



***This policy applies to all pupils at Town Close House including those in the EYFS.***

## HEALTH AND SAFETY POLICY

### PART 1 – STATEMENT OF INTENT

#### 1. INTRODUCTION

- 1.1 This statement replaces Town Close House School's previous Health and Safety Statement. Copies of all related documents are to be found in the School's Health and Safety Manual as appendices to this document.
- 1.2 This Statement deals with those aspects over which the Governing Body has control and covers health and safety associated with the building structure, plant, fixed equipment and services. It describes how these responsibilities are discharged in respect of employees, pupils, visitors and other users of the premises.
- 1.3 The aim of the Statement is to ensure that all reasonably practical steps are taken to secure the health, safety and welfare of all persons using these premises and in particular:
- To establish and maintain a safe and healthy environment throughout the school.
  - To establish and maintain safe working procedures among staff and pupils.
  - To make arrangements for ensuring safety and avoiding risks to health in connection with the use, handling, storage and transport of articles and substances.
  - To ensure the provision of sufficient information, instruction and supervision to enable everyone to avoid hazards and contribute positively to their own health and safety at work, and to ensure that they have access to health and safety training as and when required.
  - To maintain a safe and healthy place of work with safe access and egress.
  - To provide and maintain adequate welfare facilities.

#### 1.4 HEALTH AND SAFETY MANAGEMENT

The School will ensure that a Health and Safety Management System is developed, implemented and monitored throughout which will ensure the assessment of risk and the effective organisation, planning, monitoring and review, of the preventative and protective measures necessary to control risk.

#### 1.5 PLANNING

The School will identify and assess the risks from hazards associated with all its work activities with the aim of eliminating or controlling the risks, so far as is reasonably practicable.

The School will, so far as is reasonably practicable, allocate sufficient resources to meet the requirements of this Policy.

The School will set realistic short and long term objectives, decide priorities and establish adequate performance standards. It will also monitor and review such standards to ensure they are being met and maintained.

## **1.6 HEALTH AND SAFETY ASSISTANCE**

Without detracting from the primary responsibility of governors and teaching staff for ensuring safe conditions of work and in compliance with legislation, the School will provide or secure, competent assistance in applying the provisions of health and safety law where it is necessary to assist management in that task.

A Health and Safety Adviser will be available to provide competent assistance.

## **1.7 CO-OPERATION AND CONSULTATION**

No health and safety policy is likely to be effective unless it actively involves the employees themselves. The School recognises the contribution which employees and pupils are able to make towards health and safety in their workplace and will co-operate and consult with employees and pupils as necessary.

Where relevant the School will co-operate and consult with properly appointed Safety Representatives to enable them to fulfil their statutory functions and will co-operate in the setting up of a Safety Committee or committees as required.

## **1.8 CO-ORDINATION**

Where the School shares premises with another department or employer, whether permanently or temporarily, arrangements and procedures shall be adopted to ensure that all concerned are able to comply with their statutory health and safety duties.

The School will ensure that arrangements are made to co-ordinate the activities of its own employees and those of outside agencies working on departmental premises, such as contractors, cleaning staff and maintenance personnel.

## **1.9 INFORMATION TO STAFF**

This School Health and Safety Policy and any supplemental Guidance Documents, Codes of Practice etc., will be brought to the attention of all employees of the school and any other persons who may need to be aware of their contents.

### **REVIEW OF POLICY**

This Health and Safety Policy will be regularly reviewed and amended as necessary. Supplemental Guidance Documents and Codes of Practice will similarly be regularly reviewed and where appropriate further guidance notes will be issued relating to particular work activities or as a result of changes in health and safety legislation.

## **PART II – ORGANISATION**

## **2. RESPONSIBILITIES AND DUTIES IN MATTERS CONCERNED WITH SAFETY**

### **2.1 THE GOVERNING BODY**

The Governors note the provisions of the Health and Safety at Work, etc Act 1974 (s.3(1)), which states that it is the duty of every employer to conduct his or her business in such a way as to ensure, so far as is reasonably practicable, that persons who are not in his or her employment but who may be affected by it are not exposed to risks to their health and safety, and accept that they have a responsibility to take all reasonably practicable steps to secure the health and safety of pupils, staff and others using the school premises or participating in school sponsored activities. They believe 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 the pupils.

The aim of the Governors is *“To provide a safe and healthy working and learning environment for staff, pupils and visitors”*.

