

# ***MARK RUTHERFORD SCHOOL***



## ***HEALTH & SAFETY POLICY***

***December 2014***

# Health and Safety Policy

## Statement of Intent

<b>School Name</b>	Mark Rutherford School
--------------------	------------------------

### Introduction

The Governing Body believes that ensuring the health and safety of staff, pupils and visitors is essential to the success of the school.

We are committed to:

- a. Preventing accidents and work related ill health.
- b. Compliance with statutory requirements as a minimum.
- c. Assessing and controlling risks from curriculum and non-curriculum work activities.
- d. Providing a safe and healthy working and learning environment.
- e. Ensuring safe working methods and providing safe working equipment.
- f. Providing effective information, instruction and training.
- g. Consulting with employees and their representatives on health and safety matters.
- h. Monitoring and reviewing our systems and prevention measures to ensure they are effective.
- i. Setting targets and objectives to develop a culture of continuous improvement.
- j. Ensuring adequate welfare facilities exist throughout the school.
- k. Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.
- l. Trade Union Safety Representatives play a valuable role and the Governing Body recognises the mutual benefits that will arise from supporting their work.

A Health and Safety Management System will be created to ensure the above commitments can be met. All Governors, staff and students will play their part in its implementation.

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date: \_\_\_\_\_  
(Chair of Governors)

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date: \_\_\_\_\_  
(Headteacher)

# Organisation

## Introduction

In order to achieve compliance with the Governing Body's Statement of Intent the school's management team will have additional responsibilities assigned to them as detailed in this part of the Policy.

An organisational chart for H&S Management is attached at Appendix 1.

## The Governing Body

The Governing Body has the responsibility to ensure that:

- a) A clear written policy statement is created which promotes the correct attitude towards safety in staff and students.
- b) Responsibilities for health, safety and welfare are allocated to specific people and that these persons are informed of these responsibilities.
- c) Persons have sufficient experience, knowledge and training to perform the tasks required of them.
- d) Clear procedures are created which assess the risk from hazards and produce safe systems of work.
- e) Sufficient funds are set aside with which to operate safe systems of work.
- f) Health and safety performance is measured both actively and reactively.
- g) The school's health and safety policy and performance is reviewed annually.

## The Headteacher

The Headteacher supports the Governing Body by ensuring that:

- a) This Policy is communicated adequately to all relevant persons.
- b) Appropriate information on significant risks is given to visitors and contractors.
- c) Appropriate consultation arrangements are in place for staff and their Trade Union representatives.
- d) All staff are provided with adequate information, instruction and training on health and safety issues.
- e) Risk assessments of the premises and working practices are undertaken.
- f) Safe systems of work are in place as identified from risk assessments.
- g) Emergency procedures are in place.

- h) Machinery and equipment is inspected and tested to ensure it remains in a safe condition.
- i) Records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, etc.
- j) Arrangements are in place to monitor premises and performance.
- k) Accidents are investigated and any remedial actions required are taken or requested.
- l) A report to the Governing Body on the health and safety performance of the school is completed annually.

**THE SCHOOL HEALTH AND SAFETY OFFICER IS ROBBIE GARNER, BUSINESS  
MANAGER**

She is responsible for:

- a) Co-ordinating and managing the risk assessment process for the school.
- b) Co-ordinating the termly general workplace monitoring inspections and performance monitoring process.
- c) Making provision for the inspection and maintenance of work equipment throughout the school.
- d) Keeping records of all health and safety activities.
- e) Advising the Headteacher of situations or activities which are potentially hazardous to the health and safety of staff, students and visitors.
- f) Ensuring that staff are adequately instructed in safety and welfare matters in connection with their specific work place and the school generally.
- g) Carrying out any other functions devolved to her by the Headteacher or Governing Body.
- h) Unsafe conditions being reported and dealt with to agreed timescales.

**Teaching/Non-Teaching Staff Holding Posts/Positions of Special Responsibility**

This includes Deputy Heads, Curriculum Co-ordinators, Heads of Year, Heads of Departments, Clerical Managers/Supervisors, Technicians and Site Managers/Agents/Assistants. They must:

- a) Apply the school's Health and Safety Policy to their own department or area of work and be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements.
- b) Carry out regular health and safety risk assessments of the activities for which they are responsible and submit reports to the Headteacher or the School Health and Safety Co-ordinator.

