

HEALTH AND SAFETY POLICY

JANUARY 2017

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INTRODUCTION

This statement is issued in accordance with the Health and Safety at Work Act (1974). The general aims of these policy statements are accepted and the arrangements set out below are designed to implement the general aims.

GENERAL GUIDELINES

It is the policy of the Governing Body, so far as is reasonably practicable, to:

1. establish and maintain a safe and healthy environment throughout the Federation schools;
2. establish and maintain safe working procedures among staff and pupils;
3. make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
4. ensure the provision of sufficient information, instruction and supervision to enable all employees and pupils to avoid hazards and contribute positively to their own health and safety and to ensure that they have access to health and safety training as appropriate or as and when provided;
5. maintain all areas under the control of the Governors and the Executive Headteacher, in a condition that is safe and without risk to health and to provide and maintain means of access to and from that place of work that are safe and without risk;
6. formulate effective procedures for use in case of fire and for evacuating the schools and associated premises;
7. lay down procedures to be followed in case of accident;
8. teach safety as part of pupils' duties, where appropriate;

RESPONSIBILITIES

RESPONSIBILITY OF THE GOVERNORS AND EXECUTIVE HEADTEACHER

The Governors and Executive Headteacher are responsible for implementing this policy within the schools. In particular they will:

1. monitor the effectiveness of the safety policy and the safe working practices described within it and shall revise and amend it, as necessary, on a regular basis;
2. prepare an emergency evacuation procedure for each school and arrange for periodic practice evacuation drills (normally at least once a term) to take place and for the results of these to be recorded;
3. make arrangements to draw the attention of all staff employed within the Federation and highlight the schools' safety policies and procedures and of any relevant safety guidelines and information issued by the Local Authority;
4. make arrangements for the implementation of the Local Authority's accident reporting procedure and draw this to the attention of all Federation staff;
5. make arrangements for informing staff and pupils, of relevant safety procedures. Other users of the school will be appropriately informed;
6. ensure that regular safety inspections are undertaken. (The Chair of the Premises Committee and the Bursar/Business Manager will inspect all school premises and property once a term.)
7. arrange for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as being unsafe during this Health and Safety inspection

8. report to the Local Authority and other landlords, any defect in the state of repair of the buildings or their surrounds which is identified as being unsafe and make such interim arrangements as are reasonable to limit the risk entailed.
(N.B.) The Governing Body will deal with all aspects of maintenance which are under their control, report to the Premises manager and/or NHF Business Manager, any other situation identified as being unsafe or hazardous and which cannot be remedied within the financial resources available to them);
9. monitor, within the limits of their expertise, the activities of contractors (in liaison with the staff of the Local Authority Property Services), hirers and other organisations present on site, as far as is reasonably practicable;
10. identify any member of staff having direct responsibility for particular safety matters and any member of staff who is specifically delegated to assist the Governors and Executive Headteacher in the management of health and safety at the College. Such delegated responsibility must be defined as appropriate.

DUTIES OF THE PERSON DELEGATED TO ASSIST IN THE MANAGEMENT OF HEALTH AND SAFETY

The delegated person, Steven Hallinen shall:

1. assist the Executive Headteacher in the implementation, monitoring and development of the health and safety policy within the school;
2. monitor general advice on safety matters given by the Local Authority, landlords and other relevant bodies and advise on its application to the schools;
3. co-ordinate arrangements for the design and implementation of safe working practices in conjunction with Heads of School and other SLT;
4. investigate any specific health and safety problem identified within the Federation and take or recommend (as appropriate) remedial action;
5. order that a method of working ceases on health and safety grounds on a temporary basis subject to further consideration by the Governors and Executive Headteacher;
6. assist in carrying out regular health and safety inspections of the schools and activities in conjunction with the named Site Manager at each site and make recommendations on methods of resolving any problems identified;
7. ensure that staff with control of resources (both financial and other) give due regard to health and safety and have access to appropriate training;
8. co-ordinate arrangements for the dissemination of information and for the instruction of employees, students, pupils and visitors on safety matters and to make recommendations on the extent to which staff are trained.

N.B. The above role must not be confused with that of the Health and Safety Representative which is a trade union appointment to enable the representation of staff interests in health and safety matters.

RESPONSIBILITIES OF STAFF TOWARDS PUPILS AND OTHERS IN THEIR CARE

All staff are responsible for the health and safety arrangements in relation to staff, students, pupils and volunteer helpers under their supervision. In particular, they will monitor their own work activities and take all reasonable steps to:

1. exercise effective supervision over all those for whom they are responsible, including pupils;
2. be aware of and implement safe working practices and to set a good example personally.

3. be pro-active and vigilant when managing pupils' behaviour and supervising pupils to foresee situations which may occur and take preventative action;
4. identify actual and potential hazards and introduce procedures to minimise the possibility of mishap;
5. ensure that any equipment or tools used are appropriate to that use and meet accepted safety standards;
6. provide written job instructions, warning notices and signs as appropriate;
7. provide appropriate protective clothing and safety equipment as necessary and ensure that these are used as required;
8. minimise the occasions when an individual is required to work in isolation, particularly in a hazardous situation or on a hazardous process;
9. evaluate promptly and, where appropriate, take action on criticism of health and safety arrangements;
10. provide the opportunity for discussion of health and safety arrangements;
11. investigate any accident (or incident where personal injury could have arisen) and take appropriate corrective action;
12. provide for adequate instruction, information and training in safe working methods and recommend suitable "off the job" training;
13. where private vehicles are used to transport children to and from school functions, staff should ensure that child restraints and seats appropriate to the age of the children concerned are used.

