

# THORPE HALL

---

## SCHOOL

### Health & Safety Booklet

Reviewed February 2018

Review date February 2019

## Contents

Policy for health and safety .....	3
Organisation structure and responsibilities for health and safety .....	3
Management arrangements for implementing health and safety .....	7
Monitoring health and safety .....	11

## Policy for Health and Safety

This policy recognises and interprets our responsibility for the health, safety and well-being of our staff, pupils, guests, visitors and contractors. This policy has regard to the DfE's "*Health and safety: advice on legal duties and powers*" (February 2014).

It is the policy of Thorpe Hall School to:

- Maintain a health and safety framework that guides and supports everyone in fulfilling their responsibilities for fire and health and safety
- Outline the responsibilities and arrangements we have for complying with our fire and health and safety obligations
- Endeavour to comply with all our relevant fire and health and safety legal duties and Learn from accidents and incidents
- Identify and prioritise areas of risk and plan for their effective management and seek competent professional advice, guidance and support where appropriate
- Undertake regular reviews of fire and health and safety performance of all operational areas
- Consult with staff on matters affecting their health and safety
- Employ staff, volunteers and third parties who are suitable and competent
- Provide information, instruction and training which enable staff, pupils, visitors and contractors to undertake their tasks safely
- Provide adequate levels of supervision determined by risk assessment that allow for the effective management of fire and health and safety
- Provide sufficient resources to enable the standards outlined in this policy to be met
- Review and if necessary amend this policy annually or when significant changes occur

This policy has been signed off by

The Chair of Governors ..... Date .....

The Headteacher ..... Date .....

## Organisation Structure and Responsibilities for Health and Safety



**Board of Governors** – The Board of Governors have the overall strategic and financial responsibility across the school for setting the framework and monitoring implementation as well as supporting the Headteacher and his team in achieving realistic health and safety solutions. The Governors have nominated one of their number to have the specific responsibility for overseeing health and safety on their behalf.

**Headteacher** - The Headteacher is the most senior member of staff within the school with specific responsibility for fire and health and safety. He delegates the operational responsibility for the successful management of health and safety through the existing management structure with the guidance and assistance of the Governor with responsibility for health and safety. He endeavours to ensure that sufficient resources are made available to enable health and safety to be properly addressed throughout the school.

**External Advisors.** This function is currently carried out by companies appointed by the Governing Body from time to time. The H & S committee will advise the full Board when they regard a consultation visit to be advisable.

## Organisation Structure and Responsibilities for Health and Safety

**Definitions:** The Deputy Head (Head of Lower School) is the 'Head of Department' for all fire and health and safety matters relating to Reception through Year 6. The Head of Nursery is the 'Head of Department' for all fire and health and safety matters relating to Pre-Nursery and Nursery. In the Upper School, there are Heads of Department in Science, Maths, DT, PE, Special Needs, Music and English, otherwise each individual subject teacher is responsible for their own fire and health and safety matters and report to The Headteacher. A member of the senior leadership team is assigned as 'Head of Department' to the Admin staff, ICT staff and Kitchen staff. The Site Manager is 'Head of Department' to caretaking and ground staff.

**Heads of Department** – Each Head of Department is responsible for the successful management of health and safety within their area of authority. They are expected to set a positive example and endeavour to ensure that their staff and other workers are competent and supported to maintain good standards of fire and health and safety and to ensure that sufficient supervision and resources are made available to enable them to fulfil this requirement.

Each Head of Department is required to implement the arrangements outlined in pages 10 to 16 in this Policy for fire and health and safety as they affect their area of operation and to advise the Headteacher of any health and safety issues or concerns.

