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## St Crispin's School Policy

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### Health and Safety Policy

Version Number	Date Created	Changes or reason for Update	Date Approved
V1	1999	First Issue	1999
V2	01/2007	Reviewed and updated format	02/2007
V3	03/2009	Minor Text and Role Changes	03/2009
V4	03/2011	Reviewed- No changes	03/2011
V5	03/2013	Reviewed- No changes	03/2013
V6	01/2015	Reviewed - updated	03/2015

Next Review of this Policy is due 03/2017



## Mission Statement

*Excellence For All*

### 1. Relationship to Mission

The health and Safety Policy for St Crispin's sets out the guidelines and processes for Health and Safety in the school environment for all who study, work or visit the school and thereby supports their wellbeing.

### 2. Support to Values

This policy helps to support the school's declared values as a socially responsible institution.

### 3. Affected Parties

The policy applies to all who make use of the school premises.

The people responsible for the operation of this policy are the School Business Manager and Site Controller who will operate the policy on a day to day basis and the Headteacher who manages this policy on behalf of the Governors.

### 4. Policy Statements

- a) The Governors are responsible for Health and Safety matters in the school.
- b) The day to day management of Health and Safety is undertaken by the Headteacher, who in turn delegates duties to the School Business Manager and Site Controller.
- c) The School Business Manager and Site Controller will liaise with staff in the school and contractors working on the school site to ensure Health and Safety of all concerned.
- d) Heads of Departments are responsible for Health and Safety in their department area and make regular reports to the School Business Manager and Site Controller.
- e) The Local Authority's (LA) guidelines for extra curricular activities must be followed when students are taken off site.
- f) One governor will be appointed by the Premises Committee as the Health & Safety Governor

### 5. Policy Review

The School Business Manager will report regularly, at a minimum termly, to the Premises Committee on the operation of the policy.

The Premises Committee will assess whether or not changes to the policy are needed.

### 6. Policy Author

The full document was produced and amended by members of the Premises Committee; this statement was prepared by the School Business Manager.

### 7. The SLT Reviewer

The SLT Reviewer is the School Business Manager.

### 8. The Governing Body Responsibility

The responsibility for the policy is owned by the Premises Committee.



**9. Policy Date**

The date of agreement of the Governing Body to this policy is: 4th March 2015

Chair of Premises Committee: \_\_\_\_\_



This Statement of Safety Policy is produced in respect of St. Crispin's School only and forms the basis of future planning and implementation of health and safety matters within the school.

## **1. STATEMENT OF GENERAL POLICY**

- 1.1 The Governing Body working in conjunction with information procedures and codes of practice as identified in the Wokingham Local Authority's Health and Safety Manual, hereafter called the Health & Safety Manual, is responsible for setting out the overall policy insofar as St Crispin's is concerned.
- 1.2 The planning and implementation of the policy is the direct responsibility of the Headteacher, ensuring the Managers, Teachers and Supervisors at all levels and all employees fulfil their duties to co-operate with it. Arrangements will also be made to bring it to the notice of all staff, including new employees, supply teachers and Site Controllers.
- 1.3 The Governors recognise the need to consult all staff on health and safety matters and the need to consult individuals before allocating particular health and safety functions. This will be achieved by discussion through the school's regular teaching staff, support staff and department meetings.
- 1.4 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 general public from foreseeable risks.
- 1.5 The Governors recognise their responsibility under the Health and Safety at Work Act as far as is reasonably practicable to:
  - a) provide plant, equipment and systems of work which are safe and without risks to health.
  - b) make arrangements for ensuring it is safe and without risks to health, the handling, storage and transportation of articles and substances.
  - c) provide adequate training, information, instruction and supervision to enable all staff employed in the school and pupils to perform their work safely and efficiently.
  - d) to promote the development and maintenance of sound safety, health and welfare practices.
  - e) to 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 in conjunction, where necessary, with the LA.
  - f) to provide and maintain a working environment that is safe without risks to health and adequate as regards welfare facilities for staff and pupils.
  - g) to ensure sufficient funds are available to provide as necessary protective clothing/equipment to all staff employed in the school, for the safe use of machinery, equipment and substances.
  - h) maintain a close interest in all health and safety matters insofar as they affect activities in the premises under the control of the school.



