

Health and Safety Policy

Introduction

Heritage School is committed to:

1. Compliance with statutory requirements.
2. Assessing and controlling risks from curriculum and non-curriculum work activities.
3. Providing a safe and healthy working and learning environment.
4. Ensuring safe working methods and providing safe working equipment.
5. Providing effective information, instruction and training.

ORGANISATION

Headmaster

The Headmaster ensures that:

1. A competent person, our Office and Facilities Manager, oversees the implementation of this policy.
2. This Policy is communicated adequately to all relevant persons.
3. Health & Safety is a standing item at all Trustee meetings, where the latest Health & Safety Minutes are reviewed and any issues arising are discussed.
4. Appropriate information on significant risks is given to visitors and contractors.
5. All staff are provided with adequate information, instruction and training on health and safety issues.
6. Risk assessments of the premises and working practices are undertaken.
7. Safe systems of work are in place as identified from risk assessments.
8. Emergency procedures are in place.
9. Machinery and equipment is inspected and tested to ensure it remains in a safe condition.
10. Records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, etc.
11. Accidents are investigated and any remedial actions required are taken or requested.
12. The activities of contractors are adequately monitored and controlled.

Class teachers

Classroom teachers are expected to:

1. 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.
2. Follow the health and safety procedures applicable to their area of work.
3. Give clear oral and written health and safety instructions and warnings to students as often as necessary.
4. Ensure the use of personal protective equipment and guards where necessary.
5. Report all accidents, defects and dangerous occurrences to the Headmaster.

All Employees

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

1. Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons.
2. Observe all instructions on health and safety issued by the Headmaster or any other person delegated to be responsible for a relevant aspect of health and safety.
3. Act in accordance with any specific Health and Safety training received.
4. Record accidents in the accident books.
5. Co-operate with other persons to enable them to carry out their health and safety responsibilities.
6. Exercise good standards of housekeeping and cleanliness.
7. Know and apply the procedures in respect of fire, first aid and other emergencies.
8. 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.

Contractors

When the premises are used for purposes not under the direction of the Headmaster, e.g. when a room is hired to a third party, the person in charge of the activities will have responsibility for safe practices in the areas under their control.

All contractors who work on the premises are asked to identify and control any risk arising from their activities and inform the Headmaster of any risks that may affect staff, students and visitors.

In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Headmaster will take such actions as are necessary to protect the safety of staff, students and visitors.

Students

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

1. Exercise personal responsibility for the health and safety of themselves and others.
2. Observe standards of dress consistent with safety and/or hygiene.
3. Observe all the health and safety rules of the school and in particular the instructions given from staff in any emergency.
4. 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 the school to eliminate and/or reduce health and safety risks to an acceptable level and to comply with legal requirements:

Accident Reporting, Recording and Investigation

All staff are required to ensure that all incidents, accidents, and dangerous occurrences are reported to the Headmaster who will ensure that the accident is investigated and reported to the Health and Safety Executive (RIDDOR) as appropriate.

School Accident Books are kept in the following locations:

1. School Office
2. Trips First Aid Bag
3. PE First aid Bag
4. Staffroom (A4 size)
5. Trips First Aid Bag
6. School Office (2)
7. Panton Hall
8. Science Lab

The School Office hold the accident book for staff and visitors.

The school will inform parents of any accident or injury where first aid has been given on the same day or as soon as reasonably practicable via an accident form.

Reporting to HSE: The Company is legally required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (SI 2013/1471) (RIDDOR).

More information on how and what to report to the HSE, can be found in Incident reporting in schools (EDIS1 (revision 3)) and at <http://www.hse.gov.uk/riddor/resources.htm>.

It is possible to report online via the following link: <http://www.hse.gov.uk/riddor/index.htm>.

Fatal and specified injuries involving employees can also be reported 0845 300 9933

Regular reviews of the accident books are discussed at half-termly Health & Safety Meetings, any trends are identified and discussed. Relevant action will be taken when necessary.

Behaviour / Anti-Bullying

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

Premises Management and Cleaning

The Office & Facilities Manager is responsible for managing the safe maintenance and cleaning of the School premises in accordance with the Headmaster's instructions and the relevant cleaning specifications.

Curriculum Safety (including out of school learning activities)

All Trip Leaders are responsible for ensuring that risk assessments are in place for all curriculum activities where there is a potential risk to staff, students and visitors.

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

Educational Visits and Journeys

The Headmaster, Educational Visits Coordinator and the Enrichment Coordinator are responsible for ensuring that all school trips are managed in accordance with the school policy for Educational Visits. All staff must be familiar with this policy.

