

# HEALTH AND SAFETY POLICY



## Section 1. HEALTH AND SAFETY FRAMEWORK

- 1.1 The Governors of Kingswood School recognise and accept their responsibility for providing a safe and healthy workplace and teaching environment for all their employees, students, contractors and visitors to its premises. Within this context the Governors have issued a Health & Safety Policy Document setting out the local management organisation and the arrangements in force to carry out their health & safety duties. The Policy encompasses the health, safety and welfare of all staff whilst at work along with their duty of care to students, visitors, members of the general public, contract and other service staff and any other people who may be affected by activities of the school.
- 1.2 This Policy Document will be revised from time to time to reflect current needs and any changes which may become necessary as a result of developing legislation. This guidance document aims to serve as a reminder on general policy requirements of Health & Safety Legislation and to provide more detailed guidance and information on specific safety procedures and as such its primary purpose is to aid the implementation of the Governor's Policy and promote and develop Health and Safety for all.



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## Section 2. GOVERNORS HEALTH & SAFETY POLICY STATEMENT

- 2.1 The Governors recognise and accept their responsibility as an employer for providing, so far as is reasonably practicable, a safe and healthy work places and working environment for all its employees and students.
- 2.2 The School will take all reasonable steps to meet this responsibility, paying particular attention to the provision and maintenance of:
  - 2.2.1 plant, equipment and systems of work;
  - 2.2.2 arrangements for the use, handling, storage and transport of articles and substances;
  - 2.2.3 information, instruction, training, and supervision to enable all employees to recognise hazards and contribute positively to their own safety and health at work and to the safety and health of others;
  - 2.2.4 access to and the condition of work places;
  - 2.2.5 welfare facilities at the school.
- 2.3 Without detracting from the primary responsibility of staff for ensuring safe conditions of work, the School will continue to keep under review the organisational arrangements to provide competent technical advice on health safety and welfare matters.
- 2.4 No safety policy is likely to be successful unless it actively involves employees themselves. The School will therefore co-operate with officially appointed safety representatives and will provide them, where necessary, with facilities and training to carry out their role. The School will also co-operate in the development of appropriate safety committee arrangements for joint consultation on health and safety matters.
- 2.5 The School reminds all employees of their own duties under Section 7 of the Health and Safety at Work etc. Act, 1974, to take reasonable care at work for their own safety and that of others, who may be affected by their actions and to co-operate with the School to enable it to carry out its responsibilities. Section 8 of the Act places a duty on all employees not to interfere with or misuse anything provided in the interests of health, safety or welfare.
- 2.6 The School also reminds employees that they should ensure they understand the health and safety precautions connected with their job and observe them and make use of any protective equipment and clothing available, as identified by risk assessment.
- 2.7 With regard to environmental issues, arrangements will be made to ensure that emissions to the environment are monitored and are kept as low as reasonably practicable and do not exceed legal limits.
- 2.8 In view of the School's work, it is realised that a number of persons involved may not be employees. The School will therefore comply with all relevant legislation concerning



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these persons and do all that is reasonably practicable to assure their health and safety whilst on work premises.

- 2.9 The School will assess the risk to employees health, safety and welfare from hazards encountered by them due to the nature of their work and the workplace reducing them, as far as is reasonably practicable, in accordance with current relevant legislation and any Approved Codes of Practice (ACOPs).
- 2.10 A copy of this statement will be issued to all new employees and will be reviewed and amended as necessary.
- 2.11 The Policy shall be reviewed annually and revised to reflect any changes to, or introduction of, new procedures that are necessary as a result of developing legislation.
- 2.12 The Board of Governors has also identified itself as an employer under Law and has set out the health and safety arrangements for the School which states how they shall be carried out effectively and monitored. The Board of Governors will ensure that delegated managers will:
  - 2.12.1 set out the structure for implementing the policy including the allocation of specific functions, duties and responsibilities of individuals for their enactment;
  - 2.12.2 identify key personnel and define in writing their Health and Safety roles and duties;
  - 2.12.3 provide and identify clear lines of communication for Health and Safety matters throughout the School;
  - 2.12.4 comply with the requirements of safety legislation, papers, reports and approved codes of practice;
  - 2.12.5 require management and staff at all levels to display a positive attitude and commitment to health and safety;
  - 2.12.6 take all reasonable steps within its power to provide a safe and healthy workplace and environment for all its employees, students, contractors and visitors to School premises;
  - 2.12.7 provide information, training and supervision as required by staff and contractors in order to work safely;
  - 2.12.8 state in writing to all staff and contractors, their appropriate responsibilities to ensure the health, safety and welfare of all persons and to prevent property damage;
  - 2.12.9 provide and ensure that safe systems of work are set up, that safe working procedures are adhered to and that a safe working place is provided;
  - 2.12.10 employ or retain competent personnel to advise on Health and Safety issues, including determining the risks to Health and Safety and to identifying solutions or arrangements to deal with them.
  - 2.12.11 establishes procedures and allocate competent persons with responsibility for their implementation and define the steps to be followed in the event of serious or imminent danger;
  - 2.12.12 seek the co-operation of employees and unions in implementing, monitoring and auditing Health and Safety on School sites and report any hazards for appropriate action. Through joint consultation and participation with all affected parties improve Health and Safety awareness and standards, focused through such bodies as the Health and Safety Committee and other appropriate bodies;
  - 2.12.13 emphasise individual's duty to take reasonable care of their own health and safety and that of others who may be affected by their actions or omissions. Also their duty to co-operate with the Management and/or any other appropriate body/person as required