In particular, each Head of Department with the assistance of their departmental staff are required to:

- Identify and report any hazards associated with their work, buildings & activities
- Try to remove these hazards where possible
- Implement safety precautions to reduce the potential harm of any hazards that cannot be removed
- Inform, instruct and train relevant staff, pupils and third parties with regard to the required safety precautions
- Keep records
- Ensure that remedial action is taken
- Review risk assessments periodically (at least annually), or in response to an accident or incident

**Staff with supervisory responsibilities** – Sometimes, staff will assume supervisory duties and responsibilities. Each member of staff with supervisory responsibility is required to set a positive example and provide support and guidance to the people under their control to enable them to maintain good standards of fire safety and health and safety.

Each member of staff with supervisory responsibility is required to undertake the fire safety and health and safety requirements as required by their Head of Department. In particular, they are to ensure that staff and other people under their control are instructed on, and follow the fire safety and health and safety rules and procedures applicable to their areas of responsibility. They are also required to take immediate preventative action in the event of a hazardous situation and to report any problems that they cannot effectively deal with to their manager.

**Staff** – Everyone working within the School environment has a health and safety responsibility and is required to:

- Co-operate on fire and health and safety matters

- Undertake their duties with due regard for the health and safety of the other people in their working environment
- Take care of their own health and safety
- Report fire and health and safety concerns as soon as possible
- Comply with the School policies and procedures applicable to their work

In addition, staff are reminded that they must not misuse equipment provided nor interfere with arrangements made in the interests of fire and health and safety.

**Staff involvement in health and safety** - In recognition of the importance of involving our members of staff in health and safety, the school regularly discusses health and safety at team meetings.

The health and safety committee meets regularly and managers have the opportunity to discuss issues at their regular management meetings. These issues are then referred onto the Senior Leadership Team.

**Educational Visits Co-ordinator** – In keeping with current advice from the Government and HSE, we have a formal approval process for educational visits and trips which includes the person who is the school Educational Visits Co-ordinator. This senior person’s role is to oversee the quality and risk management aspects of visits on behalf of the Governing Body. The role of the EVC in the school is carried out by Richard Turner, and in this role he is required to:

- Ensure educational visits meet the school’s requirements
- Assess competence of prospective leaders and staff
- Ensure risk assessments meet requirements
- Organise training and induction
- Ensure parents are informed and give consent
- Organise emergency arrangements
- Keep records of visits, accident or incident reports
- Review systems and monitor practice
- Keep up to date with the current requirements on the types of visits and trips undertaken by the organisation

<b>Health and Safety Rules</b>
--------------------------------

Please refer to the Practical HR website for a list of fire, health and safety rules.

### Introduction

The following sections outline in brief our fire and health and safety management arrangements for meeting the specific legal requirements of the School. We will work on those that are not yet fully implemented and will amend those where changes are needed to reflect changes in the law and best practice.

We require our managers to implement the fire and health and safety arrangements that are relevant to their areas of responsibility.

### Contractors

- Any contractors used are assessed as competent, are DBS cleared if they have unsupervised access to pupil areas and are capable of carrying out tasks required of them
- No work is commenced until agreement is reached on safety, taking into account the magnitude of the risks of the job and use of the area(s) where the work will be done
- Contract terms and insurances adequately protect the interests of the organisation
- Any work authorisation procedures, such as a hot work permit, are implemented where necessary for the safety of people and premises

### Contingency planning

- Please refer to the Critical Incident Plan.

### COSHH / CLEAPS

- Please refer to the CLEAPS Policy held by the Science Department. For COSHH matters in other areas of the school's operation – Cleaning and Kitchens, the school adheres to the latest regulations as published by Government. The Cleaning lead on COSHH is Jeff Brazier and the Kitchen is led by Lee Bright.

### Computer users

- Please refer to the Display Screen Equipment Policy.

### Drug and medicines

- Please refer to the Administration of Medicines Policy and Administration of Medicines EYFS Policy.

### Educational visits and activities

- Please refer to the School Trip Policy.

