

Gillotts School
Health and Safety Policy February 2023

STATEMENT OF INTENT

The purpose of our health and safety policy is to:

- Prevent accidents and cases of work-related health issues
- Manage health & safety risks in our workplace
- Provide clear instructions, information and training to ensure employees are competent to do their work
- Provide personal protective equipment
- Consult with our employees on matters affecting their health and safety
- Provide and maintain safe plant and equipment
- Ensure safe handling and use of substances
- Maintain safe and healthy working conditions
- Implement emergency procedures, including evacuation in case of fire or other significant incident
- Review and revise this policy regularly

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 DEPUTY HEAD is responsible for -

- Monitoring departmental documentation, risk assessments, practices and procedures
- Ensuring that DfE/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, briefed on the emergency procedures and wear the correctly coloured ID badge (amber lanyard for visitors with DBS and ID checks complete, red for those without complete checks and who need to be accompanied around the site).

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 with the Facilities Manager, as appropriate, 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
- Including health and safety in all new employees' induction
- Undertaking an annual health and safety training needs analysis of all employees
- 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).
- Reporting accidents recorded and/or reported to RIDDOR and to the F&R committee
- Regularly checking the Health and Safety website

The above bullet points are delivered with assistance from the site team.

ALL EMPLOYEES are required to -

- Cooperate with health and safety requirements
- Report all defects via the online 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 unaccompanied but wearing a red 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 the appropriate 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

External **HEALTH AND SAFETY ADVISOR** is required to -

- Provide guidance for health and safety queries
- To complete a Health and Safety Audit once a year and to provide improvement advice

ARRANGEMENTS

The Health and Safety policy intentions will be achieved through:

- Risk Assessments that are reviewed periodically
- Risk Assessments and procedures that will be made accessible to staff and other parties where appropriate
- Risk Assessment and procedures being viewed as active documents, and being altered to reflect any change in circumstances with immediate effect
- Planned and statutory maintenance needs being completed within the relevant time periods, and documents / evidence held on file.
- Planned and statutory checks being completed and documented within the relevant time periods.
- Referrals to Occupational Health, as required
- Annual staff well-being and stress survey
- Staff training

MONITORING

The following monitoring procedures will be in place to ensure the effectiveness of this Health and Safety Policy:

- The policy will be reviewed annually by the Finance and Resources Committee
- Accident Report forms will be reviewed by the H&S Governor at agreed intervals

- An independent auditor will be employed to monitor the Health and Safety documentation on site and will complete a visual inspection of the site
- Subject leads will follow safety guidance, updating paperwork as required - spot inspections will be carried by the Facilities Manager
- Staff are required to report any Health and Safety concerns to the premises team - monitored by the Facilities Manager via the Helpdesk

Policy reviewed by the Governors 28.02.23

Date of next Review Feb/Mar 24

Signed: C. I. Darnton, Headteacher

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Signed: Kate Holden, Chair of Finance & Resources Committee

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