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- to enable the Board of Governors or other persons to perform and comply with any duty or requirement imposed by statute;
- 2.12.14 monitor the effectiveness of the Health and Safety Policy, revise it as necessary and bring to the attention of staff any such revisions;
- 2.12.15 ensure that adequate resources are identified and provided to enact the policy's requirements;
- 2.12.16 make arrangements for the safe use, handling, storage, disposal and transportation of all substances and equipment;
- 2.12.17 ensure that all staff are aware that under the Health and Safety at Work Act (HSWA) 1974 they have a collective and individual responsibility to ensure, through their respective roles, the maintenance of a healthy and safe working environment within the premises of they work in.
- 2.13 The Chairman of the Board of Governors is the officer with the overall responsibility for health, safety and welfare within the School.
- 2.14 The Board of Governors has delegated the Head Teacher to be responsible for ensuring the objectives of the Health and Safety Policy are achieved in practice.
- 2.15 The School has appointed a Health & Safety Consultants who will provide specialist knowledge and advice on health and safety and welfare matters.
- 2.16 Line Managers and Supervisors are responsible to their Manager for the detailed adoption of the safety policy in their area of control and by the staff over whom they have direct management responsibility.
- 2.17 The Head Teacher will monitor the day-to-day safety within the school and advise the Board of Governors on all safety matters.
- 2.18 All other staff have a responsibility for the day-to-day implementation and operational management of the Health and Safety Policy by participating in achieving the School's health and safety objectives for the areas which affect them, by implementing and rigorously promoting the rules and procedures as appropriate.
- 2.19 The Management of Health and Safety at Work Regulations 1999 requires employers to appoint Competent Persons to assist them in complying with Health and Safety legislative requirements. Such expertise may be internal i.e. qualified maintenance staff for COSHH assessments, Electricity testing and portable appliance testing etc., or external sources as appropriate. It is the responsibility of the Board of Governors to ensure that when Competent Persons are nominated and appointed, they have the skills, capabilities, experience, resources and access to any relevant information and allied facilities, to provide quality health and safety assistance relevant to the School's operational activities.
- 2.20 Contractor's working for the School on its premises should ensure their own health and safety through good working practices, and also ensure that their activities do not adversely impact on the health and safety of others.

Name:

Signature:

Position:

Date:

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## Section 3. SAFETY ORGANISATION

### 3.1 Senior Staff, Managers and other staff with Responsibilities for Health & Safety Matters:-

Chair of the Board of Governors  
Members of the Board of Governors  
Head Teacher  
Department Managers  
Team Leaders  
Fire Marshalls  
First Aiders

### 3.2 Health & Safety Consultants have also been appointed by the management, to advise the School on all Health and Safety matters. Duties include conducting health and safety inspections in conjunction with the Head Teacher, updating policies and procedures, keeping management informed of new legislation or changes in regulations concerning health and safety, and conduct any investigations as required. The Consultants may also be in involved with inspections and liaison with the visiting inspectors.

