

# EASTHAMPSTEAD PARK COMMUNITY SCHOOL



## Health and Safety Policy

### 1. GENERAL

The Governing Body of Easthampstead Park Community School recognises that the ultimate responsibility for the implementation of the Health and Safety Policy within the school is theirs in accordance with all the guidelines of the Health and Safety at Work, etc. Act 1974. The Governing Body accepts that it has a responsibility to take all reasonably practicable steps to secure the health and safety of students, staff and others using the school premises or participating in school-sponsored activities. It believes that the prevention of accidents, injury or loss is essential to the efficient operation of the school and is part of the good education of its students.

The aim of the Governing Body is "To provide a safe and healthy working and learning environment for staff, students, visitors and the public."

The arrangements outlined in this statement and the various other safety provisions made by the Governing Body cannot prevent accidents or ensure safe and healthy working conditions. However, the Governing Body believes that only the adoption of safe methods of work and good practice by every individual can ensure everyone's personal health and safety.

The Governing Body will take all reasonable steps to identify and reduce hazards to a minimum. At the same time all staff and students must appreciate that their own safety and that of others also depends on their individual conduct and vigilance while on the school premises or while taking part in school-sponsored activities.

This Health and Safety Policy Statement and related arrangements for implementation are not a substitute for the above mentioned legislation, Bracknell Forest Borough Council and Education Department policy safety guidelines, but are complementary and have been formulated to reflect our schools own needs.

This statement supplements the Health and Safety Policy Statements written by Bracknell Forest Borough Council and by the Education Department. Copies of these statements, policies and the Bracknell Forest Borough Council Health, Safety and Welfare Manual of Guidance are available in the Admin Office.

### 2. FUNDAMENTAL TENETS

School health and safety encompasses the following fundamental tenets.

- A safe and healthy environment should be maintained throughout the school making maximum use of risk assessment principles.
- Safe working procedures should be established for staff and students.
- Arrangements should be made for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- Sufficient information, instruction and supervision should be provided to enable all employees and students to avoid hazards, contribute positively to their own safety and health at work.
- All employees should have appropriate access to relevant health and safety training.
- Employee workspaces should be maintained in a condition that is safe and without risk to

health.

- Effective procedures should be established for use in case of fire and for timely, orderly evacuation of the school premises.
- Effective procedures should be established to cater for a bomb threat or other such terrorist type activity
- Procedures should be established for use when an accident occurs.
- Safety should be taught as part of students' studies where appropriate.
- Reasonable, adequate welfare facilities should be provided.

### 3. **DUTIES**

The duties of various parties are as follows:

- Governing Body – Appendix A.
- Headteacher –Appendix B.
- Supervisory Staff – Appendix C.
- All members of staff – Appendix D.
- Students – Appendix E.

The arrangements for hirers, contractors and others are given in Appendix F.

### 4. **INDUCTION AND TRAINING**

Heads of Departments have a special responsibility to ensure new members of staff joining their departments are introduced to the health and safety procedures. Also the Heads of Year, assisted by the Form Tutors, should ensure that all new students are made aware of the health and safety procedures as part of the induction process.

There are specific requirements for the following types of staff.

- Safety representatives will be trained in accordance with the Local Authority programme. All Science staff should hold the appropriate certificate enabling them to handle radioactive materials.
- Technical staff should hold the appropriate certificates for specialised activities such as welding, wood planning and sawing. The Head of Design will arrange for in-service training.
- Physical Education staff should hold appropriate certificates of competence if they are to supervise swimming, instruct in water sports or in outward-bound activities. A member of staff holding a mountain leader's Certificate must accompany all excursions by students into mountainous areas.
- In addition to the First Aid qualified school Student Welfare Lead, the school should have additional first aid qualified persons among the teaching and support staff.

### 5. **STAFF CONSULTATIVE ARRANGEMENTS**

The Governing Body, through the Headteacher, will make arrangements for the establishment of a Health & Safety Committee by incorporating agenda items on health and safety matters into existing consultative groups. Representation on this committee will cover all appropriate areas of work or special hazards. As a group, the nominated safety representatives of each accredited trade union or staff association will be offered a number of places on this committee and should decide amongst themselves which individuals should sit on the committee.

