



# Marden High School

## Media Arts College

### Marden High School Health and Safety Policy

#### CONTENTS

##### Part One – Statement of Intent

##### Part Two – Organisation

Responsibilities of :-

Governing Body  
Headteacher  
School Health and Safety Co-ordinator  
Heads of Department/Staff with special responsibilities  
Class Teachers  
School Health and Safety Representatives  
Employees

##### Part Three – Procedures and Arrangements

Risk Assessment  
Accident/Incident Reporting  
Maternity Risk Assessment  
First Aid Risk Assessment  
Manual Handling  
Workstation and Computers  
COSHH (Control of Substances Hazardous to Health)  
Fire  
Use of Minibuses  
Educational Visits  
Workplace Health, Safety and Welfare  
Premises Management  
Contractors  
Health and Safety Training  
Inspection and Test of Plant and Equipment  
Portable Appliance Testing  
Ladders, Stepladders and Access Equipment  
Consultant and Communication  
Visitors  
Traffic Management  
Medication in Schools

# HEALTH AND SAFETY POLICY

## PART ONE

### Statement of Intent

#### Marden High School

The Governing Body believes that ensuring the health and safety of staff, pupils and visitors is essential to the success of the school. We recognise and accept our responsibility under the Health and Safety at Work etc. Act, the Workplace (Health, Safety and Welfare) Regulations, and other relevant regulations and codes of practice.

We are committed to:-

- Providing a safe and healthy working and learning environment for staff, pupils and visitors.
- Preventing accidents, work related ill health, injury or loss
- Identifying and reducing hazards to a minimum
- Achieving compliance with statutory requirements as a minimum as well as best practice
- Ensuring safe working methods of work and good practice and providing safe equipment
- Providing effective information, instruction and training for both governors and staff
- Monitoring and reviewing systems and performance to ensure they are effective
- Developing and maintaining a positive health and safety culture through communication and consultation with staff and ensuring that health and safety issues are covered at meetings
- Ensuring adequate resources are given to safety issues

Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Chair of Governors)

Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Headteacher)

# HEALTH AND SAFETY POLICY

## PART TWO

### Organisation

#### Introduction

In order to comply with the Governing Body's Statement of Intent, the schools management structure have additional responsibilities assigned.

#### The Governing Body

The Governing Body has the following responsibilities:-

- Ensuring that Headteachers have made adequate arrangements to discharge their responsibilities for health and safety within the school and ensuring that responsibilities for health, safety and welfare are allocated to specific people and those persons informed
- Taking an active role in the development of the health and safety policy for the school that reflects local procedures and polices reviewing annually
- In conjunction with the Headteacher, provide a monitoring role for the school for health and safety performance. Inspection reports should contain the following:-
  - o Action allocated to individuals who are responsible for the function
  - o Time limits set for action
  - o Remedial action to deal with problems identified
  - o Identification of any long-term action required in order to address underlying causes of problems
- Ensuring health and safety issues are covered at meetings of governing bodies, either through a special meeting or a standard agenda item. This should include discussion of any safety reports or information issued
- Providing information to the Local Authority on health and safety matters when requested
- Ensuring adequate resources are given to safety issues
- Reviewing performance periodically
- To ensure training is given priority for both governors and staff

#### Headteachers

The Headteacher has the following responsibilities:-

- To ensure the Directorate's Health and Safety Policies are adhered to within school

- To ensure that all full and part-time employees under their control carry out their work so as to avoid, so far as reasonably practicable, risk to the health or safety of pupils, students, employees, or any member of the general public
- To ensure health and safety is an integral part of the management of the school, including setting objectives as part of a planned approach to full legislative compliance
- To produce and update a clear written local policy document for health and safety, detailing arrangements with respect of implementation of local policies and procedures
- To ensure the policy is communicated adequately to all staff and ensure that staff are aware of and follow procedures relating to health and safety
- Nominating staff to be responsible for specific aspects of health and safety and ensuring all staff are aware of such delegations
- Ensuring only appropriately qualified and experienced members of staff supervise potentially hazardous activities
- Ensuring there are adequate arrangements for the supervision of pupils at all appropriate times
- Ensuring adequate arrangements for the reporting of accidents and potential hazards and that such reports are forwarded to the Directorate
- Ensuring fire safety advice forwarded by the Directorate is adhered to, and that all reasonable precautions are taken by staff to minimise the risk of fire
- In liaison with the Directorate, carry out procedures to ensure that only competent contractors are brought onto school sites to carry out works
- In liaison with the Directorate, make adequate arrangements for the site induction of any contractor brought onto the site so that the activities do not interfere or cause a risk to the safety of staff and children on site
- Immediately inform the Directorate H&S or any unsafe practice or condition arising from the work of a contractor on the site, which may endanger the health or safety of staff, pupils or members of the general public.
- Ensure that all staff are fully aware of any asbestos material in the school and make arrangements to ensure that no person brought onto site is exposed to risks from asbestos. Any asbestos that is disturbed should be reported to Health and Safety and staff and pupils removed from its vicinity
- Ensure that all defects and unsafe conditions are reported to the Asset Management
- Ensuring appropriate consultation arrangements are in place for staff and their Trade Union representative
- Ensuring that risk assessments have been completed and are regularly reviewed for all activities