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## Section 4. RESPONSIBLE PERSONS

- 4.1 The Head Teacher is responsible to the Board of Governors for ensuring that the health and safety policy is implemented and that safe working practices and procedures are applied within the School for employees, students, contractors and members of the public. This applies to work on the premises and whilst working elsewhere on School business.
- 4.2 Senior Managers are responsible to the Head Teacher for implementation and interpretation of the policy, through their Departmental Heads and Managers, within their specialist areas.
- 4.3 Whilst most rules will be drawn up on behalf of the Chief Executive, it shall be the duty of the above managers to supplement these rules, as circumstances demand and to draw the attention of the Head Teacher where substantial amendment is needed. This is an on-going rather than a one-off task. Besides this, it shall be the duty of the above to ensure that as far as is reasonably practicable, that staff are aware of the rules, that they are observed and that the necessary equipment and training is made available to ensure compliance. Additionally the function of the above shall include the following duties:
  - 4.3.1 ensuring that adequate supervision exists at all levels;
  - 4.3.2 that persons are trained and competent to carry out particular duties;
  - 4.3.3 that adequate tools, equipment and personal protective equipment, where necessary, are available;
  - 4.3.4 that equipment is properly maintained and not misused;
  - 4.3.5 that constant offenders are disciplined and not allowed to jeopardise the safety of others;
  - 4.3.6 setting a personal example;
  - 4.3.7 promoting a spirit of safety consciousness.
- 4.4 All other members of staff have a responsibility to carry out their duties in a safe and healthy manner. The main responsibilities are to: -
  - 4.4.1 use the correct equipment for the job concerned;
  - 4.4.2 keep equipment in good order and avoid misuse;
  - 4.4.3 ensure that defects in equipment are reported by the appropriate procedure;
  - 4.4.4 develop a personal concern for the safety of themselves and others;
  - 4.4.5 suggest ways of eliminating hazards;
  - 4.4.6 do nothing that would compromise the health and safety of themselves or others;
  - 4.4.7 co-operate with Management in safety matters.

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## Section 5. COMMUNICATION

- 5.1 The School shall strive to ensure that everyone who needs health and safety information receives it by setting a safety ethos which promotes participation and cooperation whereby:
  - 5.1.1 everyone concerned is encouraged to comment on health and safety matters;
  - 5.1.2 no-one shall ever fear criticism for raising health and safety issues;
  - 5.1.3 both formal and informal communication systems shall be encouraged and used by the School's safety committee, to ensure that there is a proper forum for presenting health and safety issues to the appropriate audience, including the Governing Body where appropriate;
  - 5.1.4 health and safety will usually be a standing agenda item for staff meetings and briefings;
  - 5.1.5 co-operation and participation are essential for effective control systems. A full spread of representation shall be encouraged to serve as members of the safety committee, comprising trade union safety representatives, administration and service staff etc. Formal participation shall be encouraged by ensuring that health and safety issues are raised and discussed at all appropriate occasions i.e. planning meetings, and action groups, as appropriate. No opportunity to promote health and safety and focus its implementation and effectiveness should be missed;
  - 5.1.6 staff shall be encouraged to report hazards and defects which may lead to risk and/or danger. A scheme shall be operated to both raise awareness and improve the health and safety environment of the School;
  - 5.1.7 everyone participating in School business can contribute to eliminating and/or controlling health and safety hazards and/or risks. But in order to do this effectively individuals need to be informed about the hazards and their associated control measures, their responsibilities and duties, School policies and their role in an effective implementation;
  - 5.1.8 health & safety will form part of the induction process for new employees.