- 1.6 It is recognised by the Governors that the LA is responsible for capital expenditure, central administration and subsequent professional advice and information in health and safety matters.
- 1.7 The School Governors will require:  
The Headteacher or School Business Manager to present at the first meeting of the Premises Committee in the Autumn Term, an annual management audit on health and safety matters in order to determine the strengths and weaknesses and to determine a way forward. A regular report on the operation of the policy by the School Business Manager (at least termly).
- 2. ORGANISATION**
- 2.1 The Governors recognise the need to identify organisational arrangements in the school for implementing, monitoring and controlling health and safety matters. A summary of the individual duties including reporting arrangements and hence the organisation and accountability are below.
- 2.2 The Headteacher**
- 2.2.1 The Headteacher is responsible and accountable to the Governors for implementing the school safety policy and for all matters relating to health, safety and welfare within the establishment.**
- 2.2.2 The day to day management of health and safety matters will also be undertaken by the Headteacher who will be the Health and Safety Liaison Officer for the school, but she will delegate the School Business Manager to act on her behalf.
- 2.2.3 The Headteacher and School Business Manager must be aware of all contracts and/or third parties entering the school to undertake maintenance, service, or works contracts.
- 2.2.4 The Governors, through the Chairman of the Premises Committee, 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 revised as necessary.
- 2.2.5 The Headteacher is responsible for ensuring that all new, amended or updated material regarding health and safety matters is brought to the attention of the relevant personnel immediately upon receipt and at an appropriate time the Governors.
- 2.2.6 The Headteacher must ensure that the agreed procedure for reporting all defects, hazards and problems regarding health and safety matters functions efficiently and effectively and that this procedure is agreed with the Governors.
- 2.2.7 The Headteacher will delegate to the School Business Manager responsibility for arranging meetings as necessary to resolve uncertain areas of responsibility, considering problems or recommendations and referrals to the Governing Body.
- 2.2.8 The Headteacher will seek advice, when appropriate from outside agencies who are able to offer expert advice
- 2.2.9 The Headteacher shall have the right to stop what is considered unsafe practices, or the use of any plant, tools, equipment, machinery etc. which she considers to be unsafe.
- 2.2.10 The Headteacher shall make arrangements for improvement to premises and (with appropriate members of staff) plant, tools and equipment which are the school's responsibility.



- 2.2.11 The Headteacher, with the School Business Manager and Site Controller shall review from time to time:

The provision of First Aid in the School  
Fire and evacuation procedures.

### **2.3 Health and Safety Liaison Officer**

- 2.3.1 To be responsible for co-ordinating all contractual work and maintenance carried out on the school premises. To liaise with Heads of Departments to ensure safety procedures and policy agreements are adhered to.
- 2.3.2 To ensure that contractors provide a method statement detailing the procedures and equipment that they will use. To observe the work of the contractors to see that the method statement is adhered to and act as a contact point for other school personnel who wish to comment on the contractor's procedures.
- 2.3.3 To ensure that good communication exists within the school adhering to principles as laid down in the Health and Safety Manual.
- 2.3.4 To be responsible for health and safety matters regarding "Ground Maintenance Service Contracts". To ensure that a method statement is provided by the appropriate contractor.
- 2.3.5 To be responsible for compiling a school "Buildings Register" identifying known hazardous substances and materials (e.g. asbestos, lead, flammables etc.).
- 2.3.6 To be responsible for emergency procedures and bomb warnings and evacuation of school premises.
- 2.3.7 To be responsible for ensuring that where showers have not been used for 2/3 days, flushing is carried out in accordance with details in section F2.8 of the Health and Safety Manual. They should also be aware of the HSE Guideline HS (G) 70 "The Control of Legionellosis" and of the need to carry out a risk assessment of the premises.
- 2.3.8 To be responsible for ensuring competent person(s) or specialists are consulted as necessary; to advise on health and safety methods. Areas of concern are likely to be technical issues, sampling, monitoring and auditing requirements.
- 2.3.9 To be responsible for ensuring that a property survey of the school buildings is carried out and that regular termly inspections are completed with defects reported accordingly.

### **2.4 Heads of Departments**

- 2.4.1 Heads of Departments are responsible and accountable to the Headteacher for all matters relating to health, safety and welfare within their departments.
- 2.4.2 In the exercise of this responsibility HoDs must ensure that :
- a) All staff under their control receive instructions in their duties, regarding health and safety matters.
  - b) All staff under their control are adequately trained to carry out their duties effectively and efficiently
  - c) They are aware of regulations, codes of practice and guidance notes appropriate to their specialist areas.



