;
- consideration of reports and factual information provided by inspectors of the enforcing authority;
- consideration of reports that safety representatives may submit;
- assistance in risk assessment and the development of school safety procedures and safe systems of work;
- monitoring the effectiveness of safety procedures and safe systems of work;
- monitoring the effectiveness of the safety content of employee training;
- monitoring the adequacy of safety and health communication and publicity in the school.

Part 3: Safety arrangements

Introduction

The safety arrangements set out below are for the information, guidance and compliance of all personnel in Archbishop Tenison's School.

Health and safety are integral parts of management, they are key considerations that should underpin and facilitate educational and financial activity. Under the Health and Safety and Work Act 1974 and common law, employers and employees must look after children in their care.

In carrying out their normal functions, it is the duty of all heads of faculty or area to do everything possible to prevent injury to individuals. This will be achieved so far as is reasonably practicable by adoption of arrangements and procedures developed out of risk assessment for control of risk. These can be summarised as:

- providing and maintaining safe equipment and safe systems of work;
- making arrangements to ensure the safe use, handling, storage and transport of materials, drugs, substances and other articles;
- providing the necessary information, instruction, training and supervision to ensure all personnel are aware of their responsibilities for safety;
- providing safe places of work with safe access to and exit from them;
- providing a safe and healthy working environment;
- providing a system for rapidly identifying and remedying hazard;
- where hazardous conditions cannot be eliminated, providing suitable protective clothing and equipment.

More specific arrangements are set out below and will be appended from time to time as necessary to address new risks.

All personnel have a statutory duty to co-operate in fulfilling the objectives of the Governors and a personnel responsibility to take reasonable care to ensure that their actions do not cause injury to themselves and to others.

Employees are required to observe special rules and safe methods that apply to their own work and to report hazards discovered by them to their head of their head of faculty or area.

No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety.

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Specific arrangements for health and safety

3.1 Accident reporting

Any accident or injury is to be reported to the School Business Manager by the person or persons involved in the accident, or by the head of department, and entered in the accident report book (either the student accident book or the staff accident book). Accident books are held in the main office. The School Business Manager is to ensure that the board of governors is informed of all accidents of a serious nature and any dangerous occurrences, and where applicable follow the requirements of current legislation (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995).

3.2 Accident Investigation

- All significant accidents or incidents that are considered to be dangerous and near-miss situations are to be reported to the head of department. They in turn are to report the incident to the School Business Manager.
- The School Business Manager is to carry out an immediate investigation into the incident in order to identify the cause of the accident and measures taken to prevent a reoccurrence.
- Investigations such as these are essential in order that accidents, damage to equipment and property, and losses are kept to a minimum.
- All contractors must ensure that accidents involving their personnel are reported to the Site Manager adviser of the school, as well as their own reporting chain.

3.3 Incident Prevention

Any practice or condition that is likely to have an adverse effect on the health and safety of personnel, or damage to equipment or property, is to be reported to heads of department. Such reports are to be recorded.

3.4 Out –of-school visits and activities

All personnel that arrange or actively participate in school visits or out-of-school activities must follow the procedures outlined in the separate document held in each department or area entitled 'Procedure for school visits and out-of-school activities.

3.5 Safe working procedures

Heads of department must ensure that safe working procedures are developed through:

- assessing the tasks;
- identifying the hazards;
- defining a safe method;
- implementing the system;
- monitoring the system;

Once developed, safe working procedures must be promulgated to protect all personnel working within their area(s) of responsibility from dangers to their health and safety. They are also to familiarise themselves with laid-down procedures and ensure that personnel under their control are fully conversant with these procedures.

3.6 Defective tools and equipment

- All defects found in handtools, power tools or any other equipment must be reported immediately to the head of department, who in turn will apprise the Site Manager of the details.
- The equipment concerned is to be withdrawn from service, clearly marked and isolated in an area where it cannot be reissued for further use until repair has been effected.