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## SECTION 6. HEALTH & SAFETY DUTIES & RESPONSIBILITIES

- 6.1 The School requires management and staff at all levels to display a positive attitude and commitment to health and safety.
- 6.2 Every employee, whilst at work, has a duty to take reasonable care of their health and safety and of other persons who may be affected by their acts or omissions. There is also a duty to co-operate with an employer or any other person to enable any relevant statutory duty or requirement to be performed or complied with. Such that each employee must:
- 6.2.1 manage their day-to-day health and safety in harmony with the School's culture and policies;
  - 6.2.2 report to their line manager any incidents, inadequacies and/or defects which may lead to harm;  
report all injuries to the School's appointed person, in compliance with School procedures, as appropriate;
  - 6.2.3 not intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety and welfare. This duty not only implies avoiding obviously silly or reckless behaviour, but also requires the taking of positive steps to be aware of and understand the hazards in the workplace;
  - 6.2.4 on becoming aware of a safety hazard/defect register it and report it through the appropriate procedures as quickly as practicable. (If the hazard is serious steps should be taken to make it safe i.e. temporary barriers/notices etc.);
  - 6.2.5 co-operate with any elected Safety Representatives with regard to any health safety and welfare issues.
- 6.3 It is the duty of the Board of Governors to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all employees. The School also has a duty of care to persons not in their employment, including visitors, contractors etc., which requires ensuring that such people are not exposed to risks to their health or safety by School activities in so far as is reasonably practicable.
- 6.4 It is the duty of any person who designs, manufacturers, imports or supplies any article for use at work, to:
- 6.4.1 ensure so far as is reasonably practicable that the article is so designed and constructed as to be safe and without risk to health when properly used;
  - 6.4.2 carry out or arrange for such testing and examination as may be necessary for the performance of the duty imposed in (i) to be demonstrated/verified;
  - 6.4.3 to provide adequate information about the use for which an article is designed and tested and about any conditions necessary to ensure that, when put to use, it will be safe and without risk to health.
- 6.5 The Health & Safety at Work Act also imposes general duties on members of the public and visitors, whereby they shall not intentionally interfere with or misuse anything that has been provided in the interest of health and safety and welfare, whether it has been provided for the protection of employees or other people.
- 6.6 The responsibility for composing the School's Health and Safety Policy under law, and its implementation through effective health and safety management rests with Board of Governors, with the Chair having the overall responsibility for health, safety and welfare. It is

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the responsibility of the Board of Governors, so far as is reasonably practicable, to ensure that the objectives of the health and safety policy are achieved in practice, by inter alia:

- 6.6.1 safeguarding the health, safety and welfare of their employees and students;
- 6.6.2 safeguarding the health and safety of non-employees who may be affected by the School's work activities.

- 6.7 The Board of Governors shall ensure that where appropriate Risk Assessments are undertaken in compliance with the requirements of the Management of Health, Safety and Welfare Regulations 1999 and that effective arrangements are in place for planning, organising, controlling, implementing, monitoring and reviewing any measures necessary to safely manage the risk assessment outcomes.
- 6.8 The Board of Governors shall ensure that effective communication and information dissemination systems are in place such that all affected personnel/ contractors/visitors etc., as appropriate, are aware of the School's health and safety policy and its arrangements and any other relevant health and safety information which may influence their actions.
- 6.9 Where appropriate the Board of Governors shall appoint and/or ratify the appointment of Competent Persons under the Management Regulations to help them carry out the measures needed to comply with health and safety law.
- 6.10 Under the Management Regulations the Board of Governors shall ensure that all employees are provided with comprehensive and relevant information on the significant risks of their work and the measures to control these risks. And where appropriate be adequately trained to undertake their work activities safely.
- 6.11 The Board of Governors shall monitor the implementation and effectiveness of their health and safety policy and:
  - 6.11.1 ratify any changes to the local policy or any subordinate rules and procedures as appropriate;
  - 6.11.2 produce an annual report on health and safety for general presentations;
  - 6.11.3 agree and/or prioritise actions and resources;
  - 6.11.4 confirm that health and safety actions have been properly implemented and deliver the required outcomes;
  - 6.11.5 ensure that health and safety is a standing agenda item at Board of Governors Meetings;
  - 6.11.6 ratify the School's health and safety policy.
- 6.12 The Board of Governors shall establish procedures to be followed for situations which present serious and imminent danger. The aim being to set out clear guidance on when employees and others at work should stop work and how they should be moved to a place of safety, i.e. Fire Alarm, evacuation responses etc. The procedures shall set out the roles and responsibilities of a Competent Person nominated to implement the detailed actions.
- 6.13 The Head Teacher shall be responsible to the Board of Governors for the detailed adoption of the School's safety policy. To this effect the main duties and responsibilities of the Head Teacher comprises:



