

NEWTON ROAD SCHOOL

Academy Handbook: Policies and Procedures

Title	Health and Safety
Associated Policies	<ul style="list-style-type: none"> • Critical Incidents and Crisis Management • Safeguarding and Child Protection • Learning Outside of the Classroom

Reviewed: September 2018

Next Review: September 2019

1.0 Policy Statement

Newton Road School recognises that people are a key resource within the organisation and therefore fully accepts its responsibilities as an employer with regard to the health, safety and well-being of its staff, students and visitors to its premises, and others who could be affected by its actions.

The school will provide and maintain, so far as is reasonably practicable, working and where appropriate learning environments and systems of work, which are safe, without risks to health, and as a minimum satisfy the Health and Safety at Work Act 1974 and associated legislation.

Whilst appreciating that although the ultimate responsibility rests with the Trust as employer all Directors, Governors, Central Team Staff, Principals, Managers and School-based Staff have to work together in the creation and promotion of a positive health and safety culture.

In recognising that staff have an important and beneficial contributory role to play in the management of health and safety arrangements, their participation in the consultation process will form an integral part in the planning and development of the safety management system. To assist in this process, effective arrangements for the communication of appropriate information will be formulated.

It is recognised that the control of health and safety is a management function with each level accountable to the one above and responsible for the one below.

Risks will be minimised by forward planning using competent staff trained and resources to an appropriate extend whilst working to attainable standards.

The school recognises that the effective management of health and safety plays an important role in its overall performance as an educational establishment by the reduction in injuries and ill health, protecting the environment and by the avoidance of unnecessary losses and liabilities.

Health and safety performance will be subject to regular and routine monitoring in the form of audits, the results of which will be reviewed on an annual basis in order to maintain and improve where necessary the required standards.

The organisation section of this document defines the duties and responsibilities of both management and staff who will implement this Policy in the manner detailed in the Arrangements.

The Trust and the governing body requires each member of staff and visitor to exercise their individual responsibility under health and safety legislation, to ensure their acts or omissions do not

affect themselves or others, and to co-operate fully with the school, Governors, Trust and its management.

Without affecting the generality of the above statement, the trust will pay particular attention to the implementation of the requirements of the Health and Safety at work Act 1974 and associated legislation in so far as:

- The provision and maintenance of plant and systems of work, which are safe, without risks to health
- The production of arrangements in connection with the handling storage and use of any article or substance to ensure safety and an absence of risk to health.
- The provision of suitable and sufficient information training and supervision necessary for health and safety purposes
- The provision and maintenance of workplaces, which are safe, and without risk to health
- The provision and maintenance of safe working environments and adequate arrangements for welfare at work

This policy will be subject to a review on an annual basis so as to ensure it continues to lead the development of standards of health and safety, which reflects the needs, and aspirations of Newton Road School.

2.0 Organisation

The following section details how the School is organised for the management of health and safety by the establishment of responsibilities and relationships, which are designed to promote a positive health and safety culture. It will thus ensure that all within the organisation are committed to the continued development of the safety management system and thereby the health, safety and well-being of all staff, students and visitors.

This will be achieved by setting expectations and the allocation of responsibilities, accountabilities and duties with regard to the management of health and safety to individuals or groups.

The Trust has a responsibility as an employer to ensure that:

- The School produces and implements a Health and Safety Policy that is appropriate to the activities of the School and that this policy is reviewed annually;
- An effective organisation is created for the management of health and safety;
- The School devises appropriate arrangements for addressing health and safety;
- The School promotes the correct attitude towards health and safety in both staff and students;
- The school establishes appropriate financing arrangements to cover the cost of implementing the Health and Safety policy;
- Targets for improving the School's health and safety performance are set annually;
- The Trust will monitor and evaluate the School's health and safety performance direct and through reports received from the Health and Safety Governor, the Principal and Safety Coordinator (competent person) and External Advisors who will advise and make recommendations.