The arrangements outlined in this statement and the various other safety provisions made by the Governors cannot prevent accidents or ensure safe and healthy working

conditions. The Governors believe that only the adoption of safe methods of work and good practice by every individual can ensure everyone's personal health and safety. The Governors will take all reasonable steps to identify and reduce hazards to a minimum but all staff and pupils 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.

## **2.2 THE HEADTEACHER**

The day to day responsibility for all school health, safety and welfare organisation and activity rests with the Headteacher, who will:

- a. Be the focal point for reference on health, safety and welfare matters and give advice or indicate sources of advice
- b. Co-ordinate the implementation of the governors' health, safety and welfare procedures in the school.
- c. Make clear any duties in respect of health and safety which are delegated to members of staff.
- d. Stop any practices or the use of any plant, tools, equipment, machinery, etc., he/she considers to be unsafe, until satisfied as to their safety.
- e. Put in place procedures to monitor the health and safety performance of the school.
- f. Make or arrange for risk assessments of the premises and working practices to be undertaken, recorded and reviewed on a regular basis, and ensure that he/she is kept informed of accidents and hazardous situations.
- g. Ensure that all accidents are investigated and any remedial actions required are taken or requested.
- h. Review from time to time:
  - (i) the emergency procedures
  - (ii) the provision of first aid in the school
  - (iii) the risk assessments
- i. Review regularly the dissemination of health and safety information in the school paying particular attention to newly appointed and temporary staff, volunteer helpers and other users of the premises.
- j. Ensure that all equipment used in the school is adequately maintained and inspected in accordance with the "Provision and Use of Work Equipment" guidance and procedures contained in the departments Health and Safety Manual.
- k. Report to the Governing Body annually on the health and safety performance of the school.
- l. Co-operate with and provide the necessary facilities for Trade Union appointed Safety Representatives.
- m. Chair the Health and Safety Committee, if applicable.

## **2.3 SCHOOL HEALTH AND SAFETY CO-ORDINATOR**

The Headteacher or Bursar will assume the role as necessary. Various aspects of the practicalities of the following may be delegated to other staff:

School Health and Safety Co-ordination involves the following responsibilities:

- a. Co-ordination and management of the annual risk assessment process for the school.
- b. Ensuring the annual general workplace monitoring inspections are carried out.
- c. To make provision for the inspection and maintenance of work equipment throughout the school.
- d. To ensure adequate records of the above processes are kept on the school premises.
- e. Maintain continuing observations throughout the establishment and make relevant comment to the appropriate staff, if any unsatisfactory situation is observed.
- f. To ensure that staff are adequately instructed in safety and welfare matters in connection with their specific work place and the school generally.

## **2.4 TEACHING/NON-TEACHING STAFF HOLDING POSTS/POSITIONS OF RESPONSIBILITY**

These staff, include Deputy Headteachers, Curriculum Managers, Admin Staff, Catering Manager and Caretakers. They will:

- a. Have a general responsibility for the application of the school's Health and Safety Policy to their own department or area of work and are directly responsible to the Headteacher for the application of the health and safety procedures and arrangements.
- b. Establish and maintain safe working procedures including arrangements of ensuring, so far as is reasonably practicable, the absence of risks to health and safety in connection with the use, handling, storage and transport of articles and substances, (eg chemicals, boiling water and sharp tools).
- c. Resolve health, safety and welfare problems members of staff may refer to them or refer to the Headteacher or Bursar any problems for which they cannot achieve a satisfactory solution within the resources available to them.
- d. Carry out regular health and safety risk assessments of the activities for which they are responsible and, submit reports to the Headteacher or the School Health and Safety Co-ordinator.
- 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 that all staff under their control are familiar with the health and safety Code of Practice, if issues, for their area of work.
- g. Ensure, so 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.
- h. Where appropriate, ensure relevant advice and guidance on health and safety matters is sought.
- i. Investigate and if necessary report any accidents which occur within their sphere of responsibility.
- j. Prepare an annual report for the Headteacher on the health and safety performance of his/her department or area of responsibility.

## **2.5 SPECIAL OBLIGATIONS OF CLASS TEACHERS**

The health and safety of pupils in classrooms, laboratories and workshops is the responsibility of class teachers. If for any reason a teacher considers he/she cannot accept this responsibility, he/she should discuss the matter with the Headteacher or Head of Department before allowing work to take place.