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- 6.13.1 appoint Competent Persons under the Management Regulations as appropriate, including a person to be responsible for Health and Safety;
  - 6.13.2 ensuring that regular health and safety inspections are conducted in compliance with this Policy;
  - 6.13.3 ensuring that appropriate action is taken when health and safety issues are raised by any party;
  - 6.13.4 assist with the compilation of a Health and Safety Action Plan for presentation to the Board of Governors to address key areas for developing health, safety and welfare within their function, and requiring and securing adequate budgetary provisions for enacting the plan;
  - 6.13.5 ensuring the dissemination of health and safety information to the appropriate people within the School and/or affected by the actions of the School or its employees;
  - 6.13.6 either personally carrying out, or issuing instructions and allocate responsibilities to others for carrying out health, and safety investigations;
  - 6.13.7 identifying health and safety training needs and skills gaps, with the person responsible for health & safety, and formulating training programmes, and providing adequate resources for their completion;
  - 6.13.8 liaising with the Board of Governors on policy issues and operational problems associated with health, safety and welfare policy implementation and management;
  - 6.13.9 recognising and encouraging the role and use of the Trades Unions health and safety Representatives, and assisting with the provision of appropriate resources and facilities consistent with their role;
  - 6.13.10 where appropriate monitor and ratify Contractors control and equipment/services purchasing procedures to ensure compliance with the School's procedures.
- 6.14 The duties of the person responsible for health & safety shall include the following:
- 6.14.1 be the focus point for the provision of specialist knowledge and advice on health, safety and welfare issues;
  - 6.14.2 monitor and oversee the practical implementation of the Board of Governors health and safety policy and report significant findings back to senior management and direct consultation with affected parties, where appropriate;
  - 6.14.3 maintain a high degree of awareness of health and safety issues as they might affect the operation of the School and its duties towards its employees, contractors and visitors etc;
  - 6.14.4 ensuring that accidents, hazards, near misses etc., are dealt with and recorded according to School's procedures, including where appropriate, consultation with and/or notification to the HSE;
  - 6.14.5 with School Management identify training needs, skills gaps, and training programmes, and any associated training courses, ensuring that adequate resource requirements are identified for approval etc. for their completion;
  - 6.14.6 ensure that registers and records etc., i.e. COSHH assessments, medical surveillance, RIDDOR notifications, that are required under legislation are compiled, stored appropriately and kept for the stipulated time;
  - 6.14.7 seek Board of Governors approval for the content of and implementation of any new/amended safety procedures;
  - 6.14.8 attend School Health and Safety committee meetings.
- 6.15 Heads of Departments shall manage the day-to-day operational aspects of health and safety requirements, to ensure compliance with the School's health and safety policy, in the areas



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under their control and for the staff, contractors and visitors etc., over whom they have direct control. These duties shall include:

- 6.15.1 the creation, monitoring and reviewing of departmental safety rules and procedures for ensuring the *local* implementation of School policy;
- 6.15.2 inspecting and/or auditing their workplace and its activities to ensure compliance with the School policy and any Departmental local rules;
- 6.15.3 reporting to and involving, where appropriate, their Line Manager in health, safety and welfare matters;
- 6.15.4 ensuring that proper funding and appropriate actions are taken in the implementation and support of the Health and Safety plan/initiatives;
- 6.15.5 to ensure that any skills gaps are identified and training requirements are agreed, organised and completed;
- 6.15.6 the dissemination of health, safety and welfare information received to the appropriate people.

**Note:** *The above is not meant to be an exhaustive list of Manager's duties and responsibilities, but simply to illustrate the nature of such requirements.*

6.16 Employees have the duty to support these objectives and co-operate by performing and complying with any duty or safety requirement, in particular by:

- 6.16.1 using the protective and safety equipment provided;
- 6.16.2 reporting incidents that have led or may lead to injury, or may be a hazard to health;
- 6.16.3 co-operating fully in the investigation of incidents with the object of introducing measures to prevent recurrence;

6.17 Good Housekeeping and sensible safety precautions are the foundation of the safety policy and everyone shall play their part. Arrangement for the following shall be made and used;

- 6.17.1 the storage of materials, tools, oils, greases, industrial gases, etc.;
- 6.17.2 the provision of guards, barriers, safety signs etc., for the safety of the public, staff and visitors;
- 6.17.3 safe access and egress for places of work;
- 6.17.4 the availability of and washing, toilet and as appropriate medical facilities on all sites (local arrangement should be made where necessary for contractor/ itinerant service workers);
- 6.17.5 the provision via Supervisors of safety equipment and protective clothing to suit the needs of the persons doing the job, (when unusual situations arise they must be reported to the supervisor so that investigations may be carried out to ensure personnel safety);
- 6.17.6 safety equipment provided shall be used by all personnel where appropriate;
- 6.17.7 suggestions by personnel on ways to make working conditions safer are always welcome. Such suggestions should be passed through line managers;
- 6.17.8 where any additional information is required reference can be made to the Codes of Practice and specialist safety manuals which are available through the person responsible for health & safety;
- 6.17.9 all employees will be issued with a copy of this health and safety policy. Employees who choose to disregard any sections contained within the policy or any specific regulations for health and safety will be liable for consideration under the School's disciplinary procedures. However, in the interest of prompting safety, any employee who has an objection on safety grounds should pursue the matter with his immediate

