



Health and Safety Policy

Key Responsibility: **Headteacher**
Last Review: **October 2011**
Next Review: **January 2012**

Rationale

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:

- Providing a safe and healthy working and learning environment
- Preventing accidents and work related ill health
- Assessing and controlling risks from curriculum and non-curriculum work activities
- Complying with statutory requirements as a minimum
- Ensuring safe working methods and providing safe working equipment
- Providing effective information, instruction and training
- Monitoring and reviewing systems to make sure they are effective
- Developing and maintaining a positive health and safety culture through communication and consultation with employees and their representatives on health and safety matters
- Setting targets and objectives to develop a culture of continuous improvement
- Ensuring adequate welfare facilities exist at the school
- Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable

1.0 INTRODUCTION

This Health and Safety Policy is important for everybody at Hazel Grove High School. It complements the Health and Safety Policies of Stockport MBC and its Education Division (LA). It sets out our approach, organisation and arrangements for identifying and controlling hazards and risks faced by staff, students and other people, such as visitors, contractors and hirers.

1.1

The school has various obligations under the Health and Safety Act 1974 and other associated laws. These include taking all reasonable steps to ensure the health, safety and welfare of all staff, including teaching, support and temporary staff. We also have a duty to ensure that students, visitors, contractors and others are not put at risk by our activities or the condition of our buildings and equipment.

1.2

Health and Safety laws and associated school rules all have the same purpose: to minimise the likelihood and severity of injury, ill health and damage which can arise from incidents or

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conditions within or connected with our school. Injury and ill health can cause considerable pain, distress, inconvenience and disruption of education and a lowering of morale and reputation. Therefore, all of us should aim to follow the principle that "prevention is better than cure".

1.3

As well as meeting our obligations to provide a safe and healthy teaching environment for students during school or while taking part in educational activities, we have the opportunity to do much more for them. We should set a good example to them while they are in school and actively encourage them to think about recognising hazards, assessing risks and then taking appropriate precautions within many contexts. By doing so, we will provide them with valuable lifelong knowledge and attitudes which will benefit them and others, both now and in the future, whether at home, at work or during leisure activities.

(Signature)

(Signature)

MsJ Nolan
Head Teacher

Dr. K Harrington
Chair of School Governing Body

Date

NOTE

At the end of this policy is an appendix sheet with details of persons and organisations who hold various positions and perform functions mentioned in the document.

The Appendix sheet will be updated and reissued at appropriate intervals to reflect changes in persons and organisations.

Some sets of legal regulations are also named within the document. As they are subject to amendment by Parliament, the titles of any revised legislation may also be included in the Appendix.

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2.0 RESPONSIBILITIES

Everybody within the school has some responsibility for Health and Safety. Responsibilities are as follows:

2.1 RESPONSIBILITIES OF GOVERNORS

- a. A clear written policy statement is created which promotes the correct attitude towards safety in staff and pupils.
- b. Responsibilities for health, safety and welfare are allocated to specific people and that 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

2.2 RESPONSIBILITIES OF MANAGEMENT

Accidents do not just happen. They occur because of one or more unsafe physical conditions, incorrect behaviour or as a combination of these. The control of safety hazards is an essential part of effective management. The same applies to the control of health hazards.

- (i) The Head Teacher has overall responsibility for Health and Safety within the school. However, responsibility for dealing with Health and Safety issues on a day-to-day basis is delegated to a Senior Manager who has the role of school Health and Safety Co-ordinator (see Appendix*). This responsibility is shared with all 'managers', including members of the Leadership Group, Heads of Department, Heads of Year and others whose role includes supervising other staff, students and school activities.
- (ii) All managers
 - a. are responsible for the Health and Safety of employees under their control and for students and visitors within the areas and activities under their control;
 - b. should fulfil their responsibilities by routine visual checks and discussions to enable them to identify and assess potential and actual Health and Safety problems. After this, they should ensure that suitable precautions are provided, understood and followed. As explained in more detail later in this policy, this role encompasses carrying out, recording and acting upon risk assessments;
 - c. should investigate or arrange for the investigation of accidents and "near miss" events concerning areas, employees, students and others for whom they are responsible;
 - d. should, where appropriate, identify, record and instigate measures which should be taken to avoid or minimise similar incidents in future;
 - e. should consult a senior manager if they are unable to resolve problems using their own resources or if they need more information or advice;
 - f. should consider whether the introduction of new systems of work – including practical lessons – machines, substances or the significant alteration of existing arrangements will create new Health and Safety problems.

