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**Shevington High School**

**Health & Safety Policy**

**DATE ACCEPTED: 27th April 2016**

**COMMITTEE: Resources Committee**

**DATE FOR NEXT REVIEW: Summer Term 2019**

This Safety Policy is introduced in respect of Shevington High School and forms the basis of future planning and implementation of Health and Safety matters within the school

**SHEVINGTON HIGH SCHOOL**

Headteacher:

Shevington Lane, Shevington, Wigan, WN6 8AB

Tel: 01257 400990 Fax: 01257 400992

Website: [www.shevingtonhigh.org.uk](http://www.shevingtonhigh.org.uk) Email: enquiries@shevingtonhigh.org.uk

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**SHEVINGTON HIGH SCHOOL**

**HEALTH & SAFETY POLICY**

**Revised March 2016**

**INTRODUCTION**

This Safety Policy is produced in respect of Shevington High School and forms the basis for future planning and implementation of Health & Safety matters within the school.

1. **GENERAL STATEMENT OF POLICY AND INTENT**
   1. The Governing Body working in conjunction with information, procedures and codes of practises as identified in the LA Safety Manual is responsible for setting out the overall safety policy insofar as Shevington High School is concerned.
   2. The planning and implementation of the policy is the direct responsibility of the Headteacher, ensuring that Teachers and other employees at all levels fulfil their duties to co-operate with it. Arrangements will be made to bring it to the notice of all staff including new employees and supply teachers
   3. The Governors recognise the need to consult staff on Health & Safety matters and the need to consult individuals before allocating particular Health & Safety duties.
   4. It is the Governors policy to take all steps within their power to prevent personal injury, health hazards and damage to property. It is also the Governors policy to extend this protection to pupils, contractors, and members of the public from foreseeable risk.
   5. The governors recognise their responsibility under Health & Safety at Work Act 1974, so far as reasonably practicable to :

a) Provide plant, equipment and systems of work which are safe and without risks to health.

b) Make arrangements for ensuring so far as is reasonably practicable and without risks to health, the handling, storage and transportation of articles and substances.

c) Provide adequate training, information, instruction and supervision so far as is reasonably practicable to enable all staff employed in the school to perform their work safely and efficiently.

d) Promote the development and maintenance of sound safety, health and welfare practices.

e) Maintain the premises in a condition that is safe and without risks to health and the maintenance of access to and egress from the premises.

f) Provide and maintain a working environment that is safe without risks to health and is adequate regarding welfare facilities for staff and pupils.

g) Ensure sufficient resources are available to provide, as necessary, protective clothing or equipment to all staff employed in the school, for the safe use of machinery equipment and substances.

g) Maintain a close interest in all Health and Safety matters insofar as they affect all activities in the premises under the control of the school

* 1. It is recognised by the Governors that whilst the LA would be responsible for Capital expenditure, central administration and subsequently professional advice and information in Health and Safety matters, any change in those responsibilities may involve the school seeking outside specialists for consultation.

1.7 The Governors will require the Headteacher to present an annual management audit on Health and Safety matters in order to determine the way forward.

1.8 Minibuses. The Governors will observe the guidelines set out by the LA and the DVLA on the Driving of and Specification of School Minibuses.

(**See Appendix 1)**

1.9 Road Safety Policy. The Governors have adopted the Road Safety Policy of the LA.

1. **ORGANISATION**

2.1 TheGovernors recognise the needs to identify organisational arrangements in the school for implementing, monitoring and controlling Health and Safety matters. The Governors must ensure that the school budget reflects the finance necessary to implement Health and Safety matters.

A summary of individual duties including reporting arrangements, hence the organisation and accountability are as follows:

**2.2 The Headteacher**

2.2.1 The Headteacher is responsible and accountable to the Governors for implementing the school Health and Safety Policy and for all matters relating to Health, Safety and Welfare within the establishment

2.2.2 The Headeacher must be aware of all contractors and third parties entering the school to undertake maintenance, service or works contracts.

2.2.3 The Governors will require the Headteacher to ensure the school’s Safety policy is effectively implemented and understood at all levels. The policy must be regularly monitored, effectively controlled and annually revised as necessary.

2.2.4 The Headteacher is responsible for ensuring that all new, amended or updated material regarding Health and Safety matters is brought to the attention of all relevant staff immediately upon receipt.

2.2.5 The Headteacher must ensure that the agreed procedure for reporting all defects, hazards and problems regarding Health & Safety matters function efficiently and effectively.

2.2.6 The Headteacher will arrange meetings with staff as necessary, to resolve uncertain areas of responsibility, considering problems and recommendations for referral to the Governing Body.