- d) They are responsible for producing their own departmental safety policy, defining safe working arrangements and bringing it to the attention of members of staff including new entrants, supply teachers etc.
- e) They are responsible for ensuring all statutory notices, placards, regulations and safety signs are displayed as appropriate to their workplace. This will include arrangements for facilities such as first aid equipment, protective clothing/equipment, registers, log books etc.

2.4.3 Under Section 6 of the Health and Safety at Work etc. Act, HoDs are responsible for ensuring that everything received from suppliers - machinery, equipment, substances etc. - is accompanied by adequate information and instruction prior to use (N.B. "Use of Manufacturers Data Sheets")

2.4.4 HoDs must report to the Headteacher via the School Business Manager all problems, defects and hazards.

2.4.5 HoDs must ensure that a copy of the Fire Drill regulations and assembly point are prominently displayed in all rooms and areas for which they are responsible.

2.4.6 HoDs must carry out regular safety inspections of the department. Priority must be given to plant, machinery, equipment, electrical appliances and risk assessments to include use of substances. For appropriate risk assessments see relevant sections E3.1 of the Health and Safety Manual.

2.4.7 Report and if appropriate make recommendations to the Headteacher via the School Business Manager, on any practices, premises, equipment, etc. which give rise to risks to health and safety.

## **2.5 Teachers and Technicians**

2.5.1 Teaching Staff and Technicians are responsible and accountable to their Head of Department for the implementation of the school safety policy in the performance of their duties.

2.5.2 They must be familiar with the schools safety policy, the implications of that policy and equally any procedures, arrangements and practices relating to their department.

2.5.3 They must conform to responsibilities as laid down in their own departmental policy and safe working arrangements.

2.5.4 They must ensure that where conditions apply, all pupils or persons under their control receive instruction and are provided with on-the-job training to enable them to operate in a safe and efficient manner.

2.5.5 They must report to their Head of Department, using the agreed procedure, all problems, defects and hazards that are brought to their notice.

## **2.6 The Site Controller**

2.6.1 The Site Controller is responsible and accountable to the Headteacher for all matters relating to health, safety and welfare within the sphere of their activity.

2.6.2 The Site Controller and his Assistant must ensure they are familiar with the school's Safety Policy and that cleaning staff (contractual) are equally aware of any implications of the policy as it affects their work activities (e.g. storage arrangements for materials,



equipment, substances etc.). They are also responsible for obtaining a statement of method from the cleaning contractor.

- 2.6.3 The Site Controller must report to the School Business Manager using the school's procedure when reporting defects or hazards that are brought to his/her notice.
- 2.6.4 Under Section 6 of the Health and Safety at Work etc. Act the Site Controller is responsible for ensuring that everything received from the suppliers (for direct school use), machinery, equipment, substances etc. is accompanied by adequate information and instruction prior to use (N.B. Use of Manufacturers Data Sheets)
- 2.6.5 In the case of direct labour, the Site Controller is responsible for ensuring that staff under their control are adequately informed, instructed and trained in using all such items before actual use.
- 2.6.6 The Site Controller must inform the Headteacher via the School Business Manager whenever contractors are due to enter the school to undertake maintenance service or works contracts.
- 2.6.7 The Site Controller should also be familiar with the Health and Safety Manual and adhere to the procedures as described.

## **2.7 Catering Manager**

- 2.7.1 Must familiarise themselves with the school's Safety Policy and what it means to their work activities.
- 2.7.2 They must work in conjunction with any Policy Statement, health and safety rules and guidance issued by the Direct Services Office "Catering".
- 2.7.3 They will ensure that all kitchen staff are instructed and informed to work in accordance with this document.
- 2.7.4 They should be familiar with the Food Safety Act 1990 and the implications as far as the school is concerned.
- 2.7.5 The Catering Manager must inform the Headteacher of any potential hazard or defects.
- 2.7.6 It is extremely important that new entrants/employees or part time assistants are aware of health and safety practices and procedures in the kitchen.

