

HEALTH AND SAFETY POLICY

Hooke Court School

Hooke
Nr Beaminster
Dorset

Issue 1: June 2010
Reviewed: June 2011

Hooke Court

HEALTH AND SAFETY POLICY

REVIEW PROCEDURES

The Health and Safety Policy for Hooke Court is to be reviewed annually by the Headteacher

The next review of the Policy Document will be July 2012

AMENDMENTS

It is the responsibility of the Headteacher to ensure that the complete amendment is incorporated into all copies of the document and recorded accordingly on the Amendment Sheet. Copies of pages made redundant by the amendment are to be disposed of immediately and not to be retained for any reason.

amdt No	Date of Issue	Incorporation Details		
		Name	Signature	Date
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				

HOOKE COURT
HEALTH AND SAFETY POLICY

DISTRIBUTION OF COPIES

Master Copy	Headteacher
Copy One	Senior Teacher
Copy Two	Staff Room – all staff

HEALTH AND SAFETY POLICY

STATEMENT OF INTENT

SCHOOL NAME	HOOKE COURT
--------------------	-------------

The Headteacher and staff believe 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.

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

Name _____ Signature _____ Date: _____
Headteacher

ORGANISATION

1.0 INTRODUCTION

- 1.2 In order to achieve compliance with the Headteacher's Statement of Intent the school staff will have additional responsibilities assigned to them as detailed in this part of the Policy.

2.0 HEADTEACHER

- 2.1 The Headteacher has the responsibility to ensure that:
- 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 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 ensure safe systems of work.
 - g) The school's health and safety policy is reviewed annually.
 - h) This Policy is communicated adequately to all relevant persons.
 - i) Appropriate information on significant risks is given to visitors and contractors
 - j) Emergency procedures are in place.
 - k) Equipment is inspected and tested to ensure it remains in a safe condition.
 - l) Records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, etc.
 - P) Arrangements are in place to inspect the premises and monitor performance.
 - q) Accidents are investigated and any remedial actions required are taken or requested.
 - r) The activities of contractors are adequately monitored and controlled.

3.0 TEACHING/NON-TEACHING STAFF HOLDING POSTS/POSITIONS OF SPECIAL RESPONSIBILITY

3.1 This includes the Senior Teacher, and Curriculum Co-ordinators.

- 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.
- 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 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.

4.0 SPECIAL OBLIGATIONS OF CLASS TEACHERS

Class teachers are expected to:

- a) Exercise effective supervision of their pupils 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 pupils as often as necessary.
- d) Ensure the use of personal protective equipment and guards where necessary.
- e) Make recommendations to the Headteacher on health and safety and on additions or necessary improvements to furniture or equipment
- 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 the Headteacher

5.0 OBLIGATIONS OF ALL EMPLOYEES

5.1 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, colleagues and pupils
- b) Observe all instructions on health and safety issued by the Headteacher 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.

6.0 OBLIGATIONS OF CONTRACTORS

6.2 All contractors who work on the premises are required to identify and control any risk arising from their activities and inform the Headteacher of any risks that may affect the school staff, pupils and visitors.

6.3 All contractors must be aware of the school health and safety policy and emergency procedures and comply with these at all times.

6.4 In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Headteacher or their representative will take such actions as are necessary to protect the safety of school staff, pupils and visitors.

7.0 PUPILS

7.1 Pupils, 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

Introduction

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:

The list provides a brief summary of all the key health and safety arrangements applicable to the school. More detailed policies and written procedures for a number of these areas are available in the Health and Safety Management File.

Accident Reporting, Recording and Investigation

All staff are required to ensure that all accidents, incidents and near misses are reported to the Headteacher who will ensure that the accident is investigated and reported to the Health and Safety Executive as appropriate.

Audit

The Headteacher will undertake an annual audit of the health and safety procedures in the school and amend any policies and procedures as necessary.

Behaviour Management/Bullying

All staff must be familiar with the school policies for behaviour management and bullying. Any incidents of unacceptable behaviour or bullying must be reported and dealt with in accordance with these policies.

Cleaning and maintenance

The Facilities Manager and cleaners are responsible for ensuring the safe maintenance and cleaning of the school premises in accordance with the Headteacher's instructions.

Contractors

The Headteacher is responsible for the selection and management of contractors in accordance with the school procedures.

Curriculum Safety (including out of school learning activities)

All curriculum leaders are responsible for ensuring that risk assessments are in place for all curriculum activities where there is a potential risk to staff and pupils.

The risk assessments must be made known to all teaching and support staff and reviewed regularly.

Guidance from CLEAPSS, BAALPE and other lead bodies should be adopted as appropriate.

Display Screen Equipment

The headteacher is responsible for ensuring that DSE assessments are completed for administrative staff and teaching staff who regularly use laptops or desktop PCs.

Regular laptop users will be provided with docking stations.

