



Kendrick School Health and Safety Policy

Approval Date: June 2017

Date of next review: June 2020

KENDRICK SCHOOL HEALTH AND SAFETY POLICY STATEMENT

It is the policy of the Governing Body of Kendrick School to ensure so far as is reasonably practicable the health, safety and welfare at work of all our employees, students and others including members of the public who may be affected by our activities. We aim to accomplish this by:

- 1) Providing and maintaining plant and systems of work that are safe and without risks to health.
- 2) Making arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances
- 3) Providing such information, training and supervision as is necessary to ensure the health, safety and welfare at work of our employees.
- 4) Maintaining any place of work under our control in a condition that is safe and without risks to health and the provision and maintenance of the means of access to and egress from it that are safe and without risks.
- 5) Providing and maintaining a working environment for our employees that is without risks to health and adequate as regards the arrangements and facilities for their welfare at work.
- 6) Bringing to the attention of all employees that they as individuals have a legal responsibility to take care of the health and safety of themselves and others, such as members of the public, who may be affected by their acts or omissions at work.
- 7) By consulting with employees, others, such as members of the public and their representatives on all matters that may directly affect their health and safety,

The Governing Body of Kendrick School will strive to achieve these aims by integrating safety management into all levels of service planning and delivery. To achieve its aims we will set health and safety targets and monitor its performance. We recognise that high standards in health and safety are of equal importance and complementary to delivering a value for money service.

2. ORGANISATION AND ARRANGEMENTS FOR HEALTH AND SAFETY

2.1 The governing body

The ultimate responsibility for ensuring a safe and healthy environment within the school rests with the governing body. The Governing Body will delegate to the Headteacher responsibility to report any notifiable accident or dangerous occurrence as defined by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 to the LA, HSE and the DFE as appropriate.

2.2 The Headteacher

The Headteacher has overall responsibility for the application of this policy but may delegate duties to the Deputy Headteacher.

The Headteacher shall:

- a. take appropriate action immediately when any hazard is reported to her and stop the use of any plant, tools, equipment, machinery, etc. which she considers unsafe until she is satisfied as to their safety;
- b. advise the governing body of necessary measures to ensure Health & Safety standards are maintained and reviewed regularly.
- c. inform the governing body of any Health & Safety issues.

2.3 The Facilities Manager

The Facilities Manager has responsibilities delegated by the Headteacher to:

- a. be the focal point for day-to-day references on safety and give advice or indicate sources of advice; in his absence, the second deputy head will deal with urgent issues.
- b. co-ordinate the implementation of safety procedures;
- c. maintain contact with outside agencies able to offer expert advice;
- d. carry out regular inspection of the school and check working practices in it;
- e. ensure that accidents and hazards are recorded, reported as appropriate to the Health and Safety Executive and that appropriate remedial action is taken;
- f. review the policy and its implementation annually.

2.4 Obligations of all employees

The Health and Safety at Work etc. Act 1974 states:

“It shall be the duty of every employee whilst at work:

- a. to take reasonable care for health and safety of him/herself and any other persons who may be affected by his/her acts or omissions at work, and
- b. as regards any duty or requirement imposed on his/her employer or any other person by or under any relevant statutory provisions, to co-operate with him/her so far as it is necessary to enable that duty or requirement to be performed or complied with.”

Also that:

“No person shall intentionally recklessly interfere with or misuse anything provided in the interests of health and safety or welfare in pursuance of any of the relevant statutory provisions.”

In order that the law be observed and responsibilities to students and other visitors to the school are carried out, all employees are expected:

- c. to know the special safety measures and arrangements to be adopted in their own working area and to ensure they are applied;
- d. to observe standards of dress consistent with safety and hygiene;
- e. to exercise good standards of housekeeping and cleanliness;
- f. to know and apply the emergency procedures in respect of fire and first-aid; any member of staff wishing to attend appropriate courses should see the facilities manager and INSET coordinator.
- g. to use and not wilfully misuse, neglect or interfere with things provided for their own safety and the safety of others;
- h. to co-operate with other employees in promoting improved safety measures in their school;
- i. to co-operate with the appointed safety representatives and the enforcement officer of the Health and Safety Executive or the Public Health Authority.

2.5 Staff who have responsibility for specific departments or areas of work (e.g. Teaching and Learning Coordinator of a Subject (TLS), Teaching and Learning coordinator of a Cohort (TLC), Facilities Manager, Caretaker, Canteen Manager, etc.)