- Ensuring safe systems of work are in place as identified by risk assessments
- Ensuring emergency procedures are in place and that all staff and pupils are aware of such arrangements
- Ensuring all purchases have been assessed for suitability and compliance
- Ensuring all equipment is inspected, tested and maintained to ensure it remains in a safe condition
- Ensuring records are kept of all relevant health and safety activities e.g. assessments, inspections, accident etc.
- Ensure that the health and safety standards and compliance with procedures are adequately monitored
- Reporting to the Governing Body annually on the health and safety performance of the school

#### School Health and Safety Co-ordinator (Bursar)

The Schools Health and Safety Co-ordinator has the following responsibilities:-

- To co-ordinate and manage the annual risk assessment process for the school
- To co-ordinate the annual workplace monitoring inspections and performance monitoring process
- To make provision for the inspection and maintenance of work equipment throughout the school
- To manage the keeping of records of all health and safety activities including management of the fabric of the building and building services
- To advise the Headteacher of situations or activities which are potentially hazardous to health and safety of staff, pupils and visitors
- To ensure that staff are adequately instructed in safety and welfare matters about their specific work place and the school in general
- Carrying out any other function as directed by the Headteacher or Governing Body.

#### Heads of Department

Heads of Department have the following responsibilities:-

- To ensure all members of staff in the department are aware of any safety precautions to be taken when undertaking potentially hazardous activities

- To ensure that the curriculum of the department includes instructions in the correct and safe methods of carrying out potentially hazardous activities
- To ensure that the curriculum of the department does not involve staff and pupils in procedures likely to cause accidents
- To ensure that all equipment and machinery is maintained in a safe and serviceable condition, and defective equipment is not used until the necessary repairs are carried out
- To ensure that competent members of staff carry out risk assessments for all activities within their control. The assessments should cover general risks as well as the specific risks involved with the teaching and supervision of children. Consideration must be given to the use of hazardous substances, provision of personal protective equipment and selection of work equipment. Generic risk assessments have been developed centrally and are available on the Learning Portal
- To ensure that all members of staff under his/her control adhere to all relevant aspects of the Health and Safety Policy
- To report all hazards to health or safety and all accidents to the Headteacher/School Health and Safety Co-ordinator.

### Senior Technicians

In respect of laboratory and workshop technical staff the Senior Technician is responsible for:-

- Ensuring that all members of staff working in laboratories or workshops are aware of any safety precautions to be observed when undertaking potentially hazardous procedures
- Ensuring that only appropriately trained members of staff use potentially hazardous chemicals, equipment or machinery
- Ensuring that members of staff wear appropriate protective clothing
- Reporting all accidents to the Headteacher, Head of Department or School Health and Safety Co-ordinator and ensuring the appropriate electronic incident forms are completed
- Reporting any faulty equipment or machinery or potential safety hazards to the Head of Department

### Class Teachers

Teaching staff are expected to:-

- Exercise effective supervision of their pupils, to know the procedures for fire, first aid and other emergencies and to carry them out

- Follow the particular health and safety measures to be adopted in their own teaching area as described in the health and safety guidance documents and codes of practice, if issued, and to ensure that they are applied
- Give clear oral and written instructions and warning to pupils when necessary
- Follow safe working procedures
- Require the use of personal protective equipment/clothing and guards where necessary
- Make recommendations to the Headteacher, Head of Department or School Health and Safety Co-ordinator on health and safety equipment and on additions necessary or improvements to plant, tools, equipment or machinery
- Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with national curriculum requirements for safety education
- Avoid introducing personal items of equipment (electrical or mechanical) into the school without prior authorisation
- Report all incidents, accidents, defects and dangerous occurrences to the Head of Department/School Health and Safety Co-ordinator.