### 6. **CODES OF PRACTICE, SAFETY RULES AND GUIDANCE NOTES**

In consultation with the Governing Body (where appropriate) and taking into account the requirements of this statement the Health & Safety Committee will approve (where necessary) codes of practice for the observation of safety requirements in school.

From time to time the Department for Education and Skills, Health and Safety Executive (HSE), Director of Public and Environmental Services, Director of the Education Department and other regulatory or advisory bodies will issue codes of practice or guidance notes on particular topics to assist Headteachers and others who are in control of educational premises. Normally such codes will be incorporated into the health and safety policy and procedures. If the Headteacher considers the inclusion of all or any such documents into this policy to be inappropriate, he or she will be required to demonstrate to the satisfaction of the Governing Body that he or she has already introduced codes of practice and methods of working which achieve a similar or higher standard of health and safety.

#### **7. SAFETY AUDIT AND RISK ASSESSMENT**

The Headteacher will ensure that the school premises, methods of work (curriculum and non-curriculum) and all school-sponsored activities are subjected to an annual (or more frequently, if necessary) safety audit. This survey will identify all defects and deficiencies with risk assessment where necessary to allow necessary remedial action or risk control measures implementation. The results of all such surveys will be reviewed by the Site Manager in conjunction with the Headteacher. The results of the surveys will be reported to the Governing Body.

#### **8. LOCK DOWN PLAN**

The Headteacher will ensure that a Lock Down plan is prepared to cover all foreseeable major incidents which could put at risk the occupants or users of the school. This plan will indicate the actions to be taken in the event of a major incident so that everything possible is done to save life, prevent injury and minimise loss. This sequence will determine the priorities of the Lock Down plan.

The plan will be agreed by the Governing Body and be regularly rehearsed by staff and students. The result of all such rehearsals, alongside fire drills, will form part of the regular safety audit / risk assessment survey and the outcomes will be reported to the Governing Body.

#### **9. FIRST AID**

The arrangements for first-aid provision will be adequate to cope with all foreseeable minor incidents and a protocol established for calling emergency services should they be required. The number of certificated first-aiders will not, at any time, be less than the number required by law. First aid at work regulations state 1 per 100 employees.

At the discretion of the Governing Body other members of staff will be given certificated training in first-aid techniques to allow them to provide routine support to the Welfare Lead and to provide first aid cover in the absence of the post holder. Members of the school support staff will be encouraged to obtain a first aid qualification as part of their professional development.

Supplies of first-aid material will be held at ARRPs throughout the school. The Headteacher will determine these locations. They will be prominently marked and all staff will be advised of their position. The materials will be checked regularly and restocked from the welfare office as required.

Adequate and appropriate first-aid provision will form part of the arrangements for all out-of-school activities.

A record will be made of each occasion any member of staff; students or other person receives first-aid treatment either on the school premises or as part of a school-related activity. The log will be available on request.

#### 10. **REVIEW**

The Governing Body will review this policy statement annually and update, modify or amend it, as it considers necessary to ensure the health, safety and welfare of staff and students.

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**Reviewed and Revised:** June 2020

**Responsibility for Implementation and Review:** Leadership and Management Committee

**Date of next Review:** June 2021

## **DUTIES OF THE GOVERNING BODY**

It is the policy of the Governing Body, as far as it is reasonably practicable, through delegation to the Headteacher to:

- Make itself familiar with the Councils and the Education Departments Health and Safety policy Statements, Bracknell Forest Borough Council's Health, Safety and Welfare Manual of Guidance and the requirements of the Health and Safety at Work etc. Act 1974 and any other health and safety legislation and codes of practices which are relevant to the work of the school, in particular the Management of Health and Safety at Work Regulations 1999.
- Ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school.
- Periodically assess the effectiveness of this policy and ensure that any necessary changes are made.
- Identify and evaluate all risks relating to accidents, health and school-sponsored activities (including work experience).
- Identify and evaluate risk control measures in order to select the most appropriate means of minimising risk to staff, students and others.
- Create and monitor the management structure.