Class teachers are expected to:

- a. Exercise effective supervision of the pupils and to know the emergency procedures in respect of fire, first aid and other emergencies, and to carry them out.
- b. Follow the particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant Code of Practice, if issued, and to ensure that they are applied.
- c. Give clear oral and written instructions and warnings to pupils as often as necessary.
- d. Follow safe working procedures personally.
- e. Require the use of protective clothing and guards where necessary.
- f. Make recommendations to their Headteacher or Head of Department or Bursar on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- g. Integrate all relevant aspects of safety into the teaching process and, if necessary, give special lessons on health and safety.
- h. Avoid introducing personal items of equipment (electrical or mechanical) into the school without prior authorisation.
- i. Report all accidents, defects and dangerous occurrences to their Headteacher or Head of Department or Bursar.

In some classroom areas specific health and safety roles apply;

### 2.5.1 Home Economics

- a. Cleanliness of equipment and hands at all times.
- b. No jewellery to be worn,
- c. No sharp blades to be placed in washing up water.
- d. Saucepan handles to be turned in at all times.
- e. Blue waterproof dressing to be used on cuts.
- f. Food, fridges and freezers are kept as per instructions for basic hygiene conditions.
- g. Correct equipment must be used for the correct purposes.
- h. All spillages to be wiped up immediately.
- i. The teacher in charge must ensure that the gas shut off tap is off before leaving the room.

### 2.5.2 Science Room

- a. No food to be taken into room for consumption unless used for experiments.
- b. Broken glass to be cleared and binned by a member of staff.
- c. All bottles and jars to be clearly labelled.
- d. Only low voltage electricity to be used in experiments.
- e. Any dangerous spillage on hands must be washed off immediately.
- f. All experiments to be carried out within the boundaries and framework as laid down in 'Cleapps Hazards'.
- g. The teacher in charge must ensure that the gas shut off tap is off before leaving the room.
- h. Pupils must wear the appropriate protective clothing, eg eye goggles during heating and chemical reaction experiments.

### 2.5.3 Design and Technology Room

- a. No talking whilst using electrical or hot equipment or materials.
- b. Hold all work correctly and securely
- c. Never cut towards yourself.
- d. Know where to switch equipment on and off.
- e. No hanging clothes to be left loose (e.g. ties)
- f. Never recharge ordinary batteries and ensure they are always used in the appropriate matter.
- g. The teacher in charge must ensure that the gas shut off tap is off before leaving the room.
- h. Pupils must not use the pillar drill, sander or power tools unless they have previously been checked and under no circumstances should pupils use the bandsaw.

### 2.5.4 Art and Ceramics

- a. Non-toxic craft items to be used if available.
- b. If toxic items used, care must be taken in use and storage by ensuring adequate ventilation.
- c. All equipment used must be kept in a clean condition.
- d. Vacuum rather than sweeping, keeping clay dust to a minimum.
- e. Kiln must be checked regularly and well ventilated when in use and all instructions for used adhered to.
- f. No children should be near the kiln whilst it is being fired.

### 2.5.5 Physical Education

- a. All equipment to be checked before use. If damaged, appropriate action to be taken.
- b. Any hazardous PE activities must be taught by a fully qualified instructor.
- c. No jewellery or watches to be worn at PE lessons.
- d. Appropriate clothing and shoes to be worn for all PE activities.
- e. Safe practice must be adhered to, if unsure consult the "Safe Practice in Physical Education" book kept in the staffroom.
- f. The floor must be checked for any hazards, especially if the activity involves bare feet.

### 2.5.6 Recreation – External to School Boundary

- a. Pupils must be supervised whilst on the journey to and from recreation.
- b. Pupils must walk and obey the Green Cross Code at all times.
- c. Whilst changing pupils must be of good behaviour
- d. Pupils must be supervised whilst carrying out any recreational activities.

## 2.6 SCHOOL HEALTH AND SAFETY REPRESENTATIVES

The Governing Body and Headteacher recognises 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 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 the duties on behalf of the Headteacher or Governing Body.

## 2.7 OBLIGATION OF ALL EMPLOYEES

Notwithstanding 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, other employees and other persons.
- b. Observe all instructions on health and safety issued by the School or any other person delegated to be responsible for a relevant aspect of health and safety.
- c. Take heed of any instruction and/or training received on the use of equipment, machinery, dangerous substance or safety devices.
- d. Use and maintain correctly, in accordance with any instruction and/or training received, all personal protective equipment issued.
- e. Report all accidents in accordance with current procedure.
- f. Co-operate with other persons to enable them to carry out their health and safety responsibilities.
- g. Inform their Line Manager of all potential hazards to health and safety, in particular those which are of a serious or imminent danger.
- h. Inform their Line Manager of any shortcomings they consider to be in the School's health and safety arrangements.
- i. Exercise good standards of housekeeping and cleanliness.
- j. Know and apply the procedures in respect of fire, first aid and other emergencies.
- k. Co-operate with the appointed Trade Union Health and Safety Representative and the Enforcement Officers of the Health and Safety Executive.