### Electrics

- The electrical installation and portable electrical appliances are inspected and maintained for safety
- Any unsafe electrical equipment is removed from use as soon as it is discovered
- No unauthorised electrical equipment is used within the school
- Visitors who bring mains operated electrical equipment supply their own residual current device circuit breaker or other similar electrical safety device

## **Events**

- Events are planned, managed and risk assessed by people who are competent
- Each event has a nominated person (normally the person arranging the event with assistance from the Headteacher if required) to act as the event safety officer who establishes the necessary fire safety and general health and safety controls
- A post event analysis is carried out to learn any lessons and to inform risk assessment

## **Expectant and new mothers**

- Please refer to the [Maternity Leave](#) policy on the HR website

## **External areas**

- The outdoor space is safely accessible for staff, pupils and visitors
- All paths, steps and any ramps are maintained in good condition and free from moss, fallen leaves and similar slip hazards
- Adequate separation is maintained between pedestrians and vehicles where this is assessed as a significant risk
- External areas are well lit during the hours of darkness where people walk
- External features such as trees, monuments, walls and external buildings/storage areas are checked for safety

## **Fire safety**

- Refer to Fire Risk Prevention Policy

## **First aid and accident reporting**

- Refer to First Aid Policy
- Accident records are kept that comply with the Data Protection Act
- Accidents are reported, investigated and documented taking into account the severity and loss potential of the incident, as well as the regulatory and insurance requirements
- Lessons learned are shared with staff and inform risk assessment
- Serious injuries at school are reported to RIDDOR within 7 days

## **Food safety**

- Adequate food safety procedures are implemented in line with current Food Standards Agency guidelines
- Hygiene audits are carried out at regular intervals
- Food contact surfaces are in sound condition, clean and easy to disinfect
- All kitchen equipment and machinery is robust and in a good state of repair

## **General building & equipment maintenance**

- The buildings, their fittings and decorations are maintained in a safe condition
- Equipment is maintained and serviced to ensure it remains in a safe condition
- Statutory safety inspections on equipment are carried out by competent engineers in line with the required schemes of inspection
- Work at height is only undertaken when no other method is available and it is safe to do so following completion of a risk assessment

## Management Arrangements for Implementing Health and Safety

### General premises safety

- We carry out regular premises fire and health and safety inspections
- A documented procedure is in place for reporting damage or deficiencies to premises and facilities
- Any area found to be unsafe will be taken out of use until safe again
- Boiler houses, plant rooms and store rooms are secure and locked
- Services (gas, water, and electricity) isolation systems are clearly marked, and are kept free of obstruction
- Portable residual current devices (RCD's) are provided where necessary (eg for use by visiting artists, use of electrical equipment outside).
- Glazing throughout the premises is of a suitable safety standard or is safe by position
- Low level glass panes are protected from breakage
- All opening windows in pupil access areas above the ground floor have safety restraining catches where risk assessed as necessary
- There is strictly no smoking throughout the school site.

### Health and safety in the curriculum

- Pupils are taught about hazards and risk control as part of the School curriculum
- Pupils are included in the risk assessment process
- Lesson plans include health and safety requirements

### Legionella

- A combination of temperature control, physical checks and disinfection are in place to manage the risk of legionella from our water systems
- Any infrequently used outlets such as showers or taps are regularly cleaned and flushed through
- Records are maintained of our control systems

### Moving and handling of pupils and equipment

- Detailed risk assessments are done on tasks that require the moving and handling of people and equipment where there is a significant risk of injury
- Moving and handling of pupils or of heavy or awkward loads is never done by lone workers unless aided by the use of lifting and handling equipment
- All staff are shown the correct methods of the moving and handling aspects of their work

### Occupational health

- Staff in certain jobs are required to pass a fitness to work medical prior to starting employment
- The results of health surveillance are suitably recorded and the records are kept readily available for inspection by any person who has a right to see them
- We treat an individual's health surveillance records as confidential information
- Staff diagnosed with a medical condition caused by their work, will be referred to a General Practitioner or other specialist clinician as necessary