## **2.8 School Staff/Employees**

- 2.8.1 All staff/employees must be made aware of what is expected of them and in particular in relation 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 All staff/employees have responsibilities under the Health and Safety at Work etc. Act and are asked to report any possible hazards or defects to the Headteacher.
- 2.8.3 All staff/employees will be given access to the school's health and safety policy and are asked to make themselves familiar with all documents relating to health and safety in the school. They should pay particular attention to sections of the Health and Safety Manual as it relates to their particular work activities.
- 2.8.4 Copies of the school health and safety policy will be available at all times in the staffroom, school office and the Headteacher's office.





The Health and Safety Manual will be made available to staff.

## **2.9 Role of Specialist Advisers**

- 2.9.1 The Governors recognise that there will be occasions when the school will require specialist advice on air monitoring, local exhaust ventilation systems (LEV) specific instructions etc. The procedures to be adopted and recommendations for outside advice will be decided and clarified by the Headteacher, School Business Manager and Site Controller.

## **3. ARRANGEMENTS**

### **3.1 The School Safety Procedures**

The Governors recognise that the way forward in achieving effective management of the school health and safety policy and the arrangements necessary to fulfil the obligation is through regular meetings with all Heads of Department Also, to hold regular Health & Safety updates with all staff and to provide and monitor an online maintenance system for quick reporting of any issues.

### **3.2 General Matters**

#### **3.2.1 Accident Reporting/Investigation**

The reporting procedure will be in accordance with the policy as laid down in the Health and Safety Manual. This procedure must be brought to the attention of HoDs. A copy should be attached to the departmental safety policy.

#### **3.2.2 First Aid Provision**

The arrangements for first aid in the school will be in accordance with the Health and Safety Manual with first aiders located in high risk areas (e.g. Science, D&T, Sports and PE, Kitchens etc.) Each first aider carries their own first aid kit.

#### **3.2.3 Fire precautions**

The arrangements for general fire safety will be in accordance with the Health and Safety Manual. The school "Fire Log Book" will be used to record tests, drills, training, visits by the Fire Brigade etc.

#### **3.2.4 Housekeeping (Cleaning arrangements)**

HoDs will find procedures to be adopted as shown in the appropriate section of the Health and Safety Manual. They will, however, make regular checks of their departments maintaining tidy work areas, adequate storage and cleaning arrangements which conform to regulations.

### **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/entrants 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 may determine a need for a training or re-training programme.



- 3.3.1 There are various categories of training requirements in school. They can be defined as induction training, informative/awareness training and specific “hands-on” training.
- 3.3.2 **Induction Training**  
This will apply to new employees or transfer of employees to another department. They will need to be shown over the department, made aware of policies and procedures, fire precautions, first aid and welfare arrangements.
- 3.3.3 **Informative/Awareness Training**  
A more in-depth approach, in-house training, showing staff what they must and must not do. Providing supervision until they gain an understanding of what is required. Making them aware of their tasks, providing written procedures and arrangements.
- 3.3.4 **Specific Training**  
This is a “hands-on” training approach where it is recognised by the Governors that employees will require an accepted level of competence to perform their tasks.
- a) D & T - Employees who have recourse to use, instruct and operate dangerous machinery/equipment i.e. woodwork, metalwork, heat treatment, will be required to hold the AACDT certificate.
  - b) Science, microbiology - Employees will be required to be trained in biological hazards and also in accordance with COSHH regulations 2002
  - c) Radiology - Employees will require training to be competent in the handling of radioactive sources. This will be in accordance with “Ionising Radiations Regulations 2012”. The Head of Science will act as Radiation Protection Supervisor for the school.
  - d) First Aid - The school will have a total of ten people certificated in first aid.
- 3.4 Statutory Requirements**
- 3.4.1 **COSHH (Control; of Substances Hazardous to Health)**  
The Governors recognise the need for risk assessment of all areas to be carried out in accordance with the regulations.
- 3.4.2 The LA or school will contract a Risk Management Surveyor to carry out the assessment.
- 3.4.3 The Governors recognise that there will be occasions to refer to outside specialists for air monitoring and the checking of ventilation systems already installed for the removal of dusts, vapours, gases etc. (e.g. fume cupboards, woodwork extraction, heat treatment, soldering).
- 3.5 Checking of Portable Electrical Equipment**
- 3.5.1 The procedure to be adopted is as specified in the Health and Safety Manual.
- 3.5.2 This procedure will be carried out on behalf of the Governors by the LA
- 3.6 Plant Machinery/Equipment**
- 3.6.1 The Governors recognise that initially it may be required to seek specialist advice in determining the safety requirements for :
- a) Adequate and correct guarding of machinery
  - b) General inspection of plant, equipment and machinery