Local Governing Body (LGB)

While the trust has overall responsibilities as employer the Governors still have a local responsibility to:

- Help the School to set high standards of health and safety by assisting in planning and setting targets for improvement;
- Be a critical friend to the School, offering support and advice;
- Help the School respond to the needs of parents and the local community;
- Make the School accountable to the public for what it does with regard to health and safety
- Work with the Trust and School on planning, developing policies and keeping the School under review, including for health and safety;

The health and safety Governor will monitor health and safety within the school on behalf of the Governing Body and advise the Governing Body on such matters relating to the School health and safety as the Governors may remit to them. In particular, they are to:

- Oversee the annual review of the School's Health and Safety Policy and associated documentation;
- Receive and review management's regular Health and Safety reports;
- Receive and review the annual report from the School's Principal or where appropriate the Health and Safety Coordinator (Competent Person);
- Receive and review any other audit or inspection commissioned by the School or by the Trust or any other agency such as the HSE;
- Review the minutes of the School's Health and Safety committee meetings, and attend where appropriate.

Principal – Kerry Mills

The Principal has responsibility to the Trust and Governing Body for their School; for ensuring the planning and implementation of the School's Safety Policy and associated management system.

She will ensure that a suitable organisation is created to establish arrangements for satisfying the Health and Safety Policy and thereby the aims and objectives of the Trust and Governing Body.

In particular she is to:

- In conjunction with managers, and advisers, devise the Health and Safety Policy and produce the School's general statement of intent;
- Identify the means by which the policy will be planned, measured, audited and reviewed;
- Establish strategies to implement the policy and integrate these into the School's activities;
- Ensuring that all relevant Senior Managers are capable and competent in their given roles and provided with suitable and sufficient information and instruction;
- Ensuring that all relevant Senior Managers understand and accept their responsibilities for Health and Safety;
- Regularly liaise with the Safety Coordinator/Competent Person and Advisers on matters of Health and Safety;
- Establish in conjunction with the Senior Management and the Safety Coordinator organisational management arrangements, risk control measures, workplace standards, together with associated performance standards, and thereby assist managers and staff to carry out their duties and satisfy their responsibilities.

The Principal and lead First Aider (Suzanne Robinson) will also:

- Receive all RIDDOR reportable accident information, and take appropriate action (including liaison with the HSE);
- Monitor and record Health & Safety issues, including collation and recording of accident statistics;

Vice Principal – Liz Abel

The Vice Principal is responsible for the implementation of the policy and all associated arrangements in the absence of the Principal. This role has routine responsibility for ensuring that the School's Health and Safety Policy and associated arrangements are implemented under their respective areas of control. She will achieve this by:

- The provision of the necessary physical and human resources;
- Ensuring the effective flow of information relevant to Health and Safety;
- The provision of the necessary means of supervision and control of staff;
- Ensuring that all relevant Senior Managers for which they are responsible are capable and competent in their given roles and provided with suitable and sufficient information and instruction;

- Ensuring that all relevant Senior Managers and subject leaders understand and accept their responsibilities for Health and Safety;
- Routinely and regularly undertaking safety tours of the premises and activities under their respective control.
- School Health and Safety committees are conducted according to the School's procedures.
- Providing timely feedback on the performance of the plans, standards, procedures, personnel and systems appropriate to the premises and activities under their respective control;

Curriculum Coordinators/Subject Leaders

The Curriculum Coordinators/Subject Leaders are responsible to the Principal for the implementation of the School's Health and Safety Policy in their areas of control. The Curriculum Coordinators/Subject Leaders will ensure that within their area of responsibility:

- All teaching and support staff are capable and competent in their given roles and provided with suitable and sufficient information, instruction and supervision;
- Suitable and sufficient training programmes are introduced and maintained for both staff and students to ensure appropriate levels of competency are achieved and maintained;
- All teaching and support staff understand and accept their responsibilities for Health and Safety
- All pupils understand and accept their responsibilities for Health and Safety and are subject to proper supervision;
- All hazards presented by their activities are identified and the risks created are fully assessed and controlled in accordance with the School's procedures, where appropriate the relevant information should feature in the lesson plans/schemes of work;
- No new activity (curriculum or non-curriculum), operating system, plant or equipment will not be introduced until all risks have been identified and adequate risk control measures put in place;
- All work/curriculum equipment is maintained in an efficient state, in efficient working order and in good repair with regards to Health and Safety, with suitable and sufficient maintenance records being produced and retained;
- Any workplace or activity outside the School's premises is properly assessed for Health and Safety;
- The School's accident and incident reporting procedures are followed.