### **Personal protective equipment**

- Personal protective equipment is provided to each member of staff where risk assessment shows this to be necessary
- Information, instruction and training on the use and care of personal protective equipment are provided
- Sufficient supplies of personal protective equipment are kept available

### **Physical education equipment**

- Equipment is installed and used in accordance with the suppliers' recommendations
- Equipment is checked and maintained regularly
- Recreational surfaces are to the correct safety standard for the equipment and activities for which they are used

### **Play equipment**

- Play equipment is designed, installed and used in accordance with the suppliers requirements
- Equipment is checked and maintained regularly
- Play surfaces are to the correct safety standard for the equipment
- Supervision is provided to all play areas

### **Risk assessments**

- Refer to Risk Assessment Policy.

### **Safety awareness, induction and information**

- A copy of the health and safety policy statement is displayed in staff areas
- Induction training is provided for new staff (including any temporary staff), and ongoing safety information, instruction and training is provided for all staff. This training is documented
- Information required by law to be displayed or made available to staff is achieved by a combination of individual issue, being available on the intranet, being displayed in staff areas and through discussion at team briefings

### **Security**

- Refer to Recruitment Policy
- Internet use and digital photograph protocols are established and monitored
- Visitors are required to sign in at the school reception and are not permitted to walk around the school unless accompanied
- Building layout, lighting levels and the securing of areas are checked to ensure that personal safety risks are eliminated or reduced
- The personal safety of staff and pupils is taken into account when planning changes to buildings, events and activities
- Key holder intruder alarm checks are never carried out unaccompanied

### **Science and Design and Technology areas**

- Risk assessments are carried out to ensure that the appropriate controls are in place for science and design and technology activities
- Emergency isolation valves are provided for gas and electrical supplies
- Equipment and substances used are suitable and are checked for safety
- Premises, equipment and class size are suitable for activities

### **Sports and after school activities**

- Risk assessments are undertaken for sports and activities
- The level of coaching competence is considered as part of the risk assessment process
- Pupil skill and physique are considered as part of the risk assessment process
- Coaches and instructors who are not members of the school teaching staff are subject to competency and child protection checks prior to appointment
- Premises, equipment and class size are suitable for activities

### **Stress**

- Our approach to stress management is guided by the Health and Safety Executive published Stress Management Standards
- Managers are able to identify causes of stress and their effects upon staff
- All claims of ill health due to workplace stress are documented and investigated
- All members of staff are encouraged to report any stress related concerns to their line manager or to seek advice from a trusted colleague

### **Supervision**

- Staff who supervise pupil activities are competent
- Staff who supervise break time activities are vigilant and can contact another member of staff quickly in an emergency
- Senior management periodically audit the efficacy of supervision arrangements

### **Teaching and office areas**

- Refer to Risk Assessment Policy

### **Transport and work related road safety**

- Transport provided by the school is suitable for the task, driver and passengers
- Contracted transport providers are vetted on a regular basis
- Checks are carried out on the suitability of drivers and vehicles used when driving on behalf of the school
- Minibus drivers are trained, accredited and authorised

### **Violence to staff**

- We adopt a 'no tolerance' approach to violence or challenging behaviour towards our staff
- Staff who may be exposed to challenging behaviour situations are supported in how to manage the situation
- Any counselling or post-incident assistance required by the employees will be provided by the school

### **Work equipment**

- Refer to Risk Assessment Policy

### **Work at height**

- Refer to Working at Height Policy

A number of different checks are done on buildings and equipment to ensure the health and safety of our staff, pupils, and visitors. In addition we also:

- Monitor fire and health and safety performance by undertaking spot inspections, audits and benchmarking
- Review risk assessments
- Investigate fire and health and safety issues or hazards brought to our attention
- Keep up to date with information on fire and health and safety
- Investigate accidents and near misses
- Review fire and health and safety as part of our formal risk management process

This policy will be reviewed annually by the Governing Body.