In particular the Governing Body undertakes to provide:

- A safe place for staff and students to work including safe means of entry and exit.
- Plant, equipment and systems of work which are safe.
- Safe arrangements for the handling, storage and transport of articles and substances.
- Safe and healthy working conditions which take account of all appropriate statutory requirements, codes of practice (whether statutory or advisory) and guidance (whether statutory or advisory).
- Supervision, training and instruction so that all staff and students can perform their school-related activities in a healthy and safe manner. All staff will be offered the opportunity to receive health and safety training which is appropriate to their duties and responsibilities and which will be given before an employee commences any relevant work. Wherever training is required by statute or considered necessary for the safety of staff, students and others then the Governing Body will ensure, within the financial resources available, that such training is provided. Students will receive such training as is considered appropriate to the school-related activities which they are carrying out. All training will be regularly updated.
- Necessary safety and protective equipment and clothing together with any necessary guidance, instruction and supervision.
- Adequate welfare facilities.

So far as is reasonably practicable the Governing Body, through the Headteacher, will make arrangements for all staff, including temporary and voluntary staff and helpers and those on fixed-term contracts to receive comprehensive information on:

- This policy.
- All other relevant health and safety matters.
- The instruction and training that will be given to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk.

## **DUTIES OF THE HEADTEACHER**

As well as the general duties which all members of staff have, the Headteacher has responsibility for the day-to-day maintenance and development of safe working practices. Also conditions for teaching staff, non-teaching staff, ancillary staff, students, visitors, contractors and any other person using or working in the premises or engaged in activities sponsored by the school. Head teachers will take all reasonably practicable steps to achieve this end through Heads of the appropriate departments, senior members of staff, teachers and others as appropriate.

The Headteacher is required to take all necessary and appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times. In particular, the Headteacher will:

- Be familiar with the Council's and the Education Departments Health and Safety Policy Statements, Bracknell Forest Borough Council's Health, Safety and Welfare Manual of Guidance and the requirements of the Health and Safety at Work etc. Act 1974 and any other health and safety legislation and codes of practices relevant to the work of the school.
- Ensure, at all times, the health, safety and welfare of staff, students and others using the school premises or facilities or services or attending or taking part in school-sponsored activities.
- Ensure safe working conditions for the health, safety and welfare of staff, students and others using the school premises and facilities.
- Ensure safe working practices and procedures throughout the school including those relating to the provision and use of machinery and other apparatus, so that each task is carried out to the required standards and so that all risks are controlled.
- Consult with members of staff, including the safety representatives, on health and safety issues.
- Arrange systems of risk assessment to allow the prompt identification of potential hazards.
- Carry out periodic reviews and safety audits on the findings of the risk assessment.
- Identify the training needs of staff and students and ensure, within the financial resources available, that all members of staff and students who have identified training needs receive adequate and appropriate training and instruction in health and safety matters.
- Encourage staff, students and others to promote health and safety.
- Ensure that any defects in the premises, its plant, equipment or facilities which relate to or may affect the health and safety of staff, students and others are made safe without delay.
- Encourage all employees to suggest ways and means of reducing risks.
- Collate accident and incident information and, when necessary, carry out accident and incident investigations.
- Monitor the standard of health and safety throughout the school, including all school-based activities, encourage staff, students and others to achieve the highest possible standards and discipline those who consistently fail to consider their own well-being or the health and safety of others.
- Monitor first-aid and welfare provision.
- Monitor the management structure, along with the governors.

## **DUTIES OF SUPERVISORY STAFF**

All supervisory staff (e.g. Heads of Departments, co-ordinators, science technicians) will make themselves familiar with the Council's and the Education Department's Health and Safety policy Statements, Bracknell Forest Borough Council's Health, Safety and Welfare Manual of Guidance and the requirements of the Health and Safety at Work etc. Act 1974 and any other health and safety legislation and codes of practice which are relevant to the work of their area of responsibility.

In addition to the general duties which all members of staff have, supervisory staff will be directly responsible to the Headteacher or the member of staff nominated by the Headteacher to have overall day-to-day responsibility for the implementation and operation of the school's health and safety policy within their relevant departments and areas of responsibility. Also they will take a direct interest in the school's health and safety policy and in helping other members of staff, students and others to comply with its requirements.