N.B. When any member of staff considers that corrective action is necessary, but that action lies outside the scope of their authority, they should refer the problem to the Executive Headteacher.

RESPONSIBILITIES OF ALL EMPLOYEES

All employees have a responsibility under the Act to:

1. take reasonable care for the health and safety of themselves and of any person who might be affected by their acts or omissions at work;
2. co-operate with the Governors and Executive Headteacher and others in meeting statutory requirements. not interfere with or misuse anything provided in the interests of health, safety and welfare;
3. make themselves aware of all safety rules, procedures and safe working practices applicable to their posts; where in doubt they must seek immediate clarification from the Executive Headteacher;
4. ensure that tools and equipment are in good condition and report any defects to the Executive Headteacher;
5. use protective clothing and safety equipment provided and ensure that these are kept in good condition;
6. ensure that offices, general accommodation and vehicles are kept tidy;
7. ensure that any accidents, whether or not an injury occurs, and potential hazards are reported to the Executive Headteacher.
8. protect the security of the building and office / classroom areas through taking responsibility for the safe and secure care of any keys which have been allocated to them.
9. wear clothing and footwear as outlined in the Staff Handbook to ensure that undue risk is avoided.

WHENEVER AN EMPLOYEE IS AWARE OF ANY POSSIBLE DEFICIENCIES IN HEALTH AND SAFETY ARRANGEMENTS, SHE/HE MUST DRAW THESE TO THE ATTENTION OF THE EXECUTIVE HEADTEACHER / HEAD OF SCHOOL OR OTHER NHF SERVICE MANAGER.

Please note the following:-

1. it must be realised that newly appointed employees could be particularly vulnerable to any risk and it must be ensured that all relevant health and safety matters are drawn to their attention at an early stage.
2. whilst it is a management responsibility to instruct all employees in safe working procedures in relation to their posts and work places, employees may from time to time find themselves in unfamiliar environments. In such cases, the employee concerned should be particularly alert for hazards, and whenever possible, ensure they are accompanied by a person familiar with the environment or that they are advised of specific hazards.
3. all volunteer helpers will be expected, as far as reasonably possible, to meet the same standards required of employees.

RESPONSIBILITIES OF PUPILS

All pupils are expected, within their expertise and ability, to:

1. exercise personal responsibility for the safety of themselves and their fellow pupils;
2. observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear, knives and other items considered dangerous);
3. observe all the safety rules of the College and in particular the instructions of the teaching staff in the event of an emergency;
4. use and not wilfully misuse, neglect or interfere with things provided safety purposes.

N.B. The Governors and Heads of School will make pupils (and where appropriate the parents) aware of these responsibilities through direct instruction, notices and the school handbook.

VISITORS

Regular visitors and other users of the premises (e.g. contractors and delivery men) are expected, as far as reasonably possible, to observe the safety rules of the Federation.

LETTINGS

The Governors and Executive Headteacher (delegated to Site Managers) must ensure that:

1. the means of access and exits are safe for the use of hirers, and that all plant and equipment made available to and used by the hirers is safe. If the Executive Headteacher knows of any hazard associated with the above, she/he should take action to make hirers aware of it;
2. fire escape routes and exits are clearly marked for the benefit of unfamiliar users of the building, particularly during the hours of darkness;
3. hirers of the building are briefed about the location of the telephone, fire escape routes, fire alarms and fire fighting equipment. Notices regarding emergency procedures should be prominently displayed;
4. hirers using any equipment or facility provided by the school are familiar with its safe use and, if necessary, briefed accordingly;
5. arrangements are made for checking the security and condition of the premises and equipment used after vacation by the hirer or his staff.

FIRE AND EMERGENCY EVACUATION PROCEDURES

1. The Federation's procedures for fire and emergency evacuation are displayed in each of the schools and any satellite centres.
2. These procedures will be updated as appropriate.
3. The log book for the recording and evaluation of practice and evacuation drills is available at each school.

FIRE PREVENTION EQUIPMENT

The condition of all Fire prevention equipment is regularly monitored by an appropriate agent. This includes the regular visual inspection of fire extinguishers and any fire alarm systems. Where appropriate, this would be undertaken by the Centre landlord.

FIRST AID AND ACCIDENT REPORTING PROCEDURES

1. First aid is available in each school and first aid boxes are available in each school's main office.
2. The names of the first aiders/appointed person/s are displayed in each school office.
3. Each Head of School is responsible for administering the accident reporting procedure. They should notify the Executive Headteacher, of serious accidents causing death or major injury and dangerous occurrences. The Executive Headteacher will then file a report with/contact the HSE, (Health & Safety Executive). The accident book and report forms and the arrangements to be followed if the person injured is unable to complete an accident report form or who is not an employee of the Authority are to be found in the office at each Centre.
4. The arrangements for first aid for sports, outdoor pursuits and field trips are the responsibility of the supervising staff.

DOCUMENT REVISION

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