2.2.7 The Headteacher will seek advice when appropriate from specialist Health and Safety advisors.

2.2.8 The Headteacher will stop any unsafe practise or the use of plant, tools, equipment, etc. which equally is considered unsafe.

2.2.9 The Headteacher shall make arrangements, with appropriate persons, for improvement of premises and plant, tools, equipment, which are the school’s responsibility.

2.2.10 The Headteacher will authorise the regular review of:

a) The provision of First- Aid in school.

b) Fire and evacuation procedures

2.2.11 The Headteacher will monitor and inform the Governing Body that appropriate training has been or will be given to staff to enable them to fulfil their responsibilities. This must include new appointments and transfers within the premises to other functions.

2.2.12 The Headteacher will ensure that all schemes of work for pupils including work experience, arrangements are in place regarding the adequate information, instruction, training and supervision for Health and Safety matters.

2.2.13 The Headteacher will consult with approved trade union representatives on all health, safety and welfare matters and co- operate with them in the execution of their duties.

**2.3 Senior Staff**

2.3.1 Senior Staff are responsible and accountable to the headteacher for all matters relating to Health, Safety and Welfare within their areas.

2.3.2 In the exercise of this responsibility Senior Staff must ensure that:

a) All staff under their control receive instruction in their duties regarding Health and Safety matters.

b) All staff under their control are adequately trained to carry out their duties efficiently and effectively.

c) Senior Staff must be aware of regulations, codes of practice and guidance notes appropriate to their Specialist areas.

d) Senior Staff are responsible for ensuring all statutory notices, placards, regulations and safety signs are displayed as appropriate to their workplace. This will include arrangements such as first-aid equipment, protective clothing, registers, log books etc.

2.3.3 Senior Staff are responsible for ensuring that everything received from suppliers e.g. machinery, equipment, substances, etc. is accompanied by adequate information and instruction sheets prior to use.

2.3.4 Senior Staff must report to the Headteacher all problems, defects and hazards.

2.3.5 Senior Staff must ensure that a copy of the Fire Drill and emergency evacuation procedures are prominently displayed in all rooms and areas for which they are responsible (**see Appendix 2).**

2.3.6 Senior Staff must carry out regular safety inspections to their departments. Priorities must be given to plant, equipment and risk assessments including the use of substances

2.3.7 Senior Staff must ensure that Risk Assessments are carried out in their areas of responsibility and regularly review these risk assessments. They should bring the results of these assessments to the attention of their staff and the Headteacher.

2.3.8 Senior Staff should report and, if appropriate, make recommendations on any practice, premises or equipment which give rise to Health and Safety risks.

**2.4 Teachers and Technicians**

2.4.1 Teachers and Technicians are responsible and accountable to their Senior Staff for the implementation of the School Safety Policy in the performance of their duties.

2.4.2 They must be familiar with the Safety Policy, the implications of that policy and equally any procedures, arrangements and practices relating to their work area.

2.4.3 They must conform to responsibilities as laid down in their own codes of practice, regulations and guidance for safe working arrangements.

2.4.4 They must ensure that where the conditions apply, all pupils or persons under their control receive instructions to enable them to operate in a safe and efficient manner.

2.4.5 They must report to their Senior Staff all problems, defects and hazards that they become aware of.

2.4.6 Supply teachers must be made aware of the School Safety Policy and any special arrangements or procedures relating to their work area before commencing work.

**2.5 Site Manager/ Caretaker**

2.5.1 The Site Manager /Caretaker is responsible and accountable to the Headteacher via the School Business Manager for all matters relating to Health and Safety and welfare within his/ her work.

2.5.2 The Caretaker/ Site manager must ensure he/she is familiar with the School’s Safety Policy and that cleaning staff (contractual or otherwise) are equally aware of any implications of the policy as it affects their work activities storage of equipment and substances.

2.5.3 The site manager/ caretaker must report to the Headteacher via the School Business Manager any defects, hazards or problems that arise

2.5.4 The Site Manager/ caretaker is responsible for ensuring that everything received from suppliers for direct school use is accompanied by adequate information and instructions prior to use.

2.5.5 The site manager/ caretaker is responsible for ensuring that all staff under his/ her direct control are adequately informed, instructed and trained in using all equipment and substances prior to use.

2.5.6 The Site manager/ caretaker must inform the School Business Manager whenever contractors are due to enter school to undertake maintenance, service or works contracts.