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2.3 RESPONSIBILITIES OF STAFF

All members of staff, including managers in their personal capacity

- a. have a duty to take reasonable care for their own Health and Safety while at school whilst involved with school activities;
- b. have a duty to take reasonable care for the Health and Safety of other persons, such as colleagues and students who may be affected by how they work or behave;
- c. are obliged by law to co-operate with the school as far as is necessary to enable the school to comply with its legal obligation regarding Health and Safety;
- d. should notify designated members of staff of any known or suspected unsafe equipment, substances, systems of work or other situations, including those of contractors, of which they become aware;
- e. have a duty not to interfere with or deliberately or recklessly misuse anything provided for the purpose of health, safety and welfare.

2.4 RESPONSIBILITIES OF STUDENTS

- (i) At the beginning of every school year (and at other times), students and their parents/carers are given written guidance about their obligations regarding Health and Safety. These are also added to the student journals.
- (ii) Although the content of the guidance may vary slightly from year to year, an outline of it is given below for information:

“As a student, you must take reasonable care for your own health and safety and for that of other students and other people who may be affected by how you behave while at school or while involved in school activities. This includes following safety rules and information given to you and by wearing appropriate equipment and clothing, and by using safety devices whenever you are advised to do so. Failure to do so could result in harm to you and the risk of disciplinary action by the school.

If you are injured while at school or during a school activity or if you spot a defect or damage to equipment or school property, you must tell a member of staff.

If you have any doubts or queries about your health and safety at school, you should ask a relevant member of staff. If you have any suggestions to make about matters of Health and Safety or student facilities at school, you should mention them to your Form Tutor, Head of Year or member of the School Council.”

2.5 School Health and Safety Representatives

The Governing Body and Headteacher should recognise the role of Health and Safety Representatives appointed by a recognised trade union. Health and Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time but, wherever practicable, outside teaching time.

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.

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3 COMMON HEALTH AND SAFETY MATTERS

Different activities pose different types of hazards. Detailed guidance about Health and Safety arrangements for school Departments with their own particular hazards, such as Art, Science, Design and Technology and Physical Education is contained within special Departmental supplements and is made available to all relevant staff within those Departments. However, the following matters are common to most or all parts of the school:

3.1 ELECTRICITY

Electricity has the potential to kill, therefore all electrical appliances, which operate at over 50 volts, must be maintained in a safe condition. To achieve this, the school will:

- a. keep a log of all appliances and arrange for them to be tested at regular annual intervals by an electrician and/or suitably trained and equipped technician or one or more of our school technicians. These should have been trained and equipped for such purposes.
- b. As such tests are the electrical equivalent of a vehicular MOT, users of appliances should be vigilant for defects, such as damaged plugs and flexes.
- c. If you know or suspect any appliance to be defective, you should take prompt action to take the appliance out of use and store it securely until it has been repaired or destroyed. (Detailed practical guidance about electrical safety, including the types and frequencies of checks for appliances, is contained in the Education Division's 12 sided document "Electrical Safety in Schools and Other Educational Establishments" issued in January 1996).

3.2 FIRE PRECAUTIONS

Although instances of fire within secondary school during the school day are relatively rare, fire can pose a serious potential hazard when it does occur. The main danger posed by fire is smoke, because it obscures vision, is toxic and can induce panic. Although the main aim of fire precautions is to protect human life they have the additional purpose of avoiding or minimising disruption to the education process through loss of or damage to school buildings and contents.