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Supervisor. If the issue cannot be resolved at this level it should be referred to the appropriate manager, and as such shall not be subject to a disciplinary procedure, but if necessary it may be followed as a grievance.

6.17.10 to comply with the Health and Safety Information for Employees Regulations 1989 employees shall be issued with the approved leaflet, or ensure access to the approved posters is displayed in a readable condition at reasonably accessible places.



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## Section 7. GENERAL SAFETY REQUIREMENTS

- 7.1 Safety procedures have been produced as guidance for the protection of employees and the safety of all personnel who may be present in, or work on buildings, plant, equipment and grounds. They also provide for the safe operation and maintenance of plant, equipment and buildings and are supported where appropriate by the use of a Permit-to-Work Systems and Method Statements for:
- 7.1.1 the safety of personnel carrying out work, and any other person who may be affected by the work activities;
  - 7.1.2 the safety of others entering ground and buildings or using or coming into contact with the works,
  - 7.2.3 the security of the plant or installations.
- 7.2 The use of Permit-to-Work demands the fullest co-operation and acceptance of responsibilities by all the members of the staff involved. Every person likely to be affected by the issue of a Permit-to-Work must clearly understand the dangers of misuse of the System. The same standards and procedures, if not the system itself, should be equally applied to any contractors/sub-contractors engaged to carry out
- 7.3 Any person who has objections or reservations about carrying out working instructions on grounds of safety must report them to the Head Teacher who will consider the matter, investigate where appropriate and in cases of doubt, refer the matter to higher authority or an appropriate safety adviser.
- 7.4 When employing young persons The School shall:
- 7.4.1 assess the risks to young people before putting them to work;
  - 7.4.2 take into account their inexperience and immaturity;
  - 7.4.3 address any specific legislative requirements as required by legislation;
  - 7.4.4 identify and ensure that when a significant risk cannot be controlled, a young person must be prohibited from doing the work involving the risk;
  - 7.4.5 provide information, instruction and training, as appropriate regarding the measures introduced for the young person's protection.
- 7.5 There are certain types of work for which persons under the age of 18 years must not be employed, these are:-
- 7.5.1 painting with lead paints except as an apprentice painter;
  - 7.5.2 driving motor driven vehicles, haulage winches or railway locos except for training purposes;
  - 7.5.3 carrying or moving heavy loads;
  - 8.5.4 operating any lifting appliance except when supervised for training purposes;
  - 7.5.5 working on any operation where asbestos dust is present;
  - 7.5.6 use woodworking machinery (circular saw, surface planers, spindle moulders etc.) except when supervised for training;
  - 7.5.7 cleaning, lubrication or adjustment of any machinery if this exposes the young person to risk of injury from a moving part of that or adjacent machinery.

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## Section 8. RISK ASSESSMENT AND SAFE WORKING PROCEDURES

- 8.1 Health and Safety Regulations require employers to assess the risk to the health and safety of its employees and, as far as reasonably practicable, to reduce these to an acceptable level. Therefore before any work can be started, a suitable and sufficient assessment of the risks involved shall be carried out by a delegated competent person in accordance with current regulations.
- 8.2 The complexity of the work to be carried out, the skills of the operative and the location of the work shall influence the outcome of such a risk assessment and dictate the safety precautions that are to be taken.
- 8.3 The assessments will be carried out by a delegated competent person/s. Copies will be passed to and kept by the Head Teacher.
- 8.4 Manager and supervisors, will receive sufficient training to enhance their Health and Safety competencies and judgements.
- 8.5 Various control methods shall be employed to ensure both the safety of the employees and the integrity and the well-being of the plant/equipment during the course of the work. These methods include:
  - 8.5.1 oral instructions (confirmed in writing where considered appropriate);
  - 8.5.2 written instructions;
  - 8.5.3 method statements etc:
  - 8.5.4 personal local isolation (personalised safety locking) - where the plant is isolated by and made safe by the person carrying out the work;
  - 8.4.5 use of a permit-to-work system.
- 8.6 Within the School, there are many operations and working environments common to a large number of staff for which safe working procedures have been produced.
- 8.7 Codes of Practice will also be produced in conjunction consultants in partnership with members of staff. These codes should be supplemented as necessary by Managers where some operations or working environments are not fully covered by the codes.
- 8.8 All codes of practice should be kept reasonably brief, clear and simple. In drafting a code. All codes of practice will form part of the Health and Safety Policy and must be drawn to the attention of any person who has occasion to carry out a particular task to which it refers.
- 8.9 Safety is a responsibility of all and the responsibility of employees for their own safety and the safety of others is paramount

