

# CHASETOWN COMMUNITY SCHOOL



*Working to achieve*

## HEALTH AND SAFETY POLICY

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Edited Spring 2013

# CHASETOWN COMMUNITY SCHOOL

## HEALTH AND SAFETY POLICY

### STATEMENT OF HEALTH AND SAFETY POLICY

- This policy statement supplements both the general statement of policy issued most recently by Staffordshire County Council and the more detailed statement issued by the Education Department
- The Governing Body and School Leadership Team of Chasetown Community School recognise and accept their responsibilities both under civil and criminal law and under Staffordshire's scheme of delegation for local management of schools. As responsible employers and/or persons in control of premises, the requirement to provide a safe and healthy working environment for all employees is appreciated
- The school is committed to ensuring that risk assessments are undertaken, control measures implemented and systems are constantly monitored and reviewed
- In compliance with the Health and Safety at work etc. Act, the Governing Body of Chasetown Community School will ensure so far as is reasonably practical that:
  - The premises are in a safe condition
  - Safe access to and egress from the premises is maintained
  - All plant and equipment is safe to use
  - Appropriate safe systems of work exist and are maintained
  - Sufficient information, instruction, training and supervision is available and provided
  - Arrangements exist for the safe use, handling and storage of articles and substances at work
  - A healthy working environment is maintained including adequate welfare facilities
- In addition to the above commitment, the Governing Body also recognises its obligations to non employees. Where it is reasonably foreseeable that trainees, members of the public, contractors, etc., are or may be affected by the school activities being carried on within the school boundary or otherwise, the Governing Body will make the necessary information, instruction, training and supervision available to ensure the safety of those affected. As an educational institution which must set standards by example for its pupils, this commitment is seen as especially important.

- Within the financial restraints dictated by the County Council, the Governing Body will ensure through the School Management Team, that adequate resources are set aside from the total budget allocation for the policy statement to be properly implemented
- For the policy to be effectively implemented the school must have the full co-operation of employees and others who use the premises. Employees are reminded of their own duties:
  - To take care of their own safety and that of others and;
  - To co-operate with the Governing Body and School Leadership Team so that they may carry out their own responsibilities successfully
- All relevant Regulations, Codes of Practice and Standards will be complied with as necessary
- Consultation with employee representatives will be held as and when appropriate on all matters affecting the health and/or safety of employees concerned
- A copy of this statement has been provided to every member of staff. Copies are also posted on staff notice boards. This policy statement and the accompanying organisation and arrangements will be revised as and when necessary

Approved February 2011

Signed \_\_\_\_\_ (Chair of Governing Body)

Date \_\_\_\_\_

Signed \_\_\_\_\_ (Headteacher)

Date \_\_\_\_\_

Review Summer 2013

## HEALTH AND SAFETY ORGANISATION

- In order to ensure that health and safety issues are dealt with in accordance with this establishment's safety policy, the following organisational structure has been accepted by the Governing Body. Duties and responsibilities have been assigned to Staff and Governors as laid out below.
- THE GOVERNING BODY – CHAIRPERSON CLLR. S. NORMAN

The Governing Body is ultimately responsible for health and safety matters at a local level. They accept that the delegation of funds to them from the Education Department carries with it some power of control and hence increased accountability. Where the spending decisions are controlled by the Governing Body they will accept a share of the responsibility for the way in which health and safety issues are addressed.

The Governors appreciate that they can only work within their allocation of the total education budget determined by County Council members and that they will only be accountable for deciding how the budget within their control is to be spent.

- THE HEADTEACHER – LINDA JAMES

Overall responsibility for the day to day management of health and safety in the school rests with the Headteacher. As manager of the establishment and of all the activities carried on within it the Head will advise Governors of the areas of health and safety concern which may need to be addressed by the allocation of funds. Matters requiring particular consideration by the Headteacher will include:

- Ensuring that there is an adequate system in place for undertaking of risk assessment in compliance with the requirements of the Management Regulations 1999
- Ensuring that there is a management system for monitoring the effectiveness of health and safety arrangements, which form part of this policy
- Adequate staffing levels for safe supervision
- The delegated responsibility for the maintenance of the premises
- The purchase of equipment which meets appropriate safety standards
- The repair, maintenance and testing of school equipment
- The provision of appropriate protective clothing where necessary
- The purchase and maintenance of first aid materials and fire fighting appliances
- The funding of necessary safety training for staff

- The arrangements for securing health and safety assistance from a competent source such as Health and Safety Support and Advice, Education Department, Tipping Street. (Our contact:- Mr Dean Willett)
- The Headteacher may choose to delegate to other members of staff any or all of the duties associated with the above matters. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Headteacher from the overall day to day responsibilities for health and safety within the establishment
- DEPUTY HEADTEACHER

The Headteacher will delegate to the Deputy Headteacher of the majority of the duties that are linked with the overall responsibilities of the Head.