As part of their day-to-day responsibilities supervisory staff will ensure that:

- Safe methods of working exist and are implemented throughout their department.
- Health and safety regulations, rules, procedures and codes of practice are being applied effectively.
- Staff, students and others under their jurisdiction are instructed in safe working practices.
- New employees working within their department are given instruction in safe working practices.
- Regular safety inspections are made of their area of responsibility as required by the Headteacher or as necessary.
- Positive, corrective action is taken where necessary to ensure the health and safety of all staff, students and others.
- All plant, machinery and equipment in the department in which they work are adequately guarded.
- All plant, machinery and equipment in the department in which they work is in good and safe working order.
- All reasonably practicable steps are taken to prevent the unauthorised or improper use of all plant, machinery and equipment in the department in which they work.
- Appropriate protective clothing and equipment, first-aid and fire appliances are provided and readily available in the department in which they work.
- Toxic, hazardous and highly flammable substances in the department in which they work are correctly used, stored and labelled.
- They monitor the standard of health and safety throughout the department in which they work, encourage staff, students and others to achieve the highest possible standards of health and safety and discipline those who consistently fail to consider their own well-being or the health and safety of others.
- All the signs used meet the statutory requirements.
- All health and safety information is communicated to the relevant persons.
- They report, as appropriate, any health and safety concerns to the appropriate individual.

## **DUTIES OF ALL MEMBERS OF STAFF**

All staff will make themselves familiar with the requirements of the Health and Safety at Work etc. Act 1974 and any other health and safety legislation and codes of practice which are relevant to the work of the department in which they work. They should:

- Take reasonable care of their own health and safety and any other persons who may be affected by their acts or omissions at work.
- As regards any duty or requirements imposed on his or her employer or any other persons by or under any of the relevant statutory provisions, co-operate with him or her so far as necessary to enable that duty or requirement to be performed or complied with.

All staff are expected to familiarise themselves with the health and safety aspects of their work and to avoid conduct which would put them or anyone else at risk. In particular all members of staff will:

- Be familiar with the safety policy and any and all safety regulations as laid down by the Governing Body.
- Ensure health and safety regulations, rules, routines and procedures are being applied effectively by both staff and students.
- See that all plant, machinery and equipment is adequately guarded.
- See that all plant, machinery and equipment is in good and safe working order.
- Not make unauthorised or improper use of plant, machinery and equipment.
- Use the correct equipment and tools for the job and any protective equipment or safety devices which may be supplied.
- Ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled.
- Report any defects in the premises, plant, equipment and facilities which they observe.
- Take an active interest in promoting health and safety and suggest ways of reducing risks.



## **DUTIES OF STUDENTS**

Students need to:

- Exercise personal responsibility for safety of self and classmates.
- Observe standard of dress consistent with safety and hygiene.
- Observe all safety rules on the way to, from and on the school site and in particular the instructions of members of staff given in an emergency.
- Use and not wilfully misuse, neglect or interfere with anything provided to ensure the safety of individuals.

## **ARRANGEMENTS FOR HIRERS, CONTRACTORS AND OTHERS**

When the premises are used for purposes not under the direction of the Headteacher then the principal person in charge of the activities for which the premises are in use will have responsibility for safe practices as indicated in Section 2 of this document.

The Headteacher or the co-ordinator will seek to ensure that hirers, contractors and others who use the school premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times.

When the school premises or facilities are being used out of normal school hours for a school-sponsored activity then, for the purposes of this policy, the organiser of that activity, even if an employee will be treated as a hirer and will comply with the requirements of this section.

When the premises are hired to persons outside the employ of the Governing Body, it will be a condition for all hirers, contractors and others using the school premises or facilities that they are familiar with this policy. That they comply with all safety directives of the Governing Body and will not without prior consent of the Governing Body:

- Introduce equipment for use on the school premises.
- Alter fixed installations.
- Remove fire and safety notices or equipment.
- Take any action that may create hazards for persons using the premises or the staff or students of the school.

All contractors who work on the school premises are required to ensure safe working practices by their own employees under the provisions of the Health and Safety at Work etc. Act 1974 and must pay due regard to the safety of all persons using the premises in accordance with ss.3-4 of the Health and Safety at Work etc. Act 1974.

In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe the Headteacher will take such actions as are necessary to prevent persons in his or her care from risk of injury.

The Governing Body draws the attention of all users of the school premises (including hirers and contractors) to s.8 of the Health and Safety at Work etc. Act 1974, which states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.