3.7 Means of access

- When using access equipment, such as ladders, crawling boards, etc, the correct equipment is to be used for the job to be undertaken. Stepladders should always be supported by an assistant.
- Always use correct routes of access. Do not use short cuts; they can result in serious accidents.

3.8 Machinery

All heads of department or area, teachers and supervisors controlling the use of machinery must be familiar and comply with the following legislation.

- Factories Act 1961: Safety (General Provisions)
- Abrasive Wheels Regulations 1970
- Woodworking Machine Regulations 1974

- Operations at Unfenced Machinery Regulations 1974
- Lifting Plant Equipment (Records of Test and Examination, etc) Regulations 1992
- Provision and use of Work Equipment Regulations 1992
- Health and safety (Safety Signs and Signals) Regulations 1996
- Electrical Equipment (Safety) Regulations 1994

3.9 Good Housekeeping

Tidiness, cleanliness and efficiency are essential factors in the promotion of health and safety. Accidents can be prevented by following the guidelines listed below.

- Keep corridors and passageways unobstructed.
- Keep floors clean.
- Do not obstruct emergency exits.

3.10 Electrical equipment

- Only authorised and fully qualified personnel are to install, repair or attempt to repair electrical. Equipment. Where 13 amp sockets are in use, one plug per socket is permitted.
- The protective outer sleeve of electrical cables is to be firmly secured within the electric plugs. Where the outer sleeve is not secured within the plug and the connecting live wires are visible, a qualified person is to be tasked to rewire the plug correctly.

3.11 Use of Harmful Substances

- When using harmful substances, whether they are material or chemical substances, all personnel must ensure that adequate precautions are taken to prevent injury to health.
- No new materials or chemical substances are to be brought into use unless an assessment using the control of Substances Hazardous to Health Regulations 1994 has been carried out and clearance given for use by the safety adviser. The user department is to be in possession of a safety data sheet.
- Work involving lead or asbestos is not to be carried out under any circumstances without reference in the first instance to the Site Manager.

3.12 Skin infections and hand care

- To reduce the risk of dermatitis, oil acne or skin cancer, always avoid unnecessary skin contact with oils and chemicals. Always wear gloves and protective clothing where necessary.
- Use barrier creams before commencing work. These provide a barrier between the skin and harmful chemicals, oils and dirt.
- Do not put oily or chemically soiled rags in pockets.
- Always change clothing if it has become contaminated with chemicals, flammable liquids or oils.

3.13 Smoking

Smoking is not permitted on the school site.

3.14 Consumption of food

Food is only to be consumed in the staff common room or sixth form common room.

3.15 Emergency services

- Fire, police or ambulance services can be contacted by dialling 9/999 and asking for the service required.
- There is a first aider on call within the school office during working hours.

3.16 Noise

Where noise cannot be controlled at source, all personnel are to wear ear protection in areas where high noise factors exist. These areas are to be designated with the approved warning signs.

3.17 Use of Vehicles

Only those persons authorised and in possession of the appropriate licence are to drive vehicles on school business. The School Business Manager is to maintain a list of approved minibus drivers.

3.21 Legionellosis

The primary aim is to prevent the build-up of the Legionella pneumophila organisms in water systems and to prevent inhalation of infected water droplets.

Control measures are as follows.

- All showers are to be turned on and left running for five minutes weekly.
- All showers are to be cleaned monthly, or after more than one week's non-use, to prevent Slime, corrosion and scale build-up. This will involve dismantling the showerheads to clean and disinfect inside the spray nozzle.
- The water temperature is to be below 20 degrees C or above 55 degrees C and this is to be checked monthly.
- Records are to be maintained of all cleaning and temperature checks carried out.
- Water storage tanks are to be covered.
- Records are to be maintained of any maintenance, water treatments or disinfection.

3.22 Manual handling of loads

Personnel are not to lift, drag, push or carry heavy or awkward loads unless training has been undertaken and risk assessment carried out. Health and safety information and advice are available on all aspects of health, safety and welfare from the safety adviser.

Additional arrangements will be appended as they are developed out of risk assessments carried out in accordance with this policy.