More specifically the postholder will:-

- Ensure that risk assessments are undertaken within their sections and that control measures are implemented, and that assessments are monitored and reviewed
- Review this policy statement as necessary and ensure that the appropriate amendments are made as and when circumstances change
- Ensure that the correct procedure is followed for the reporting, recording, investigation and follow-up of accidents on the premises
- Formulate and review the arrangements for action to be taken in an emergency and ensure that all involved are informed of the arrangements
- Arrange for termly evaluation drills and weekly alarm tests etc.
- Advise the Director of property Services or other appropriate body of any defect in the state of repair of the building or its surrounds which is identified as being unsafe and take whatever local action is necessary to minimize the risk until repairs can be arranged
- Arrange for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe
- Co-ordinate the termly health and safety audit, ensuring all areas of the establishment and all activities are covered
- Report to the Headteacher any situation which is unsafe or hazardous to health and which cannot be remedied from within the resources available
- Liaise with and monitor as far as is reasonably practicable, the activities of contractors (including catering and cleaning staff), visitors and others on the site to ensure that any risks to the health and safety of staff and others are kept to a minimum

- Ensure that all heads of department are kept informed of the names and details of those persons appointed to provide competent health and safety assistance, namely, Health & Safety Support and Advice, Education Dept., Tipping Street, Stafford (our contact Mr Dean Willett)

- SUBJECT LEAD TEACHERS

All Heads of Department are responsible to the Headteacher (via the Deputy Headteacher) for ensuring the application of this policy to all activities undertaken by their department. They will also have responsibilities for ensuring that all relevant parts of the Authority's statement are observed and implemented by all subordinate members of staff in their respective departments. In particular, staff holding such positions of responsibility will: -

- Ensure that risks assessments are undertaken within their sections and that control measures are implemented, and that assessments are monitored and reviewed
- Ensure that appropriate safe working rules and procedures exist within the department and that these are brought to the attention of everyone concerned
- Ensure that all accidents (including near misses) occurring within their department are promptly reported and recorded using the appropriate forms etc.
- Ensure that all staff within the department are aware of their specific roles in case of fire and/or emergency
- Remove from use and inform the Deputy Headteacher of any equipment/appliance which has been identified as being unsafe and which is in need of repair
- Ensure that adequate levels of class supervision are available at all times
- Carry out (in conjunction with other members of staff) the termly health and safety audit within their areas of responsibility and provide a report to the Deputy Headteacher
- Maintain or have access to an up to date library of relevant published health and safety guidance from sources including LEA, CLEAPSS, DFE, BAALPE etc., and ensure that all subordinate staff are aware of and make use of such guidance
- Identify specific staff health and safety training needs and inform the Headteacher/Deputy Headteacher accordingly
- Consult with all staff on matters which may affect their health and safety whilst at work

- Carry out departmental induction training including any specific information and training that may be necessary because of activities which are peculiar to the department
  - Ensure that levels of first aid provision remain adequate for the activities being undertaken
  - Resolve health and safety problems referred by members of staff within their department. Any problems that cannot be satisfactorily solved within the department must be referred to the Deputy Headteacher
  - Ensure that all pupils are given the necessary health and safety information and instruction prior to commencing practical activities which may involve some risk
  - Ensure that good standards of housekeeping are maintained
  - Consult the Authority's Health and Safety Adviser or other appropriate officer when additional assistance becomes necessary
- ALL TEACHING STAFF

Teaching staff are responsible for the health and safety of all pupils under their control whilst involved in organized work activities both on site e.g. classrooms, laboratories, workshops etc., and off site e.g. school trips. Class teachers shall:

- Ensure effective supervision by only permitting practical work to be carried out by pupils after carrying out a risk assessment. The class size, the abilities of the pupils involved, the activities to be undertaken etc. will all need to be considered
- Be aware of the school health and safety policy and any local rules and arrangements which may apply specifically to the department concerned
- Ensure that safety instruction is given to all pupils prior to commencing practical sessions
- Know the location of the nearest fire fighting equipment and first aid box, and know the emergency procedures in respect of fire/first aid/bomb scare etc.
- Ensure that pupils follow school/departmental safety rules and that protective equipment is worn where appropriate
- Ensure that all personal protective equipment is suitable and in good condition prior to issue
- Ensure safety devices e.g. machinery guards are in good condition and are used
- Report any defective equipment to the Subject Lead Teacher