- (i) Preventative measures against fire are important and form the basis of rules to reduce likelihood of fires occurring, e.g. special precautions concerning flammable liquids and gases and maintenance of electrical appliances.
- (ii) To this end, all internal parts of the school building are designated "no smoking" areas at all times.
- (iii) Preventative measures can never be foolproof, but reactive measures are also important and include:
 - a. physical devices, which include fire doors, smoke detectors, alarm systems and fire fighting equipment. These will be provided, tested and maintained where necessary;
 - b. organisational measures, which include fire evacuation practices and the use of fire fighting equipment. Detailed information about fire evacuation procedures is provided as a separate sheet to regular and temporary members of staff, including supply and trainee teachers. Details about fire evacuation routes will be displayed in teaching rooms and other rooms where staff regularly work. You should familiarise yourself with such details for the rooms which you use.

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- (iv) Records will be kept of any tests and examination of alarm systems. The same applies to all evacuations for whatever reason, including practices and false alarms, so that the effectiveness of each evacuation can be assessed and action can be taken regarding any problem which has occurred.
- (v) **Residential accommodation:** people are most at risk when asleep, therefore if you are booking accommodation for school groups, e.g. for field study courses or outdoor activities, you must enquire beforehand and satisfy yourself about the adequacy of the fire precautions provided.

3.3 HAZARDOUS SUBSTANCES

- (i) The Control of Substances Hazardous to Health Regulations of 1999, often referred to as COSHH Regulations, require the school to ensure that substances – including proprietary chemicals and non-proprietary substances such as sewage and by-products of processes – which can harm staff and others – are stored, moved, used or handled in a manner which is safe and without risk to anyone's health. The school will do this by:
 - a) identifying hazardous substances, assessing the nature of their hazards and the associated likelihood and severity of harm;
 - b) providing suitable precautions to protect persons against hazards;
 - c) giving adequate verbal and written information to all persons who may be harmed by them about the hazardous substances.
 - d) All records of hazardous substances should be maintained by the Site Manager and kept securely in his/her office.
 - e) These records should be monitored monthly at the premises meeting and be made available to the Health and Safety governor on request.
- (ii) In some circumstances, exposure to hazardous substances is controlled by means of appliances such as fume cupboards and dust extraction equipment. As required by law, these appliances will be tested and examined at least every 14 months.

3.4 RISK ASSESSMENT

Like all other employers, the school is required to carry out a risk assessment for all activities and situations which pose any significant risk to staff, students and others. This is to ensure that appropriate precautions are identified and taken to avoid or minimise the likelihood and severity of harm occurring. If your work involves activities or situations, which could pose significant risk, you or your colleagues may be consulted during the risk assessment process. By law, records should be kept of risk assessments and you should be shown copies of or have ready access to ones which are relevant to you. Risk assessments should be reviewed at regular intervals – usually once a year – or whenever activities or situations, which have been risk assessed undergo significant changes and could render the existing assessments invalid. Records of Risk Assessments will be kept by the school's Health and Safety Co-ordinator. Assessments for specialist Subject Departments will be kept by the relevant HoD, including Science, Design and Technology, Art, Physical Education, Food Technology, Drama and any others will be kept by the respective Heads of Departments.

If you think that any aspect of your work involves significant risk and does not appear to have been subject to Risk Assessment, do ask your Head of Department or Manager.



3.5 PROTECTIVE EQUIPMENT AND CLOTHING

The school will provide suitable protective clothing and equipment for staff and students whose work is liable to involve hazardous substances or excessive levels of noise. If you are provided with any item of protective clothing or equipment, you must use it when necessary and take reasonable care of it. If any item becomes defective through wear or damage, you should report it and obtain a replacement before continuing with any work, which requires it.