- c) Ensure that all staff under their management are familiar with the health and safety procedures for their area of work.
- d) Resolve health, safety and welfare problems that members of staff refer to them, or refer to the Headteacher or Manager any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- e) Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- f) Ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.
- g) Ensure all accidents are investigated appropriately.
- h) Include health and safety in the annual report for the Headteacher.

### **Special Obligations of Class Teachers**

Class teachers are expected to:

- a) Exercise effective supervision of their students and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out.
- b) Follow the health and safety procedures applicable to their area of work.
- c) Give clear oral and written health and safety instructions and warnings to students as often as necessary.
- d) Ensure the use of personal protective equipment and guards where necessary.
- e) Make recommendations to their Headteacher or Head of Department on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- f) Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education.
- g) Ensure that personal items of equipment (electrical or mechanical) or proprietary substances are not brought into the school without prior authorisation.
- h) Report all accidents, defects and dangerous occurrences to their Headteacher or Head of Department.

### **School Health and Safety Representatives**

The Governing Body and Headteacher recognise the role of Health and Safety Representatives appointed by a recognised trade union. Health and Safety Representatives

are entitled by law to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time wherever practicable.

They are also entitled to certain information, for example about accidents, and to paid time off to train for and carry out their health and safety functions. However, they are not part of the management structure and are not carrying out duties on behalf of the Headteacher or Governing Body.

Time off for training of safety representatives will be provided in accordance with negotiated agreements. Representatives will be given full access to the information on health and safety, which they have a right to have under the Health and Safety at Work Act 1974. They will also be given appropriate time and facilities to undertake the range of activities of a Safety Representative in order that they can play an effective role, any problems that need further action or a review of procedures.

### **Obligations of All Employees**

Apart from any specific responsibilities which may have been delegated to them, all employees must:

- a) Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons.
- b) Observe all instructions on health and safety issued by the LA, School or any other person delegated to be responsible for a relevant aspect of health and safety.
- c) Act in accordance with any specific H&S training received.
- d) Report all accidents and near misses in accordance with current procedure.
- e) Co-operate with other persons to enable them to carry out their health and safety responsibilities.
- f) Inform their Line Manager of all potential hazards to health and safety, in particular those which are of a serious or imminent danger.
- g) Inform their Line Manager of any shortcomings they identify in the school's health and safety arrangements.
- h) Exercise good standards of housekeeping and cleanliness.
- i) Know and apply the procedures in respect of fire, first aid and other emergencies.
- j) Co-operate with the appointed Trade Union Health and Safety Representative and the Enforcement Officers of the Health and Safety Executive.

All employees who authorise work to be undertaken or authorise the purchase of equipment will ensure that the health and safety implications of such work or purchases are considered.

Employees entrusted with responsibilities for specific aspects of health, safety and welfare must satisfy themselves that those responsibilities as appropriate are re-assigned in their absence. Such re-assignments must be approved by the employee's immediate superior.

## **Students**

Students, in accordance with their age and aptitude, are expected to:

- a) Exercise personal responsibility for the health and safety of themselves and others.
- b) Observe standards of dress consistent with safety and/or hygiene.
- c) Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
- d) Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

## **Procedures and Arrangements**

The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

### **Accident Reporting, Recording and Investigation**

All staff are required to ensure that all accidents, incidents and near misses are reported by either the Student Reception or main Reception to BBC through AssessNET Online.

**Asbestos-** A copy of the Asbestos Log Book is kept in Reception.

The nominated member of staff responsible for asbestos shall ensure that all staff are aware of the dangers of asbestos and that they are familiar with the procedures within the Log Book.

All contractors shall be referred to the asbestos log book before commencing work. Any member of staff who may disturb the fabric of the building shall refer to the log book before commencing work.

### **Audit**

An annual self assessment will be completed by the Business Manager.

### **Contractors**

The Site Manager shall ensure that the management guidelines regarding contractors are adhered to at all times.

### **Educational Visits and Journeys**

All educational visits and journeys are required to be approved by the Senior Deputy Headteacher, who shall ensure compliance with the Educational Visits and Journeys Policy.