- Investigate ALL accidents (in conjunction with the Subject Lead Teacher) which occur through activities organized/supervised by the Department
- Propose for consideration by their Subject Lead Teacher any improvements which they consider would improve health and safety standards within the department
- Ensure that an agreed adequate level of supervision is available and that appropriate health and safety arrangements exist prior to taking school parties off site on educational visits

- **SITE SUPERVISORS**

The Senior Site Supervisor is responsible to the Headteacher via the Deputy Headteacher. Duties include: -

- Arranging for the removal from service of any item of furniture, apparatus or equipment which has been identified as unsafe
- Taking appropriate action when necessary to prevent injury to others on the site who might otherwise be exposed to unnecessary dangers, e.g. erect barriers around opened manholes, etc.
- Participating in the termly health and safety audit paying particular attention to the building structure, services, access to/egress from the school, main circulation areas etc.
- Ensuring that other site supervisory staff are adequately supervised
- Identifying any particular health and safety training needs of supervisory staff in the group
- Ensuring the staff within the group are not involved in activities outside their limitations
- Ensuring that any personal protective equipment issued to staff is suitable for the task and that training is provided in the correct use of the equipment
- Ensuring that all staff work in accordance with safe working practices issued by the school, the Authority etc.

- **HEALTH AND SAFETY WORKING PARTY**

The Health and Safety Working Party role is that primarily of a facilitator. They may take on certain functions but the overall responsibility rests with the Headteacher. The central duty is to ensure that there is a management system established for the management of health and safety. The duties include: -

- Review this policy statement as necessary and ensure that the appropriate amendments are made as and when circumstances change
- Ensure that the correct procedure is followed for the reporting, recording, investigation and follow up of accidents on the premises
- Review the arrangements for action to be taken in an emergency and ensure that all involved are informed of the arrangements
- Arrange for biannual evacuation drills and weekly alarm tests etc.
- Advise the Director of Property Services or other appropriate body of defect in the state of repair of the building or its surrounds which is identified as being unsafe and take whatever local action is necessary to minimize the risk until repairs can be arranged
- Arrange for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe
- Co-ordinate the biannual health and safety audit, ensuring all areas of the establishment and all activities are covered
- Report to the Head/School Leadership Team any situation which is unsafe or hazardous to health and which cannot be remedied from within the resources available
- Liaise with and monitor as far as reasonably practicable, the activities of contractors (including catering and cleaning staff) visitors and others on the site to ensure that any risks to the health and safety of staff and others are kept to a minimum
- Ensure that all Senior Managers are kept informed of the names and details of those persons appointed to provide competent health and safety assistance

• ALL EMPLOYEES

All employees have general health and safety responsibilities both under criminal and civil law. Staff must be aware that they are obliged to take care of their own safety and health whilst at work along with that of others who may be affected by their actions.

Employees must also co-operate with the governing body and senior management of the school so that they may fulfil any legal requirements placed on them as employers and/or persons in control of premises. All employees are required: -

- To comply with risk assessment
- To report all defects in the condition of the premises or equipment to which they become aware

- To report ALL accidents according to the procedures included in Part 3 of this document
- Be familiar with the procedure to be followed in the event of a fire or other serious emergency (see Part 3)
- To make use of all necessary personal protective equipment provided for safety or health reasons
- To, where necessary, make use of all control measures made available to them e.g. fume cupboards etc.
- Follow all relevant codes of safe working practice and local rules
- Report any unsafe working practices to the Deputy Headteacher

- PUPILS

All pupils must be encouraged to follow all safe working practices and observe all school safety rules. All pupils will: -

- Follow all instructions issued by any member of staff in the case of an emergency
- Ensure that they do not intentionally or recklessly interfere with equipment provided for safety purposes e.g. fire extinguishers etc.
- Inform any member of staff of any situation which may affect their safety

**(Note: This part of the policy statement should be brought to the attention of all pupils and parents)**

- STAFF SAFETY REPRESENTATIVES

Health and safety at work provides for the appointments of trade union safety representatives from amongst the employees. Where the governing body is notified in writing of such an appointment, the safety representative shall have the following functions: -

- To investigate potential hazards and to examine the causes of accidents in the workplace
- To investigate complaints by any employee they represents relating to that employees' health and safety or welfare at work
- To make representations to the Headteacher via the Deputy Headteacher on general matters affecting the health, safety and welfare of employees
- To carry out workplace health, safety and welfare inspections
- To attend any safety committee meetings
- To co-operate with their employers in promoting health and safety at work

None of the above functions given to the safety representative impose any legal duty or liability whatsoever on that person. A safety representative is in no way obliged to carry out any or all of the above functions.