2.5.7 The Site manager/ caretaker must be familiar with codes of practice, regulations and guidance appropriate to their work

**2.6 Kitchen Supervisor**

2.6.1 The kitchen supervisor/ Cook must be familiar with the school’s safety policy in relation to their own work activities

2.6.2 He/ She must work in conjunction with any Policy Statement, codes of practice and guidance issues by their direct officers.

2.6.3 He/ she will ensure that all kitchen staff are instructed and informed to work in accordance with this document.

2.6.4 He/ she should be familiar with the Food Safety Act 1990 and any subsequent legislation, the implications as far as the school is concerned.

2.6.5 The kitchen supervisor/ Cook must inform the Headteacher or designated person on any potential hazards or defects.

2.6.6 New employees or part-time Kitchen assistants must be made aware of Health and Safety practices and procedures in the Kitchen.

**2.7 Safety Representatives**

2.7.1 The Safety Representative will be encouraged by the Headteacher to fulfil his/ her duties as well as being released for any appropriate training.

2.7.2 The Safety Representative will be entitled to inspect the school in accordance with agreed Trade Union procedures and will consult at regular intervals with the Headteacher on Health and Safety matters.

2.7.3 The Safety Representative has the right to receive any subsequent reports regarding accidents, injuries and any inspections carried out by the HSE or other authoritative bodies.

**2.8 School Staff and Employees**

2.8.1 All staff and employees must be made aware of what is expected of them and in particular to the department in which they work.

Departmental procedures and practices must be clearly defined with adequate instruction and training provided as necessary.

2.8.2 Employees have responsibilities for health and safety of themselves and others in the workplace. Under the regulation of the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety Regulations, employees must:

* + - * Take reasonable care of their own and others
      * Co-operate with their employers
      * Carry out activities in accordance with training instructions
      * Inform the employer of any serious risks

2.8.3 All staff and employees will be given access to the School’s Health and Safety Policy and make themselves familiar with all documents relating to Health and Safety in the school. They should pay particular attention to any codes of practice, regulations or guidelines which relate to their particular work activities.

2.8.4 Copies of the School’s Health and Safety Policy will be available at all times in the school office, staff room and Headteacher's office.

**2.9 Specialist Advisors**

The Governors recognise there will be occasions when the school will require specialist advice.

**3. ARRANGEMENTS**

3.1 The Governors recognise that the way forward in achieving effective management of the School’s Health and Safety Policy and the arrangements necessary to fulfil this obligation would be via a Committee which has Health and Safety as part of its remit.

3.2 **General Matters**

3.2.1 Accident Reporting/ First Aid

The reporting procedure will be in accordance with the policy laid down by the LA and detailed in the First Aid Protocols (**see Appendix 3)** All staff should be made aware of this procedure.

The arrangements for first- aid in school will be in accordance with the guidelines laid down by the LA with First Aid boxes regularly available particularly in high risk areas.

**See Appendix 4** for location of boxes

**See appendix 5**. For list of current Fist Aiders

3.2.2 Fire Precautions

The arrangements for general fire safety will be laid down in the LA Safety Policy. The school will be responsible to record tests, visits by the fire brigade officers and fire drills. This log will be inspected at regular intervals by the members of the Governors’ Health and Safety sub-Committee.

School maintains policy of being *off watch* with fire alarm in order to cut down false alarms to fire station. Upon activation of fire alarm site maintenance staff to check zones indicated by fire alarm panel and if real fire found 999 is to be dialled by the office staff. If for any reason the school is still *on watch* site staff are to inform office staff immediately (Office Manager to be informed) and respond to the sector security call as directed (e.g request for fire brigade or not required).

3.2.3 Housekeeping

It is essential to make regular inspections of departments in order to maintain tidy work areas, adequate storage and cleaning arrangements which conform to requirements.

3.2.4 Risk Assessments

Risk Assessments will take place twice per year. Firstly in the first half of the Autumn Term and secondly in the Summer Term. These will be carried out by :

* + - * + Site Manager / Caretakers
        + School Business Manager

A list of hazards will be produced with Heads of Faculty and classroom teachers. These will be eliminated on a rolling programme and the list will be updated by the Site Manager Advice will be sought from the LA where this is appropriate.

3.3 **Training Arrangements**

Training must always be viewed as a constant requirement based on the ability to recognise who requires it and when. New employees and supply staff will require either a level of awareness relevant to their task or a more in-depth training programme.

New technology, legislation, regulations and standards are all factors which determine a fresh approach to training requirements and re-training for existing staff.

3.3.1 There are various categories of training requirements in school. They can be identified as induction training, specific “hand on training” or just general informative and awareness training.