Business Manager – Sarah Bell

Business/Support or equivalent managers are responsible to the Principal for the implementation of the School's Health and Safety Policy in his/her areas of control. The Business/Support manager will ensure that:

- All relevant staff for which they responsible are capable and competent in their given roles and provided with suitable and sufficient information and instruction;
- All relevant staff for which they are responsible understand and accept their responsibilities for Health and Safety;
- All relevant arrangements regarding the management of Health and Safety in the Department, for which they have control, are planned and implemented;
- All hazards presented by their activities are identified and the risks created are fully assessed and controlled in accordance with the School's procedures;
- No new activity, operating system, plant or equipment will not be introduced until all risks have been identified and adequate risk control measures put in place;
- All work/curriculum equipment is maintained in an efficient state, in efficient working order and in good repair with regards to Health and Safety, with suitable and sufficient maintenance records being produced and retained;
- Any workplace or activity outside the School's premises is properly assessed for Health and Safety;

- Suitable and sufficient arrangements are established with regard to any contracts entered into to ensure that effective arrangements for cooperation between the parties and coordination of the work;
- Routinely and regularly undertake safety tours of the premises and activities in their respective control;
- Providing timely feedback on the performance of the plans, standards, procedures, and systems appropriate to their premises and activities in their respective control;
- All staff and pupils are familiar with, and practice the School's emergency evacuation procedures;
- Oversee the investigation of all accidents and incidents within their area of control, and monitor records in accordance with the School's procedures.

The Site Supervisor – Stephen Barfoot

The Site Supervisor will be responsible, for ensuring that the School Safety Policy and associated arrangements are implemented across the department. This will be achieved by:

- All hazards presented by premises activities to be identified and the risks created fully assessed and controlled in accordance with the School procedures;
- All hazards presented by their activities are identified and the risks created are fully assessed and controlled in accordance with the School procedures;
- Establishing suitable and sufficient arrangements for the management, supervision and control of the School Buildings and Cleaning Staff;
- Ensuring all statutory inspections and registers are completed, for example, electrical, gas, lifting equipment (including passenger lifts), boilers, compressors, fire and asbestos;
- Ensuring suitable and sufficient arrangements are established with regard to any contracts entered into, to ensure that effective arrangements for cooperation between the parties and coordination of the work;
- Ensuring the Fire Risk Assessment is produced and maintained and all fire safety measures are subject to appropriate testing and maintenance;
- Monitoring the building related contractors with regard to Health and Safety;
- Responsibility for arranging PAT testing across the School provision.
- Responsibility for Legionellosis and Asbestos (where appropriate) control and risk assessments across the School.

Health & Safety Coordinator – Stephen Barfoot

The Health & Safety Coordinator is responsible to the Principal for the following Health & Safety matters:

- Co-ordinating the School's Fire and Emergency Response procedures;
- Conducting generic Risk Assessments for all areas of the School not addressed by specific activity or area risk assessments;
- Assist in the annual Safety Audit and Inspection with the Consultant Adviser of the School and in reporting findings to the Governing Body, the Trust Board, the Principal and Trust Health & Safety Committee as appropriate;
- Conduct routine safety inspections to assess progress on the results of the annual Safety Audit and Inspection (report to be forwarded to appropriate Health and Safety meeting);
- Ensure Health & Safety reviews and inspections are carried out in a timely and responsible manner;
- Assist in the maintenance and update of all relevant Health & Safety documentation and policies;
- Liaise with the Facilities Manager to ensure contractors comply with (internal and external) Health & Safety requirements;
- Liaise with external and internal posts that have a Health & Safety responsibility;