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## **SECTION 9 PERSONAL PROTECTIVE EQUIPMENT**

- 9.1 Where personal protective equipment (PPE) Has been identified by risk assessment and is required for any operation on the grounds of health and safety by employees, it will be supplied by the School and must be worn/used at all times whilst carrying out the work for which the item(s) is required. PPE will be supplied in accordance with the Personal Protective Equipment at Work Regulations 1992
  
- 9.2 It shall be the responsibility to replace issued PPE as and when required.

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## SECTION 10 TRAINING AND SUPERVISION

- 10.1 When new staff are appointed, arrangements must be made for them to receive on-the-job induction into the health and safety requirements of their work. This should include advice and instruction in all codes of practice and other safety working rules.
- 10.2 There should be arrangements to ensure that all staff receive appropriate on-and off-the-job training before significant changes in working practices are implemented or new machinery or equipment introduced. Any identified need for off-the-job training should be referred to the HR Manager.
- 10.3 Where it becomes apparent that a member of staff is not fully proficient to carry out all aspects of his or her job and there is a risk to health and safety, arrangements should be made in the first instance for the employee to be placed under the close supervision of an experienced employee. Where this cannot be done, or where such action proves to be inadequate, the matter should be referred to the HR Manager so that arrangements can be made for off-the-job training to be given or other appropriate action taken.
- 10.4 Under no circumstances must an employee be allowed to work unsupervised on activities in which they are not fully proficient where there could be a risk to the health and safety of themselves or others.
- 10.5 Any employees responsible for health and safety matters as part of their job description shall be entitled to receive training during normal working hours and permission to attend such training shall not be unreasonably requested or refused. Such training shall be confined to that which enables fulfilment of the job description and shall take account of the differing needs of the School

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## SECTION 11 SAFETY INSPECTIONS

- 11.1 Periodic inspections must be made to ensure that a safe and healthy environment is maintained, that staff are adhering to all codes of practice and safety working rules and that action is taken to remedy any unhealthy or unsafe conditions or working practices.
- 11.2 These inspections will be made by representatives of the safety committee together with one manager, and should take place at least annually in each area.
- 11.3 An Inspection form should be completed which must be passed to the Head Teacher, who will read all reports with a view to detecting cross-School problems and thus be in a position to advise or seek advice on any necessary policy changes.
- 11.4 The arrangements for the inspections by safety representatives and initiating action arising shall be the responsibility of the Head Teacher.

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## SECTION 12 WELFARE

- 12.1 The H R Department will be responsible for all matter relating to Welfare and HR Staff shall be available for others to make an appointment to discuss any problems they may have or perceive.
- 12.3 A healthy, comfortable and clean environment shall be promoted by all. Effective implementation of welfare issues will be through the goodwill and common-sense of all staff.

# HEALTH AND SAFETY POLICY



## SECTION 13 VISITORS

- 13.1 The safety of members of the public on School property is paramount and they must be protected from danger at all times. It is therefore essential that we know they are on the premises and have a record of their whereabouts in the case of an emergency. No visitor should be allowed to wander about the premises unescorted at any time.
- 13.2 Any member of staff expecting a visitor should ensure that they are met at reception and have signed in. They should then be escorted back to reception at the end of the meeting and be seen to sign out.
- 13.3 Areas to which members of the public are not admitted shall have restricted entry or be clearly marked.
- 13.4 Where it is necessary for any visitor to enter a workplace where there are activities being carried out necessitating the wearing of protective clothing this should be provided for the use of the visitor. If such protective clothing is not available, the visitor should not be admitted to that working area until it is safe to do so.
- 13.5 Where visitors are working in any School building, there must be adequate arrangements for their protection and the protection of staff and other persons in the building who could be affected by any work being carried out.
- 13.6 Any unsafe practices being followed by a visitor must be drawn immediately to the attention of the person in charge of the work or the Head Teacher. In the event of it being necessary to evacuate the premises in emergency, any visitor(s) must be escorted from the premises by a responsible member of staff.
- 13.7 Details of evacuation procedures for persons with mobility difficulties should be brought to the notice of all visitors by whoever they are visiting and be accompanied and help to leave the building in an emergency.