Staff holding these positions, in so far as they are reasonably able:

- a. are expected to have responsibility for the application of the school safety policy to their own department or areas of work and should observe instructions given by the governing body and headteacher, according to Health and Safety regulations.
- c. should establish and maintain safe work procedures as appropriate to their area of work (e.g. use of chemicals, guillotines, boiling water etc.);
- d. should resolve any health and safety problems any member of staff or student may raise and refer to the Facilities Manager any problem for which there is not satisfactory solution within the resources available.
- e. should carry out regular safety inspections of the department of activities for which they are responsible and submit reports to the Facilities Manager each school year or more frequently if necessary;
- f. should ensure, as far as is reasonably practicable, the provision of sufficient information, training and supervision to enable other employees, visitors and students to avoid hazards and contribute positively to their own safety and health at work;
- g. should propose to the Facilities Manager changes and additions to plant, equipment or machinery which are necessary for maintenance of safety;
- h. ensure that all donated equipment is safe and, where appropriate, seek specialist advice that this is so.

- i. may refuse to work if in so doing they reasonably believe they present a risk to themselves and to others, without fear of retribution.

2.6 Particular responsibilities for class teachers

- a. The safety of students/students in classrooms, laboratories and workshops is the responsibility of the class teacher. If for any reason this responsibility cannot be accepted it must be discussed with the head of department before any activities take place.
- b. A class teacher is expected to:
 - i. know the emergency procedures in respect of fire and first-aid and the special safety measures to be adopted in his/her own teaching areas and to ensure that they are applied;
 - ii. exercise effective supervision of students/students and ensure that they know of the general emergency procedures in respect of fire and first-aid and the special safety measures of the teaching area;
 - iii. give clear instructions and warnings as often as necessary (notices, posters and hand-outs are not enough);
 - iv. ensure that students/students' coats, bags, cases etc are safely stowed away; and that no passageway, aisle etc, is obstructed at any time;
 - v. integrate all relevant aspects of safety into teaching processes and if necessary give special lessons on safety;
 - vi. follow safe working procedures personally;
 - vii. call for protective clothing, guards, special working procedures etc where necessary;
 - viii. make recommendations on safety measures to the head of department.

N.B. These rules apply to student teachers who must be made aware of their responsibilities by both the head of department and their professional tutor.

2.7 The student

- a. Students are expected to:
 - i. exercise personal responsibility for safety of themselves and others, exercising common sense and due care at all times;
 - ii. observe standards of dress consistent with safety and hygiene (this prohibits unsuitable footwear, jewellery and other items considered dangerous);
 - iii. be aware of and observe the safety rules of the school and in particular the instructions of staff given in an emergency;
 - iv. use and not wilfully misuse, neglect or interfere with items provided for safety.

- v. ensure that students/students' coats, bags, cases etc are safely stowed away; and that no passageway, aisle etc, is obstructed at any time;

2.8 The Health and Safety Representative

- a. Health and Safety representatives are:
 - i. not liable in law and have no additional legal duties other than those of all employees, as laid down in Section 7 and 8 of the Health and Safety At Work etc Act 1974;
 - ii. do not carry legal liability for either their activities or omissions as a safety representative;
 - iii. the functions of safety representatives are as follows:
 - (a) to liaise in the investigation of potential hazards and dangerous occurrences in the workplace (whether or not they are drawn to his/her attention by the employees he/she represents) and to assist in the examination of the cause of accidents, as appropriate, in the workplace;
 - (b) to report/investigate complaints by any employee he/she represents relating to that employee's health, safety or welfare at work;
 - (c) to make representations to the employer on general matters arising out of (a) and (b) above;
 - (d) to make representations to the employer on general matters affecting the health, safety or welfare of the employees in the workplace;
 - (e) to carry out inspection of the school premises twice a year;
 - (f) to represent the employees he/she is appointed to represent in consultation at the workplace with Inspectors of the HSE and any other enforcing authority;
 - (g) to receive information from Inspectors in accordance with Section 28(8) of the 1974 Act; and
 - (h) to attend meetings of safety committees in the capacity of safety representative and in connection with any of the above functions.

In addition, section 2(4) of the HASAWA places upon the safety representative the function of representing the employees in consultation with the employer. Duties of the employee representative are agreed and as recommended by HASAWA.

2.09 Emergencies

In the event of an accident or emergency students and staff must contact Reception in the first instance where help and assistance will be provided.

All staff should be encouraged to take part in first-aid training courses.

2.10 Concluding statement

Suggestions by any member of staff and governors to improve standards of health and safety are welcomed by the headteacher. The greatest hindrance to good practice is apathy; the best antidote is the right attitude of mind.

This Policy will be reviewed every three years or as and when changes to the school infrastructure or Health and Safety laws cause an earlier review. This policy is read and signed by all new members of staff. In the event of substantial changes to the policy all staff may be asked to read and resign the policy.

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Please sign and return this tear off sheet to Amanda Emberson

Health and Safety Policy

I acknowledge that I have received and read the Health and Safety Policy

Signed.....

Name.....

Date