### **Equipment and Electrical Testing**

The Business Manager will ensure that testing, inspection and maintenance of equipment as outlined in the maintenance log book and the management guidelines within the Health and Safety Manual are undertaken as required.

Day to day inspection of all equipment to detect visible signs of damage, obvious faults or deterioration rests with the user, or in the case of equipment used by students, with the class teacher. Equipment found to be unserviceable, or of doubtful serviceability shall be taken out of service, adequately labeled, locked away and the defect reported to the Headteacher or HSO who will arrange for repair or replacement. Staff should not bring in untested equipment.

The Headteacher will ensure that all electrical equipment brought into the school from other sources, e.g. on loan, or during a letting, has the appropriate test certificate and is formally visually inspected in accordance with the Electrical Safety Management Guidelines.

### **1.1.1 FIRE PROCEDURE**

The person discovering the **FIRE** will **OPERATE THE NEAREST FIRE ALARM**.

**ON HEARING THE SIGNAL - ALL PUPILS WILL :**

- **WAIT QUIETLY FOR INSTRUCTIONS**
- **CLOSE ALL WINDOWS AND DOORS**
- **LEAVE THE ROOM QUIETLY AND GO IN A SINGLE**

**FILE**

**STRAIGHT TO THE TENNIS COURTS**

- **DO NOT STOP TO COLLECT YOUR PERSONAL BELONGINGS**

**IN ADDITION :**

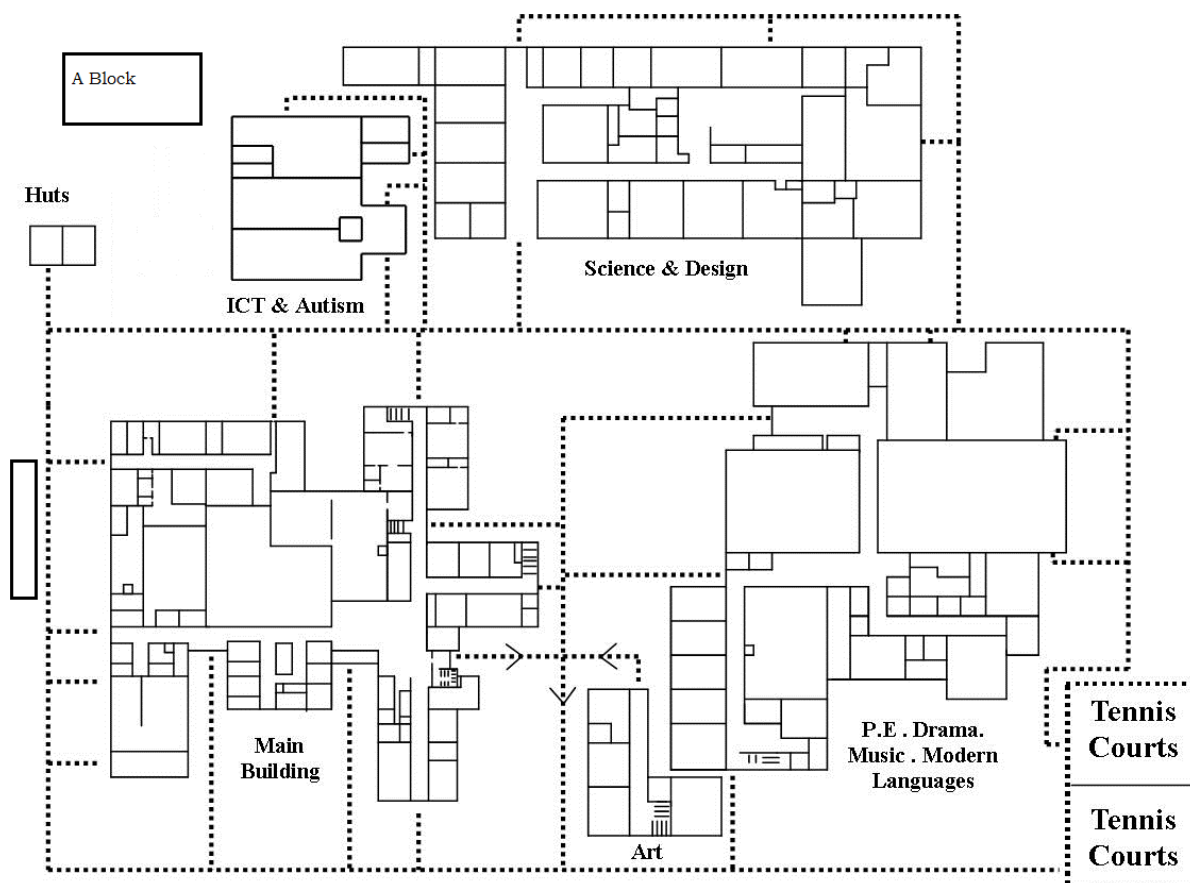
- 1 The Site Manager will call the Fire Brigade.
- 2 Support staff in Science and Technology area will switch off equipment and power.
- 3 The Site Manager on duty will switch off the main school power supplies.
- 4 The School Meals Supervisor will assemble the Kitchen staff at the front of the Kitchen area.
- 5 The Office staff will supervise the evacuation of the Medical Room.
- 6 The Cover Manager will register all supply staff and part-time staff in car park by Tennis Courts
- 7 If the bell sounds during registration, the Tutor takes a head count and escorts tutees to the Tennis Courts. You should take another head count and report anyone missing.
- 8 When the alarm sounds students should line up on the Tennis Courts in the House Section. Tutors to take register from their planners.
- 9 The Attendance Officer will run off registers at the end of registration and will take them to each house to be distributed.
- 10 If you have covered a Tutor Group register due to staff absence, you must then register the group on the Tennis Courts.



