Gillotts School

Health and Safety Policy February 2019

# AIM: To establish and maintain a safe and healthy working environment

## **OBJECTIVES**

* To raise awareness amongst employees, pupils and other site users of health and safety issues and to encourage good practice in this respect.
* To take all reasonable precautions to protect people by reducing risks both on and off site.
* To take prompt and appropriate action in the event of a hazardous situation developing, and of an accident and / or emergency occurring on or off site.

##### **RESPONSIBILITIES**

**GOVERNORS are required to -**

* Monitor health and safety matters within the School Development Plan
* Monitor the purchase and maintenance of equipment to British and European Standards
* Have health and safety as a standing item on the agenda of all meetings
* Receive reports from the Business Manager
* Undertake a review following such an incident as would cause the ‘Business Continuity Plan' to be invoked
* Ensure the school appoints appropriate H&S professionals in support
* Nominate a Governor with responsibility for health and safety

**THE HEADTEACHER has overall responsibility for the implementation and monitoring of the school’s health and safety policy by:**

* Line managing the Leadership Team, Business Manager & other senior staff
* Allocating sufficient resources to meet health and safety priorities
* Ensuring attendance of relevant staff on appropriate health and safety training courses
* Ensuring good communications by including health and safety issues in Staff briefings, bulletins and meetings
* Ensuring off site visits are approved and appropriately staffed
* Ensuring that arrangements and risk assessments for all on/off site activities are completed in accordance with Health & Safety guidance
* Formulating and implementing a policy for the management of critical incidents (the Business Continuity Plan)

**THE STAFF DEVELOPMENT COORDINATOR is responsible for -**

* Including health and safety in all new employees’ induction
* Undertaking an annual health and safety training needs analysis of all employees

**THE DEPUTY HEAD is responsible for -**

* Monitoring departmental documentation, risk assessments, practices and procedures
* Ensuring that QCA/HSE health and safety curriculum requirements are being delivered in lessons
* Supporting employees with personal safety issues including stress
* Reviewing risk assessments annually

**THE ASSISTANT HEAD is responsible for –**

* Encouraging and supporting staff in completing risk assessments for pupils giving cause for concern

**THE HEAD’S P.A. is responsible for -**

* Ensuring that all office risk assessments are completed and reviewed
* Ensuring that visitors are registered, wear a badge and are briefed on the emergency procedures

**SUBJECT LEADERS are responsible for -**

* Producing health and safety risk assessment guidance and documentation as appropriate especially in Art, Design & Technology, ICT, Science, PE and for off-site activities and visits from outside providers.
* Ensuring all hazardous equipment and materials are appropriately marked, maintained and used by a competent person.
* Advising colleagues on the completion of risk assessments and ensuring they are carried out, reviewed periodically and recorded.
* Annually undertaking a training needs analysis for their teams.
* Ensuring health and safety is a standing item on all team agendas.
* Checking that pupils are aware of health and safety issues and that these are being continually reinforced.

**THE EDUCATIONAL VISITS COORDINATOR is responsible for –**

* Ensuring that the guidance from the *National Council for Learning Outside the Classroom* is observed by all staff
* Advising staff and checking that they are acting with due regard to the required Health & Safety procedures in organising trips and visits
* Advising the Head and Business Manager with regard to Health & Safety on School Trips
* Ensuring that the organisation of trips is undertaken efficiently and effectively & that all documentation is completed and submitted as required
* Attending and responding to relevant training

**THE BUSINESS MANAGER is responsible for -**

* Ensuring that the school follows its procedures
* when selecting a contractor
* when liaising with contractors over health and safety matters
* when monitoring health and safety issues on-site regarding School appointed contractors
* Ensuring weekly checks of the site are carried out and taking appropriate remedial action
* Reviewing progress with the Head on a regular basis
* Ensuring all employees are fully briefed on health and safety site issues
* Overseeing all relevant risk assessments
* Ensuring all employees are trained and competent to undertake their tasks safely
* Carrying out termly fire drills, weekly fire tests, checking fire extinguishers and maintaining the Fire Safety Folder
* Carrying out monthly water temperatures tests
* Alerting the Head to issues of security and lone working
* Organising the planned programmed maintenance of plant and equipment
* Arranging for the annual electrical testing programme
* Maintaining accurate records of all equipment and resources
* Purchasing and maintaining all equipment and resources to any relevant prescribed standards
* Hazard reporting and completing maintenance documentation
* Completion of all appropriate risk assessments, guidance and hiring documentation for community use of the site
* Ensuring all community users are registered and made aware of emergency procedures
* Ensuring adequate trained first aid cover is available for on /off site activities and

 periodic checks are made of the first aid arrangements and containers

* Line-managing/acting as the Educational Visits Coordinator
* Ensuring that Accident and Physical and Verbal Abuse documentation is completed and submitted to the HSE as required (where there is physical injury).
* Reports accidents recorded and/or reported to RIDDOR to the F&R committee
* Regularly checking the Health and Safety website

**ALL EMPLOYEES are required to -**

* Cooperate with health and safety requirements
* Report all defects via the on line reporting system (Google)
* Complete and action risk assessments for all potentially hazardous on/off site activities
* Wear a photo staff identity badge at all times on site
* Challenge any stranger on site who is not wearing a visitor’s badge or who is behaving suspiciously
* Use, but not misuse things provided for their health, safety and welfare
* Refrain from undertaking unsafe acts
* Inform employer of any “Near-Misses”
* Be familiar with the emergency action plans for fire, first aid, bomb security and off site issues
* Raise health and safety issues with pupils

**VISITORS and CONTRACTORS are required to -**

* Sign in at Reception on arrival
* Read the resume of the health and safety procedures on arrival at the School
* Wear a visitor’s badge whilst on site at all times
* Follow evacuation procedures in the event of an emergency.

**STUDENTS are required to -**

* Behave in a way that does not put their health and safety at risk
* Observe standards of dress consistent with good health, safety and hygiene practices.
* Follow all safety rules including the instructions of staff given in an emergency
* Use, but not misuse, things provided for their health, safety and welfare

***Policy reviewed by the Governors 26.02.19***

***Date of Review – 26.02.19***

***Signed: C. I. Darnton, Headteacher……………………………………….***

***Signed: Kate Holden, Chair of Finance & Resources Committee*…………………………………**