3.3.2 Induction Training

This will apply to new employees or transfer of employees to other departments when appropriate. They will need to be shown over the department, be made aware of safety policies and procedures including fire precautions, first aid and welfare arrangements.

3.3.3 Specific Training

This is a “hands on” approach where it is recognised by the Governors that employees will require an accepted level of competence to perform their duties.

a) Design and Technology

Employees who have recourse to use instruct and operate dangerous machinery in D&T subjects will be required to hold the appropriate LA certificate.

b) Science

Employees will be trained in biological hazards and be familiar with the COSHH regulations 1988

c) First Aid

The school should have persons certified in first aid

3.4 **Statutory Requirements**

3.4.1 Control of Substances hazardous to Health (COSHH)

The governors recognise the need for school to carry out risk assessments of all areas in accordance with the regulations (see risk assessments 3.2.4 – previous page)

3.4.2 The Management of Health and Safety at Work Regulations 1992 made under the EC directive and which came into force on 1st January 1993, make it a legal requirement to carry out risk assessments with chemicals and operations involving mechanical and electrical hazards

3.4.3 Working in conjunction with the school chemical lists and the COSHH package supplied by CLEAPSS Senior Staff will ensure assessments have been carried out and that further monitoring is done as required.

3.4.4 The governors recognise there will be occasions to refer to outside specialists for the checking of ventilation, dust extraction, fume cupboards etc. This is done through the LA buyback or other certified supplier agreed by the Governors Health and Safety Committee. Provision will be made to ensure these checks take place every 14 months in compliance with the regulations of the HSE.

3.5 Check of Portable Electrical Equipment

Portable electrical equipment will be inspected by a competent person. This is done via the LA buyback or other Company, or in

house by certified personnel as agreed by the Resources committee Visual inspections are made by users and half-yearly inspections will be made by the site manager or nominated person. Records of these half-yearly inspections will be kept.

Training should be made available for the members of staff nominated.

3.6 Plant/ Machinery/ Equipment/ Lift

3.6.1 The governors recognise the requirement in determining safety requirement for:

a) Adequate and correct guarding of machinery

b) General Inspection of plant, machinery and equipment

c) Storage and transportation of toxic substances et

d) Disposal of waste substances and chemicals

3.6.2 It is recognised that certain items of machinery will be required to be checked and certified. This is done via the LA buyback or other certified supplier, as agreed by the (Resources Committee)

3.6.3 Senior staff will be responsible for defining safe systems of work for cleaning and maintaining plant machinery and equipment.

3.6.4 Senior Staff will be required to select and provide suitable protective clothing/ equipment and of the correct type.

3.7 General

New or donated equipment should not be used on the premises until it has been cleared by a competent person.

3.8 Contractors on site

3.8.1 All contractors entering or working on school premises will be the responsibility of the Headteacher or designated person.

3.8.2 It must be conveyed to all known contractors the person and point of contact at the school and the safe working arrangements in compliance with the school safety policy

3.8.3 The Governors recognise the need to monitor such hazards as legionella and asbestos working in conjunction with the LA, the school will follow all directions from the LA in relation to the safe management of these hazards the school will undertake and allow all inspections, checks and statutory action regarded essential in relation to these hazards.

3.9 Arrangements for Safety Representatives

3.9.1 Headteachers and/or Senior Staff will liaise and communicate to Safety Representatives problems, hazards, and defects pertaining to specific activities.

3.9.2 Any specific requirements for immediate action will be taken after consultation with the Headteacher.

3.10 Education Visits/ Field Trips

3.10.1 Procedures for field trips and extra- curricular activities are outlined in the LA and School Education Visits Policy and other guidelines produced by professional (**See Appendix 6)**

3.10.2 Any activity which falls outside the scope of this document should be discussed in-house with written instructions and arrangements conveyed to all interested parties in particular the insurers

3.11 Use of School Premises outside Hours

The Governors recognise the need to inform users and set out policy arrangements regarding insurance when the school premises are used outside the normal school hours.

3.12 Communication of Information to Employees

3.12.1 The Headteacher will be responsible for ensuring that any regulations, information, guidance notes etc. received are passed on or highlighted in that department’s safe working arrangements

3.13 Reference Material

All staff is reminded that further reference material and guidance notes are given in appropriate sections of the LA Safety Policy.

3.14 Conclusion

The governors recognise the requirements to monitor and identify strengths and weaknesses by inspection in order to plan successfully future objectives regarding Health and Safety matters.

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Date

Signed:

(Chair of Governors / Chair of Resources - Committee)

Signed:

(Headteacher)

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