- c) Storage and transportation of toxic substances, gases etc.
- d) Disposal of toxic and other waste substances and materials

- 3.6.2 The HoDs will be responsible for carrying out periodic checks within their department, using the text, checklists and information as provided in the Health and Safety Manual.
- 3.6.3 A thorough inspection of departments will take place each term in the presence of the Safety Representative and other designated person(s) as defined by the school Safety Manual.
- 3.6.4 It is also recognised that certain items of machinery/equipment require to be checked and certificated in accordance with the Health and Safety Manual.
- 3.6.5 No new machinery/equipment or substances must be brought into the premises unless it has been cleared through the School Business Manager and Site Controller or, if urgent through the Headteacher.
- 3.6.6 HoDs will be responsible for defining safe systems of work for cleaning and maintaining plant machinery.
- 3.6.7 They will also be required to select and provide suitable protective clothing/equipment and of the correct type. They should refer to Section E3.4 of the Health and Safety Manual.

### **3.7 Contractors on Site**

- 3.7.1 All contractors entering or working on school premises will be the responsibility of the Headteacher.
- 3.7.2 It must be conveyed to all known contractors by letter, the point of contact at the school, the safe working arrangements and a copy of the school safety policy.
- 3.7.3 The said person will also be responsible for setting out safe systems for maintaining the fabric of the buildings and making the Governors aware of any specific problems, through the Headteacher.

### **3.8 The Arrangements for Safety Representatives**

- 3.8.1 The arrangements for Safety Representatives are as outlined in the Health and Safety Manual.
- 3.8.2 The Headteacher and HoDs will liaise and communicate to Safety Representatives problems, hazards, defects pertaining to their sphere of activity. Problems other than sources of imminent danger will be logged on the maintenance system.
- 3.8.3 Any specific requirements which require immediate action will be taken after consultation with the Headteacher.

### **3.9 Field Trips**

- 3.9.1 Procedures for field trips and extra-curricular activities are as outlined in the Health and Safety Manual. Departments will follow the LA's guidelines for such visits.
- 3.9.2 Activities which fall outside the scope of this document will be discussed in-house with written instructions and arrangements conveyed to all interested parties.



### **3.10 Emergency Procedures**

3.10.1 In the event of accidents, fires, explosions or spillages, the Headteacher must be informed immediately.

Dependant on the type of incident, the appropriate authorities or outside contractor will be contacted.

### **3.11 Work Experience**

3.11.1 The teacher in charge of organising work experience is directed to the Health and Safety Manual and will follow the guidance as provided on placement and inspection procedures.

### **3.12 Use of School Premises Outside Hours**

3.12.1 The provisions of this policy will apply to the use of the school premises outside hours.

### **3.13 Noise and Vibration**

3.13.1 Headteachers of Departments will report all cases of noise or vibration and, if required, specialist advice will be sought to monitor the hazard.

### **3.14 Communicating Information to Employees**

3.14.1 The Headteacher will be responsible for ensuring that any regulations, information, guidance notes etc., received are passed immediately to staff who have a direct interest.

3.14.2 As this will normally relate to a department's activities the information will have to be passed on or highlighted in that department's safety policy or safe working arrangements.

### **3.15 Reference Material**

3.15.1 HoDs are reminded that further reading material and guidance notes are given in the appropriate sections of the Health and Safety Manual, relating to their department.

## **4. MONITORING THE SCHOOL HEALTH AND SAFETY PERFORMANCE**

4.1 The Governors will require in the annual report a commitment by the Headteacher that departmental self-inspection has been carried out and that the monitoring to substantiate this has been undertaken by a suitably qualified and experienced person.

4.2 The Governors with the Headteacher will identify from the report, strengths and weaknesses in the conduct of departmental inspections, in order to remedy situations and to plan successfully, future objectives regarding health and safety matters.

## **5. AUDITING**

5.1 The Governors will also require annually an audit on Health and Safety Committee, providing an objective assessment of how the organisation is functioning and on the keeping of appropriate records.



Date: \_\_\_\_\_

Signed: Chair of Governors \_\_\_\_\_

HeadteacherTeacher \_\_\_\_\_

Reviewed 4<sup>th</sup> March 2015