- 11 If the alarm sounds during **break or lunchtime**, students should line up on the Tennis Courts in their Tutor Groups in the House section.
- 12 If the alarm sounds **between lesson time** students report to the Tennis Courts in their Tutor Groups.
- 13 The Office staff will take out the late list, signing out slips, Staff Signing Out Book and Visitors Book.
- 14 Heads of House, after the registers have been taken, should report to the Deputy Head responsible for Health and Safety/ or in his absence the Head stating if all staff/students are accounted for or not
- 15 Heads of Departments **MUST** check that their Curriculum Area has been entirely vacated before joining the Assembly.
- 16 Tutors and classes wait for instructions to dismiss. While assembled, classes are under the control of Heads of House.
- 17 All Visitors and Support staff should report to the Office Manager in the car park at the front of Art/Langs block any absence should be reported.
- 18 Staff not attached to Tutor Groups and not responsible for a register that day should report to the Deputy Head in charge of Staff Well-being

#### **BOMB THREATS**

Continual 'ringing' of the lesson change bell. Evacuation procedures as for fire **BUT** ensure that pupils bring their own coat and bag if they have them.



# **TENNIS COURTS**

1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12
<b>Novello House</b>												<b>Turner House</b>											
<b>Purple</b>												<b>Yellow</b>											
<b>13</b>												<b>13</b>											
<b>14</b>												<b>14</b>											

**ROAD**

												14 13													14 13
Woolf House Green													Blake House Blue												
1	2	3	4	5	6	7	8	9	10	11	12		1	2	3	4	5	6	7	8	9	10	11	12	

## SPORTS HALL

### First Aid

A list of trained first aiders and the location of first aid boxes will be posted up in Reception, Staff Room and Medical Room.

The staff member responsible for first aid shall ensure that the contents of the first aid boxes are replenished as necessary and comply with the contents laid down within the Regulations.

All first aiders and staff shall ensure that accidents are reported as outlined below and that the staff member responsible for first aid is informed if items from the first aid box are used.

### Grounds Maintenance

The Grounds Maintenance Contractor will sign in at the Site Office for each visit. The safe working practices will be managed by the Site Manager.

### Hazardous Substances

All teachers are responsible for ensuring that their areas of responsibility are checked frequently to ensure that no health and safety hazards are present. Should a teacher identify hazards then they are required to ensure that the risk of injury is eliminated or reduced to an acceptable level.

If the teacher cannot resolve the issue because it is beyond their remit, affects other areas of the school, or requires financial support, then the Headteacher or the HSO should be advised of the hazard/issue.