### School Health and Safety Representatives

The Governing Body recognises the role of Health and Safety Representatives appointed by a recognised trade union. Health and Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time, but wherever practicable, outside teaching time. They will also be consulted on health and safety matters affecting all staff.

They are entitled to certain information e.g. about accidents and to paid time off to train for and carry out their health and safety functions. However, they are not part of the management structure and do not carry out duties on behalf of the Headteacher or Governing Body.

### All Employees

All employees have individual legal responsibilities to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions. In particular, employees must:-

- Comply with the school's health and safety policy and procedures at all times – in particular procedures for fire, first aid and other emergencies
- Take care of the health and safety of themselves and of others who may be affected by their acts or omissions at work
- Notify their line manager if they have any of the notifiable diseases

- Co-operate with school management in complying with relevant health and safety legislation
- Use all work equipment and substances in accordance with instruction, training and information received
- Report to their immediate line manager any hazardous situations and defects in equipment found in their workplace
- Report all incidents in line with the current incident reporting procedure
- Inform their line manager of what they consider to be shortcomings in the school's health and safety arrangements
- Not misuse or intentionally or recklessly interfere with anything provided in the interests of health, safety and welfare. Equipment must only be used for its intended manufactured purpose.
- Notify their line manager when personal protective equipment requires renewal or repair

### Pupils

Pupils, allowing for their age and aptitude, are expected to:-

- Exercise personal responsibility for the health and safety of themselves and others
- Observe standards of dress consistent with safety and/or hygiene
- Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency
- Follow the instruction of staff in relation to health and safety, such as wearing personal protective equipment in D&T
- Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

Marden High School Health and Safety contacts are listed below; a list of all staff with Health and Safety responsibilities and Trade Union Representatives is available from the Health and Safety Co-ordinator.

Chair of Board of Governors	Rob Laycock
Headteacher	Jonathan Morris
Health and Safety Co-ordinator	Peter Hedworth
Fire Drill Co-ordinator	Jeanette Scott
Deputy Fire Drill Co-ordinator	Peter Hedworth
Asbestos Duty Holder	Peter Hedworth
Deputy Duty Holder	Andy Wood



# HEALTH AND SAFETY POLICY

## PART THREE

### Procedures and Arrangements

#### Introduction

The following procedures and arrangements have been adopted to ensure compliance with the Governing Body's Statement of Intent and compliance with the Authority's guidance.

#### General Risk Assessment

Risk Assessments will be co-ordinated by Marden High School Health and Safety Committee following guidance contained in the Children Young People and Learning Health and Safety Policy - Risk Assessment and the Corporate Risk Assessment guidance document.

#### Curriculum Risk Assessment

Risk assessments for curriculum activities will be carried out by Heads of Department/subject leaders. Generic risk assessments have been developed by the Authority and are available on the Learning Portal. The generic assessments will be made specific to the school.

#### Maternity Risk Assessment

Maternity risk assessments will be carried out by Heads of Department following guidance contained in the New and Expectant Mothers at Work policy of the Children Young People and Learning Health and Safety Policy and the Corporate Risk Assessment guidance document.

#### First Aid Risk Assessment

A first aid risk assessment will be carried out by a qualified first aider in line with guidance contained in the Children Young People and Learning Health and Safety Policy and the Corporate First Aid guidance document.

First aid boxes are located in Reception and first aid notices are located throughout the building. A list of qualified first aid staff and the first aid rota is available from Reception or the Bursars office.

#### Accident/Incident Reporting

Staff accidents and incidents will be reported via the Authority's electronic incident reporting procedure. Pupil accidents will be reported in line with the Pupil Accident Reporting System. The Children Young People and Learning health and safety policy guidance will be followed.

#### Manual Handling Risk Assessment

Where manual handling cannot be avoided and the risk is significant, a manual handling risk assessment will be carried out by the caretaker following guidance contained in the Children Young People and Learning Health and Safety Policy and the Corporate Health and Safety Guidance Document for manual handling.

## **Workstations and Computers**

Individual members of staff are responsible for carrying out their own DSE/VDU (display screen equipment/visual display unit) assessments, following guidance contained in the Children Young People and Learning Health and Safety Policy and the Corporate Health and Safety Guidance Document for DSE.

## **COSHH (Control of Substances Hazardous to Health)**

The Science Progress and Support Officer will identify hazardous substances and complete the hazardous substances inventory in line with the Children Young People and Learning Health and Safety Policy. This inventory, along with relevant material safety data sheets, will be forwarded to the Directorate Health and Safety Team, who will produce COSHH assessments and forward them to the school.