3.6 CONTRACTORS

Contract work can create temporary hazards in areas where hazards are not normally present, thus contractors can pose a risk for school staff and students, and also be at risk themselves from staff and students. Therefore, before any contract work begins, the proposed work, including time(s), location(s) and precautions involved must be considered and approved beforehand by the School Premises Supervisor (see Appendix). There will be occasions when transient work, e.g. a repair to a broken window, cannot be accommodated by these arrangements and which may briefly cause some noise and distraction. Except when working within a segregated site within the school perimeter, all contract staff will be required visibly to carry some form of identification issued by the school. Except in an emergency, the nature of some types of work is such that they will only be carried out during vacations or outside normal school hours.

3.7 MANUAL HANDLING

This means any transporting or supporting of a load (including lifting, putting down, pushing, pulling or carrying or moving thereof) by hand or by bodily force. ("load" includes any person and any animal).

All members of staff should avoid manual handling operations where this is reasonably practicable. For a hazardous lifting operation which cannot be avoided, there must be a risk assessment. Steps can be taken to rearrange the task, breaking down the load, providing assistance or mechanical aids and providing training.

Teaching staff are not expected to lift and move equipment and furniture.

3.8 FIRST AID

Please refer to the "Manage Medical Conditions at School" policy

3.9 MINIBUSES AND OTHER VEHICLES

The school owns a minibus which is used for various school activities. The use of minibuses for conveying students and others is a potentially high-risk activity. Although the risks can never be totally eliminated, the school will minimise them as far as possible by the use of well-maintained and roadworthy vehicles and by ensuring that they are driven by competent people.

- a) The school's minibus co-ordinator (see Appendix) has responsibility for ensuring that the minibus is regularly serviced and maintained in a roadworthy condition.
- b) The co-ordinator checks to ensure that any minibus hired by the school is roadworthy and sees to it that any such minibus is driven only by members of staff or other persons authorised by the school and who have both a valid full licence and a competency assessment by Stockport MBC's driving assessor who will have issued a Council Driving Permit.

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- c) The co-ordinator will also provide other pertinent advice to users about aspects such as supervision of students and precautions for long journeys.
- d) Hiring coaches and buses from companies for school related purposes:
 - 1. All coaches must be fully fitted with 3 point seat belts. Students must use this belt and cannot share a seat.

- e) Segregation of vehicles within the school grounds

A major cause of congestion within the school premises at the start and end of the school day is that of staff cars and, during the day, visitors' cars. The school car park is out of bounds to students during the school day and staff on duty patrol are asked to be vigilant and enforce this rule. Staff and visitors should normally park in the parking bays, but not in the marked bus bays between 2:45 and 3: 30. The bus bays are clearly marked and segregated from the main car parking area and from walkways by metal barriers. Staff on statutory bus duty at the end of the school day operate according to a rota and each day a different team of staff is on duty, supervised by a Team Leader.

- f) Precautions for the safe loading/unloading and reversing of daily school service buses within the school grounds

The school bus bays are marked and segregated from the pedestrian walkways by a fixed metal barrier. The loading of buses at the end of the day is done under the supervision of teaching staff, in accordance with a rota and under the overall supervision of a Duty Team Leader. Bus Duty is part of the statutory duty requirements of teaching staff. It is the aim of Staff on duty to ensure orderly queuing and boarding of the buses and to prevent students from walking onto the actual bus bay area or car park. It is the responsibility of the bus driver to ensure that it is safe to reverse before doing so.

3.10 VISUAL DISPLAY UNITS (VDUs)

Under the Health and Safety (Display Screen Equipment) Regulations 1992, the school has obligations to all employees who regularly use VDUs. This includes assessing each VDU and its associated equipment and furniture to ensure that they meet the standards specified by the Regulations. These include matters such as control of glare and reflection and adjustability of seating in order to avoid postural and other problems, which can be caused by VDU work. Although the Regulations do not strictly apply to students, the school will aim as far as practicable to provide students who use VDUs with facilities of a standard which match those specified by the Regulations in the interest of education and good practice.