Staff are reminded that laptops should not be used on laps, chair arms and other unsuitable surfaces.

Educational Visits and Journeys

The Headteacher is responsible for ensuring that all school trips are managed in accordance with the school policy for School Visits.

All teachers must be familiar with this policy.

Electrical Equipment

The Headteacher is responsible for ensuring that the hard wiring system is inspected every five years by a competent person and any identified remedial work is undertaken without delay.

The Headteacher is responsible for ensuring that all portable electrical equipment is tested annually.

All staff must be familiar with the school procedures and report any problems to the Headteacher. Staff are reminded that they must not bring electrical equipment into school without the permission of the Headteacher.

Fire Precautions and Emergency Procedures

The Headteacher is responsible for ensuring:

- That a Fire Risk Assessment is completed and reviewed annually.
- That the school emergency plan and evacuation procedures are regularly reviewed.
- The provision of fire awareness training to all staff.
- That an emergency fire drill is undertaken every half term.
- The preparation of specific evacuation arrangements for staff and/or pupils with special needs.
- The maintenance and inspection of the fire fighting equipment.
- The maintenance of exit/escape routes and signage.
- regular testing of the fire alarm smoke detectors.

All staff must be familiar with the school Fire safety risk assessment, the school emergency plan and evacuation procedures.

First Aid

The school First Aiders are:

.....; Lead First Aider.

.....and; First Aiders

First Aid supplies are kept in
and is responsible for ensuring that the stocks of supplies are kept up to date.

All staff must be familiar with the school arrangements for First Aid.

Inclusion

The Headteacher is responsible for ensuring that there are adequate facilities and support staff to ensure the health, safety and welfare of any pupil with physical disabilities.

All teaching and support staff must be given any information about a pupil's needs and receive such training as is necessary for them to be able to support the pupil's learning, social and personal needs.

The Headteacher must ensure that all risk assessments for curriculum activities are adapted as necessary to ensure the safety of any pupil with physical disabilities. No pupil should be excluded from an activity on the grounds of health and safety unless this is absolutely unavoidable.

Where it is considered essential to exclude a pupil from all or part of an activity this exclusion must be authorised by the Headteacher.

Hazardous Substances

The Headteacher is responsible for ensuring that all cleaning and maintenance products that may be hazardous to health are assessed before being used.

The substances must be stored securely in accordance with the manufacturer's instructions and only used by authorised persons trained in the safe use of the product.

All staff are reminded that no hazardous substances should be used without the permission of the Headteacher.

Products with low toxicity routinely used in the classrooms must be stored securely and only used by staff or older pupils under supervision. These will include such items as:

- Spirit based marker pens
- Corrective fluid
- Aerosol paints

All the above should be used in a well ventilated area.

Managing Medicines & Drugs

No pupil is allowed to take medication on the school site without a letter of consent from his/her parent/carer.

Staff must notify the Headteacher if they believe a pupil to be carrying any unauthorized medicines/drugs.

The school policy for the Administration of Medication provides detailed guidance and all staff should be familiar with this policy.

Manual Handling and Lifting

The Headteacher will ensure that any significant manual handling tasks are risk assessed and these tasks eliminated where possible.

No member of staff should attempt to lift or move any heavy furniture or equipment themselves but must ask for assistance.

Pupils are not allowed to move or lift any heavy or unwieldy furniture or equipment.

Outdoor Play Equipment

The outdoor play equipment and safety surfacing complies with BS/EN standards and is formally inspected annually by a competent contractor.

Supervisory staff should make a visual check of all play equipment before it is used.

Pupils and pupils' siblings are not permitted to use the play equipment out of school hours unless supervised by school staff

Any member of staff who observes unauthorised use of the play equipment must report it to the Headteacher immediately.

Risk Assessments

It is the Headteacher's responsibility to ensure that potential hazards are identified and that risk assessments are completed for all significant risks in the school.

The Headteacher will also ensure that risk assessments are completed by all staff who organise and lead school visits.

Smoking

It is illegal to smoke anywhere on the school premises.

Staff Training & Development

The Headteacher is responsible for annually assessing the health and safety training needs of all staff and for arranging any identified training.

All new staff will receive specific information and training as part of the school induction process.

All staff will receive fire awareness training on an annual basis.

Staff who have been given specific health and safety responsibilities and duties will be provided with the necessary levels of information, instruction and training to enable them to carry out these duties.

Health and safety will be a regular agenda item for staff meetings.

Visitors

Visitors to the school will be made aware of the emergency procedures and other safety information as is relevant.

Contractors undertaking maintenance work on the school will be informed of the emergency procedures and any risks in their work area e.g. asbestos, fragile roofs.

Working at Height

Staff are reminded that 'working at height' applies to all activities which cannot be undertaken whilst standing on the floor.

A step stool or small step ladder must be used to hang decorations or displays. Standing on desks, chairs or other furniture is **not** permitted.

Assistance must be provided when using ladders.