Name:

Linda James  
Tony Archer  
Jeffrey Stanlake  
Jacky Sproston

- HEALTH AND SAFETY WORKING PARTY

The school has established a Health and Safety Working Party which meets termly. The main purpose of the Working Party is to develop and implement measures to ensure the health and safety at work of all employees, pupils and others who may be affected by the schools' activities. Membership of the Working Party comprises of: -

Headteacher	Linda James
Governor	Tim Bowen
Safety Representative	Linda James
Site Supervisor	Tony Archer
Teaching Staff Representative	Jacky Sproston
Non-Teaching Staff Representative	Jeffrey Stanlake

The Health and Safety Working Party will submit an annual report to the Governing Body for their consideration.

## CHASETOWN COMMUNITY SCHOOL

### HEALTH AND SAFETY ARRANGEMENTS

The following procedures and arrangements exist within the school: -

- RISK ASSESSMENTS
- FIRE AND/OR EMERGENCY
  - Fire evacuation procedure
  - Staff with special responsibilities e.g. fire marshal etc.
  - Assembly points
  - Fire exits
  - Fire drill arrangements
  - Fire alarm tests
  - Inspection of fire fighting appliances
- ACCIDENT REPORTING
  - Major injuries (including over 3 day injuries to staff)
  - Minor injuries
  - Dangerous occurrences
- BI-ANNUAL SAFETY AUDITS
- ROUTINE INSPECTIONS AND TESTS
  - Portable electrical equipment
  - Fume cupboards N/A
  - Other local exhaust ventilation system (L.E.V.)
  - Lifts (and lifting equipment) N/A
  - Pressure systems, autoclaves etc. N/A
  - Radioactive sources N/A
  - Personal protective equipment

- SECURITY PROCEDURE FOR VISITORS AND CONTRACTORS
- SMOKING POLICY
- STORAGE AND USE OF HAZARDOUS SUBSTANCES
  - Record keeping (assessments)
  - Local rules
- DISPLAY SCREEN EQUIPMENT
- MANUAL HANDLING
- PEDESTRIAN/VEHICLE SAFETY
- FIRST AID
  - Names of trained first aid personnel and their locations
  - Location of first aid boxes
  - Restocking of first aid supplies
  - Training/retraining of first aiders
  - First aid cover in the event of absence
- WELFARE FACILITIES
- WORKING ALONE
- ELECTRICAL SAFETY
- USE OF LADDERS
- WORK AT HEIGHT

**CHASETOWN COMMUNITY SCHOOL**  
**FIRE, BOILER HOUSE & EMERGENCY EVACUATION POLICY**

**This policy should be followed in the event of any emergency evacuation.**

- **HEALTH AND SAFETY CO-ORDINATOR:** This is the Headteacher, Dr. L. James. She is responsible for issuing appropriate fire escape routes, including arrangements for any contractors working on site.
- Responsibility for arranging a fire practice at half termly intervals has been devolved to Mr T. Archer. He is responsible for ensuring that:
  - Staff and visitors follow the fire escape route plan
  - Any contractors on site evacuate the building during fire practice
  - Children leave the building in a safe and orderly manner
  - Fire practice times reflect the school's limitations and routines
  - Each practice is timed and evaluated
- **CLERICAL STAFF** will:-
  - Take the registers, staff signing in book and visitors' book to the fire assembly points
  - Hand out registers to class teachers
  - Check that staff and any visitors are all present
  - Phone the Fire Brigade at earliest, safe, moment
- **HEAD AND DEPUTY** are designated as fire marshals. Duties are as follows:-
  - To check medical room is empty
  - To check staff, pupil and disabled toilets are empty.
  - To escort any child delivering a message to nearest fire assembly point
  - Liaise with appointed Fire Officer
- **CLASS TEACHERS** must:
  - Familiarize themselves with the fire escape plan for their classroom
  - Ensure that all students, support staff and visitors know the nearest escape route
  - Teach the children how to leave the building in a safe and orderly manner
- **KITCHEN STAFF** must:
  - Familiarize themselves with the fire escape plan
  - Evacuate the building during fire practice

<b>GAS ISOLATOR</b>	<b>MAIN ELECTRICAL ISOLATOR</b>	<b>ASSEMBLY POINT</b>
Outside external entrance to kitchen – next to gas meter	Reception Area	Key Stage 2 playground

## Health & Safety Policy Addendum

In implementing this policy, all staff should:

1. Take steps to ensure that they are effective in supporting the inclusion of all pupils with LDD/SEN
2. Take steps to ensure that they are effective in supporting pupils with specific learning difficulties/dyslexia
3. Take steps to ensure that they take individual responsibility for promoting and safeguarding the welfare of children

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