Electrical Installations and Equipment

The Headmaster is responsible for ensuring that all portable electrical equipment is tested in accordance with the Electricity at Work Act for using and maintaining electrical equipment.

PAT testing will be conducted every 2/3 years.

Fire Precautions and Emergency Procedures - see Fire Risk (Prevention)Policy

The Headmaster is responsible for ensuring:

1. That a Fire Risk Assessment is completed and reviewed annually.
2. That the school emergency plan and evacuation procedures are regularly reviewed.
3. The provision of fire awareness training to all staff.
4. That an emergency fire drill is undertaken at least every term. The Office & Facilities Manager is responsible for the carrying out of this task.
5. The preparation of specific evacuation arrangements for staff and/or Students with special needs.

The Office & Facilities Manager, is responsible for:

1. Formal maintenance and regular testing of the fire alarm and emergency lighting.
2. The maintenance and inspection of the firefighting equipment.
3. The maintenance of exit/escape routes and signage.

Details of the above can be found in the Health & Safety folder located in the Office & Facilities Manager's Office.

All staff must be familiar with the school's emergency plan and evacuation procedures.

First Aid

A list of First Aiders is attached to the First Aid policy.

The School Administrator 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.

First Aid kits are to be available and maintained in individual form/classrooms by the form or class teacher.

Hazardous Substances

The Housekeeper 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.

The Head of Science/Lab Technician are responsible for safe storage and use of hazardous chemicals required for lessons.

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

Products with low toxicity routinely used in the classrooms must be stored securely and only used by staff or students over the age of 11, but under supervision. These will include such items as:

- Spirit based marker pens
- Corrective fluid
- Aerosol paints
- Strong glues

All the above should be used in a well ventilated area and stored away when not required for use.

Health & Safety Meetings

The Headmaster, Head of Science, Head of PE, Office & Facilities Manager and Head of Juniors meet each half term to discuss the following:

- Any changes to legislation
- Review of policies
- Risk Assessments
- The Science Lab
- Off site activities
- Updates on First Risk Assessment, drills etc
- Review accidents and action any trends

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

The Headmaster is responsible for ensuring that any use of the premises outside school hours is managed in accordance with the school health and safety policy.

Lone Working

Lone workers can be defined as anyone who works by themselves without close or direct supervision. The cleaning staff may be regular lone workers but teachers and other staff may also work in isolated classrooms/offices after normal school hours or during holiday times.

Lone workers should not undertake any activities which present a significant risk of injury to themselves or damage to property or equipment, this particularly applies to Science and Art teachers.

PE Equipment

The Director of Sport is responsible for ensuring that all PE equipment is suitable and safe for the activities planned and the age and abilities of the students.

All PE equipment must be visually checked before lessons and returned to the designated store area after use.

Students must not use or move PE equipment unless trained and supervised.

Risk Assessments

The Headmaster is responsible to ensure that potential hazards are identified and that risk assessments are completed for all significant risks in the school.

Heads of departments are responsible for ensuring that any specialist area within their faculty is covered by a risk assessment.

Professional legionella management firm appointed to visit the site regularly and identify necessary actions.

Professional asbestos survey to be carried out every two years.

The Educational Visits Coordinator will ensure that risk assessments are completed by all staff who organise and lead school trips and visits.

Security

Any incidents of verbal abuse or threatening behaviour by parents, visitors or students must be reported immediately to the Headmaster.

Students should be strongly discouraged from opening external doors to unknown persons.

Staff Training & Development

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

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

New staff will receive relevant training during their induction and will also be made aware of policies, procedures, fire precautions and first aid.

Stress

The Headmaster is responsible for taking steps to reduce the risk of stress in the school by taking measures to ensure colleagues are supported through:

1. An environment in which there is good communication, support, trust and mutual respect.
2. Training to enable them to carry out their jobs competently.
3. Being able to plan their own work and seek advice as required.
4. Involvement in any major changes.
5. Clearly defined roles and responsibilities.
6. Consideration of domestic or personal difficulties.
7. Individual support, mentoring and referral to outside agencies where appropriate.

Swimming

Students participating in swimming lessons are taught by appropriately qualified instructors. In other circumstances, such as on school trips to the coast, a risk assessment must be drawn up and supervision plans be in place before students swim.

Visitors

All visitors (including parents) must sign in and out at the school office. Visitors to the school will be made aware of the emergency procedures and other health and safety information, as is relevant.

Authorised by	Jason Fletcher
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