The following Head of Departments shall ensure compliance with the following guidance:-

Science -	Consortium of Local Education Authorities for the Provision of Science Service (CLAPPS)
Design and Technology -	BS 4163, 2000 Health and Safety for Design and Technology in Schools and Similar Establishments, Code of Practice
Physical Education -	British Association of Advisors and Lecturers in Physical Education (BAALPE), Safe Practice in Physical Education.

### Lettings/shared use of premises/use of Premises Outside School Hours

All current lettings are outside school hours and all New Lettings Clients are initially Health & Safety inducted by the Site Team this involves the following,

1. Fire/Evacuation Policy
2. Explain the School Fire Plan
3. H/S Sign in Register
4. Health/Safety Brief distributed

First Aid Provision is the responsibility of the client and when we have high volume of people on site (shows ) a first aid box is provided from the lettings dept for their use.

- Use of Equipment

Once the area of use is identified full training is given to the client by relevant staff.

### **Administration of Medicines**

Guidance on the administration of medicines to pupils is set out in 'The Administration of Medicines to Pupils and the Management of Medical Conditions'. The Governing Body has agreed to use the LA's First Aid Policy which covers the administration of medicines.

### **Maintenance and Inspection of Equipment**

The Site Manager has a duty to check the general conditions of the premises and, in particular, the non-classroom areas, and for ensuring that health and safety hazards are dealt with or reported to the HSO. Where action required is outside his authority or ability, the matter will be reported to the Headteacher or HSO for appropriate action. The Site Manager will have access to out-of-hours contact numbers for essential staff

The Site Manager ensures contractors are aware of the health and safety risks in the school e.g., Emergency arrangements, Asbestos log, etc.

### **Manual Handling and Lifting**

Manual handling tasks shall be eliminated so far as is reasonably practicable, where it is not practicable then the tasks shall be assessed to reduce the likelihood of injury to the lowest level reasonably practicable. If a detailed assessment is required and staff have any doubts about handling see Site Manager.

### **PE Equipment**

The PE Equipment will be assessed annually.

### **Safety Committee**

There is a Sub- Health and Safety Committee that meet once every half term. The Terms of Reference for this Committee is the same as the Property, Finance and Health and Safety Committee.

### **Security/Violence**

The School has a Security Policy.

### **Site Maintenance**

The Site Manager/Agent has a duty to check the general conditions of the premises and, in particular, the non-classroom areas, and for ensuring that health and safety hazards are dealt with or reported to the HSO. Where action required is outside his authority or ability, the matter will be reported to the Headteacher or HSO for appropriate action. The Site Manager/Agent will have access to out-of-hours contact numbers for essential staff

The Site Manager ensures contractors are aware of the health and safety risks in the school e.g., Emergency arrangements, Asbestos log, etc.

Also see the BBC Manual for Site Managers and Caretakers.

### **Smoking**

The school operates a No Smoking Policy

### **Staff Training & Development**

All new employees, teaching and non-teaching, shall be provided with induction training appropriate to their health and safety needs.

In the case of volunteer helpers it will be the responsibility of the relevant teacher or supervisor to ensure that appropriate information is passed on to them.

All employees and volunteers shall on their first day of employment be informed of what to do in the event of a fire and what first aid arrangements are in place.

Refresher training and training in new areas of responsibility will be arranged for members of staff, either at their own request or at the direction of the Headteacher.

Time off for training of safety representatives will be provided in accordance with negotiated agreements. Representatives will be given full access to the information on health and safety, which they have a right to have under the Health and Safety at Work Act 1974(HASAWA). They will also be given appropriate time and facilities to undertake the range of activities of a Safety Representative in order that they can play an effective role, any problems that need further action or a review of procedures.

### **Visitors**

All visitors are required to sign in at Main Reception or the Site Office if out of hours. Visitors badges will be worn at all times.

Contractors visiting the site will be provided with a written brief and managed by either the Site Manager or Business Manager.

### **Working at Height**

Training for using the tower scaffold must be provided. If training has not been provided, working at height will not be undertaken. See the BBC Manual for Site Managers and Caretakers.

## Health & Safety Organisational Chart