3.10 MEDICAL MATTERS

The school has a contract with an occupational health service provider. This organisation provides advice about occupational health matters, deals with staff who are referred to it and carries out eyesight tests and pre-employment medical checks for regular VDU users.

3.11 ACCIDENTS, DANGEROUS OCCURENCES AND ILL HEALTH

- (i) An "accident" is any event in which a member of staff, student or any other person (such as a visitor) suffers any injury through any cause while on school premises or during school activities. The first priority after any injury is for the injured person to receive first aid assessment and treatment and/or medical attention, as appropriate. Staff with responsibility for Departments, Year Groups or specific parts of the school should:
 - a) investigate accidents without delay to establish their cause;

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- b) suggest any measures which could be taken to prevent similar accidents in future;
- c) ensure that details of the accident are recorded.

All accidents should be reported to a senior member of staff as soon as possible. Except for students who are injured during collisions or arguments with others students, tripping over shoelaces etc. or because of known medical conditions, all accidents should be recorded on a Council Accident/Incident Form (ref SAIR 100) which should be counter-signed by the Head or a Deputy before being copied for the attention of the LA.

- (ii) A "dangerous occurrence" or "near miss" incident is one which had the potential to cause injury but, fortunately, did not do so, although damage to equipment or property may have occurred. Nevertheless, "near-misses" should be investigated and reported, as appropriate, so that any preventative action can be identified and taken. Failure to do this could allow the circumstances to be repeated, but with significant consequences, including injury and/or serious damage.
- (iii) If any member of staff is diagnosed as suffering from any medical condition which is either suspected or known to have been caused by or through any aspect of his or her work, (s)he should tell his/her manager and/or the school Health and Safety Co-ordinator. A Council "Notice of Suspected Occupational Disease" form should be completed. Further advice in confidence should be sought if required from the occupational health service provider and/or a Council Health and Safety Advisor.
- (iv) Incidents of ill health should be logged in SIMs and monitored by the Health and Safety Co-ordinator. This log should be made available for inspection by the Health and Safety governor on request.

As required by the RIDDOR Regulations 1995, some types of injury /accidents / incidents need to be reported to the Government Health and Safety Executive (HSE), using form 2508. Likewise, some dangerous occurrences and certain work-related medical conditions should be promptly notified to HSE. Advice about these can be sought from the Council's Health and Safety Advisers.

3.12 HIRERS AND OTHER USERS OF SCHOOL FACILITIES

Some school rooms and facilities (e.g. workshops) are used or hired on a regular or occasional basis by clubs, charitable bodies and various other organisations, including the Adult Education Service which runs Evening Classes. Pre-use/hire liaison between school management and occasional user/hirer and regular liaison for long term hirers/users is essential to ensure that hirers/users do not put school staff and students at risk, and vice versa. Where the hirer's/user's activities may pose a foreseeable risk to participants, the hire/use agreement should make it clear that the hirer/user and not the school is responsible for ensuring the activities are properly supervised by a suitably qualified and experienced person. The school can also require users and hirers to provide copies of their records of Risk Assessment. Where doubt exists about such matters, the school may seek further advice from the Council's Health and Safety Advisers and, if necessary, refuse or terminate a hire/use agreement.

3.13 VIOLENCE

"Violence" is defined as comprising any incident in which a person is verbally abused, threatened or assaulted in circumstances relating to their work. The school is committed to protecting staff from violence, as far as possible, whether it is committed by students, parents

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or anyone else. If you think any aspects of your work could put you at risk from violence, you should tell your manager so that ways of avoiding or minimising the risk can be identified.

If you have been subjected to violence, you should complete a Council Accident/Incident Form and inform your manager. The circumstances will be treated confidentially and support measures will be provided, if required, to assist you in recovering from an incident. The increasing incidence of violence in schools is a reflection of changes in society's values and attitudes. Therefore, if you have been subjected to violence, neither you nor anyone else should consider that you have been inadequate or failed in your work.