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## SECTION 14 CONTRACTORS

- 14.1 All contracts and agreements with outside Employers and Contractors for building work to be done on School premises will be preceded by the issue to the contractor or employer of the document 'Contractor Strategy for the Health & Safety of Staff, and Visitors', copies of which are available from the Head Teacher.
- 14.2 It shall be the responsibility of the Head Teacher to ensure the School is furnished with copies of the contractor's Method Statements and Risk Assessments for checking prior to any work being carried out.
- 14.3 Any unsafe practices being followed by employees of Contractors must be drawn immediately to the attention of the person in charge of the work and/or other Contractor's representative and a report made to the Head Teacher.

# HEALTH AND SAFETY POLICY



## **SECTION 15 SAFETY REPRESENTATIVES AND THE HEALTH & SAFETY COMMITTEE**

- 15.1 Safety Representatives may be appointed by the recognised Trade Unions in accordance with the provisions of the Safety Representatives and Safety Committees Regulations 1977, and also by the School in accordance with the Health and Safety (Consultation with Employees) Regulations 1996. Notes of Guidance of their functions, leave of absence and facilities are contained in a separate document.
- 15.2 A Safety committee shall be established for the purpose of reviewing the measures taken to ensure the health and safety at work of all employees and for safeguarding the health and safety of others. Terms of reference and constitution of this committee are contained in a separate document.
- 15.3 A procedure should be agreed with the Trade Unions for processing Health and Safety matters in the School.
- 15.3 Where changes to the Safety Policy or other relevant Health & Safety documentations is required, it will be done in consultation with the Health & Safety Committee and any supplementary rules shall be drawn up in consultation with the Safety Representatives.

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## SECTION 16 SAFETY INSPECTIONS

- 16.1 Periodic inspections must be made to ensure that a safe and healthy environment is maintained, that staff are adhering to all codes of practice and safety working rules and that action is taken to remedy any unhealthy or unsafe conditions or working practices.
- 16.2 These inspections will be made by representatives of the safety committee together with one manager, and should take place at least annually.
- 16.3 An Inspection form should be completed which must be passed to the Head Teacher who will read all reports with a view to detecting cross-School problems and thus be in a position to advise on any necessary policy changes or seek further advice.
- 16.4 The arrangements for the inspections by safety representatives and initiating action arising are contained in a separate document.

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## SECTION 17 MACHINERY AND EQUIPMENT

- 17.1 Each item of machinery and equipment should be readily identifiable and must be kept properly maintained. Inspections and maintenance should be recorded and signed and any defects reported in accordance with laid down procedures. All safety rules and operating procedures must be strictly followed.
- 17.2 Machinery or equipment must not be used in an unsafe condition and any item taken out of service.
- 17.3 Unsafe machinery or equipment shall be shut down or disconnect machine from a power supply an **'out of order, do not use'** label attached to it. All defective equipment shall be reported to the Head Teacher who will ensure the machine is inspected and/or repaired or scrapped by a competent person.

# HEALTH AND SAFETY POLICY



## Notes:

*Section 2(3) of the HSWA requires the Board of Governors to bring the Health and Safety Policy Statement, and any revisions of it, to the notice of their employees and other affected parties, as appropriate. To this end copies will be made available on the staff intranet and 'hard copies' can be obtained from the Head Teacher.*

*The Board of Governors must also make it very clear the means by which resources (manpower, money etc.) are to be allocated and priorities determined to implement the Policy. The School should consider the procedure of a rolling health and safety programme of work to satisfy these requirements and also to help monitor implementation and achievement of goals/objectives etc.*

*The Safety Policy must be signed and dated by the appropriate representative of the Board of Governors of Directors.*

***The above notes are for reference only and should be removed from the file copy of the Policy.***