## **Fire**

Fire risk assessments are carried out by Valuation and Asset Management and Headteachers are responsible for the implementation of any action plan.

Fire drills will be carried out every term in line with the guidance contained in the Children Young People and Learning Health and Safety Policy.

Fire evacuation procedures will be developed and documented by the Fire Drill Co-ordinator and fire notices displayed throughout the premises.

## **Use of Minibuses**

Operation of minibuses will be carried out by (N/A – no minibuses) in line with guidance contained in the Children Young People and Learning health and safety policy.

## **Educational Visits**

The Educational Visits Co-ordinator is the Deputy Headteacher who is responsible for overseeing procedures and documentation for educational visits. Advice and guidance can be provided by the Sports Development Manager for Schools/Community, Langdale Centre – telephone 0191 2001563. The Children Young People and Learning health and safety policy – guidance document for Educational Visits will be implemented.

## **Workplace Health, Safety and Welfare**

The Workplace Health, Safety and Welfare Regulations and The Education (School Premises) Regulations apply. The Corporate Safety Document for Workplace Health, Safety and Welfare will be applied, as will the guidance in the Children Young People and Learning health and safety policy.

## **Premises Management**

A Property Handbook for Premises Managers in North Tyneside has been developed and distributed to all schools.

The handbook gives guidance on a range of buildings issues and gives details of contacts within the Authority.

Items covered in the handbook are:-

- Division of Responsibilities
- Duties
- Prioritising Work
- Planned, Preventative Maintenance
- Cleaning and Security Services
- Fire Safety
- Asbestos
- Health and Safety
- Water Hygiene and Monitoring
- Hazardous Waste
- Disability Discrimination Act
- Valuation and Asset Management
- List of Contact Officers

### **Contractors on Site**

Guidance contained in the Children Young People and Learning health and safety policy and the Safety Document for Controlling Contractors will be followed.

All contractors must report to reception where they will sign the visitor's book and they will be given access to the Asbestos Register, which they also must read and sign.

The Bursar and Caretakers are responsible for monitoring contractors where the work may directly affect staff and pupils. A copy of the Marden High School Code of Conduct for Contractors is available from the Bursar.

### **Health and Safety Training**

All new employees provided with a copy of the Health and Safety Policy. The Bursar will arrange required Health and Safety training.

### **Inspection and Test of Plant and Equipment**

All plant and equipment requiring statutory inspection and test will be carried out at the required intervals by competent contractors. Heads of Department will arrange for the testing and inspection. All plant and equipment will be logged and all tests/inspections documented.

### **Portable Appliance Testing**

Inspection and testing of all portable appliances will be carried out by the Caretakers following the guidance contained in the Children Young People and Learning health and safety policy. Staff are responsible for carrying out pre-use checks of equipment as detailed in the PAT guidance in the CYPL H&S policy.

## **Ladders, Stepladders and Access Equipment**

The Caretakers are responsible for the inspection and maintenance of ladders, stepladders and access equipment in line with the Corporate guidance. Documented checks will be carried out.

## **Consultation and Communication**

The school health and safety working group meets three times a year to discuss health and safety relating to staff, pupils and visitors. Any issues raised are brought to the attention of the management team.

The head teacher / Bursar will ensure that procedures are implemented to inform staff and pupils of the arrangements set out in this policy.

The Health and Safety Law poster is located in the Main Foyer

Health and safety advice is available from the Corporate Health and Safety Team (0191 6435015) or Directorate Health and Safety Team (0191 2005448).

## **Visitors**

All visitors must report to reception where they must sign the visitor's book and be issued with an I.D. badge.

## **Traffic Management**

Cars must be parked in designated parking bays. Where the premises allow, traffic routes will be a one-way system and speed limits of 5mph enforced. Speed limit signs will be displayed. (Traffic Management at Marden High is currently under review)

## **Educational Visits**

The Educational Visits Co-ordinator is responsible for providing advice and guidance to ensure all necessary paperwork has been completed. Guidance from DCSF will be followed.

## **Medication in Schools**

Prescribed medication will be administered to pupils by the Home School Liaison Officer following guidance contained in Children, Young People and Learning policy for Managing Medicines in Schools and Early Years Settings. Medication will be kept in a locked cupboard in Home School Liaison Office. Keys are held by staff responsible for administering medication and kept in secure place.