3.14 ENFORCEMENT OF HEALTH AND SAFETY LAWS AND RULES

- (i) HM Inspectors of Health and Safety, commonly known as Factory Inspectors, from the HSE are authorised by law to inspect any part of the school, its activities or those of contractors to check that Health and Safety Laws are being obeyed. They have numerous powers which include stopping any dangerous activity, requiring an unsatisfactory situation to be rectified or improved within a certain time and carrying out investigations of accidents and other circumstances. They can also take the school, Stockport LA and / or individual manager to court for not obeying Health and Safety Law. They can also prosecute any member of staff who recklessly or wilfully ignores Health and Safety Law.
- (ii) Any manager or other member of staff who recklessly or wilfully fails to follow the law or school rules concerning Health and Safety is liable to discipline by the school.

3.15 SOURCES OF INFORMATION AND ADVICE

Information about Health and Safety matters is available in various forms from different sources. These include publications by the HSE, CLEAPSS, DCSF, relevant trade unions and other bodies, as well as guidance from Stockport LA and Stockport Council. Except for specialist departmental publications, publications and guidance are kept by the Health and Safety Co-ordinator and may be consulted at any reasonable time by any member of staff.

For specialist advice about Health and Safety, the school has contracted to use the services of full-time professional Health and Safety advisers based in the Chief Executive's Division of Stockport MBC. Contact is normally made with one of them who deals particularly with education services and also advises Stockport LA. This meets the requirement of the Management of Health and Safety at Work Regulations 1999 for the school as an employer to appoint one or more competent persons to assist and advise regarding Health and Safety matters.

Advice is also available from Fire Officers of Greater Manchester Fire Brigade, Environmental Health Officers from Stockport Council, HSE Factory Inspectors, Subject Advisers and other officers from the LA, and from various other organisations.

3.16 COMMUNICATIONS

Serious accidents and matters at school or involving school activities should be notified directly to any member of the Leadership Group. After completion, all reports concerning accidents, dangerous occurrences, ill health, violence and fire evacuations should be promptly sent to the Health and Safety Co-ordinator who will arrange for appropriate action to be taken. This includes copying such reports to Stockport LA who, in turn, will forward or copy them to the

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Council Health and Safety Advisers and also relevant LA Subject Advisers. As already noted, the school is obliged by law to notify certain types of injury, dangerous occurrences and occupational disease to the HSE.

3.17 MONITORING OF HEALTH AND SAFETY AND THIS POLICY

The school Health and Safety Co-ordinator will monitor the adequacy and content of completed report forms and also arrange for accident statistics to be compiled for and reviewed by the Governing Body, the Leadership Group and the Health and Safety Committee. Among other things, this should enable the school to identify significant causes of injury, to note any trends and consider whether any changes to existing Health and Safety precautions are required.

The leadership Group and the Health and Safety Committee will review this Policy at regular intervals, and extend or modify it as necessary.

3.18 RELATED POLICIES AND DOCUMENTS

- a) Physical Intervention Policy
- b) Manage Medical Conditions at School Policy
- c) Fire Evacuation Procedures
- d) Lone Working Policy
- e) Critical Incidents Guidelines

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APPENDIX TO HAZEL GROVE HIGH SCHOOL HEALTH AND SAFETY POLICY

APPENDIX A:

HEALTH AND SAFETY COMMITTEE

Health and Safety Co-ordinator	Sue Hall, Business Manager
Premises Manager	Peter Gillings
Safety Rep Representing NAS/UWT Members	John Kilmartin
Safety Rep Representing NUT Members	Tony Phillips
Safety Rep Representing ATL Members	Ruth Dean
Safety Rep Representing Unison Members	Mel Axon
Governing Body Health and Safety Representative	Robert Marchant

OTHER STAFF

Welfare Assistant	Katrina Dargan
School minibus co-ordinator	Ian Marshall