All Staff

All staff are required to ensure they: -

- Are familiar with the School Health and Safety Policy and associated arrangements;
- Carry out their duties in accordance with the Health and Safety Policy;
- Cooperate with management on matters of Health and Safety;
- Do not misuse anything provided for their safety;
- Use plant, equipment and substances correctly and use the appropriate safety equipment;
- Inform their appropriate Line Manager of any defective equipment, safety hazard or damage in their area;
- Report all accidents and incidents, whether serious or not, to their Line Manager;
- Take reasonable precautions to ensure their own safety and the safety of all persons within their charge;
- Ensure that before assigning any task or activity to persons within their charge that all significant hazards have been identified and appropriate measures taken to eliminate or control them;
- Ensure adherence to any specific personal protective equipment (PPE) where a risk assessment has identified a requirement.

Students

Students are required to:

- Take all reasonable care for the Health and Safety of themselves and all other persons who may be affected by their acts or omissions;
- Co-operate with School staff in order that any statutory or other Health and Safety matter, etc. may be fully carried out;
- Comply with all Safety Instructions issued by teaching and other staff with responsibilities for safety;
- Behave in an orderly manner at all times;
- Not misuse any item provided by the School in the interests of Health and Safety.

Visitors

Visitors are required to:

- Take all reasonable care for the Health and Safety of themselves and all other persons who may be affected by their acts or omissions;
- Co-operate with School staff in order that any statutory regulation orders, etc. may be fully carried out;
- Comply with all safety related instructions issued by the School;
- Report accidents, incidents, defects and dangers;
- Behave in an orderly manner at all times;
- Not misuse any item provided by the School in the interests of Health and Safety

3.0 Arrangements

Planning is an essential part of the implementation of the School Health and Safety Policy and thereby achieving its overall aim and objectives with regard to the health, safety and well-being of staff, pupils and others who be affected by the operation of the School.

The purpose of the plan is to ensure that:

- Suitable and sufficient management arrangements, risk control measures, and workplace precautions are designed, developed and installed;
- The safety management system is and remains effective by operating, maintaining and improving the system to accommodate and reflect changing needs, priorities and the risks presented by the activities of the School.

- To ensure that the generic organisational hazards affecting the School are properly managed, risk assessments have been carried out and policies, procedures and guidelines produced for implementation by the appropriate managers.

These procedures will be subject to routine and regular review to ensure they remain valid and effective in addressing their specific risk areas.

Additional procedures identified as being required either by the risk assessment process or by the monitoring system will be produced and incorporated into the safety management system on a prioritised basis.

Certain other issues relevant to the management of health and safety such as the procedures for selection and recruitment, staff training etc can be found in other School policies and procedures.

4.0 Monitoring

To ensure the effectiveness of the Health and Safety Policy in providing and maintaining environments and systems of work, which are safe, and without risk to health and where appropriate to the Environment, the following procedures for monitoring have been established.

- The Principal will present an annual Health, Safety and Environment report to the Trust Health and Safety Committee and their School Governing Body detailing the levels of compliance achieved on the standards set by their Policies.
- Annually School premises and its activities will be audited to confirm that the overall organisation and its systems are effective with regard to the planning and implementation of its Safety Management System.
- Annually School premises and its activities will be inspected to confirm that Managers and Staff are satisfying their operational responsibilities and duties.
- All managers are required to routinely and regularly carry out safety tours and inspect the areas within their control and where appropriate carry out operational risk assessments on the hazards identified.
- All staff are required to routinely and regularly inspect the areas in which they are working and report any health and safety concern to their line manager.
- Records of incidents and accidents are routinely assessed to assist in the risk assessment process and in the setting of priorities, where appropriate the manager responsible or the Health and Safety Co-ordinator/Competent Person will carry out suitable and sufficient investigations to determine the cause/s and any remedial measures necessary.
- The Health and Safety Co-ordinator/Competent Person will analyse the accident/incident data and prepare statistical information to assist the review.
- The Health and Safety Policy will be reviewed annually to ensure it continues to satisfy the aims and objectives of the School.