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 purchase are considered. Employees entrusted with the responsibilities for specific aspects of health, safety and welfare must satisfy themselves that those responsibilities as appropriated are re-assigned in their absence. Such re-assignments must be approved by the employee's immediate superior.

Failure to exercise reasonable care for the safety of oneself, fellow employees or members of the public; co-operate on health and safety matters; or the misuse of safety equipment provided may justify disciplinary action being taken against the employee concerned.

## 2.8 PUPILS

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 his/her health and safety.

All pupils and parents should be made aware of the contents of this section.

## **2.9 VISITORS AND OTHER USERS OF THE PREMISES**

Visitors and other users of the premises should be required to observe the health, safety and welfare rules of the school. In particular parents and other volunteers helping out in school, including those associated in self-help schemes should be made aware of the health and safety policy applicable to them by the teacher to whom they are assigned.

## **PART III – PROCEDURES AND ARRANGEMENTS**

### **3.1 SUPERVISION OF PUPILS**

A breakdown of the routines around the operation of the school can be found in various school documents:

- Staff handbook
- School Prospectus
- Pupil Induction Booklet.

### **3.2 FIRST AID**

- a. The arrangements for first aid provision will be adequate to cope with all foreseeable major incidents.
- b. The number of certificated first aiders will not, at any time, be less than the number required by law.
- c. At the discretion of the Governors, other staff will be given such training in first aid techniques as is required to give them a basic, minimum level of competence. This level will be agreed by the Governors after seeking appropriate advice. The number of such trained but uncertificated first aiders will be determined by the Governors as that being sufficient to meet the needs of all foreseeable circumstances.
- d. Supplies of first aid material will be held at various locations throughout the school. These locations will be determined by the Head. They will be prominently marked and all staff will be advised of their position. Materials will be checked regularly and any deficiencies made good without delay.
- e. Adequate and appropriate first aid provision will form part of the arrangements for all out-of-school activities.
- f. A record will be made of each occasion any member of staff, pupil or other person receives first aid treatment either on the school premises or as part of a school related activity.

### **3.3 EMERGENCY PROCEDURES**

Illness or Accident

- 3.3.1 If anyone should become ill or suffer injury as a result of an accident the procedures below should be followed;
  - a. First aid should be given, but only as far as knowledge and skill permit. The patient should be reassured and, only if absolutely necessary, removed from danger.
  - b. The names and locations of trained First Aiders are posted around the School. All members of staff are periodically updated with regard to first aid in the workplace and some staff within the team are first aid qualified:
  - c. Transport to hospital. If an ambulance is required the emergency "999" service should be used. It may be appropriate in cases of a less severe nature to transport a pupil to a casualty department without using the ambulance service but it should be noted that this should always be on a voluntary basis. (If a member of staff uses his/her own car for these purposes he/she must ensure that he/she has obtained specific cover from his/her insurance company).
  - d. No casualty should be allowed to travel to hospital unaccompanied.
  - e. Reporting Accidents to pupils and non-employees. Immediately after the incident every case of injury or accident must be fully and accurately reported on the appropriate accident form and, where possible, detailed statements should be obtained from witnesses. Accident forms are obtainable from the school office.

Completed forms should be passed without delay to the Bursar who will advise and where required, investigate the accident. An accident form must be completed for all accidents to pupils or members of the public, however minor. A copy of the form must be sent to the Bursar.

- f. Reporting Accidents to Employees. For employees only, an entry must be made in the accident book which is kept in the office.
- g. For all accidents where any person is injured causing an absence in excess of three days, the report must be forwarded immediately to the Bursar as the School is required to pass these reports to the Health and Safety Executive (HSE) within seven days. For serious injuries reports must be made immediately by telephone to the Headteacher or Bursar as all such incidents must be reported by telephone to the HSE without delay. These are the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations(RIDDOR)
- h. Sharps are any device having rigid corners, edges or projections capable of cutting or piercing, including-hypodermic needles/syringes, blades, knives, scalpels and any broken glass item. If any of the above are found on the premises at school or any of the sports fields, then the head gardener or member of the grounds team must be informed straight away to dispose of in the correct manner. DO NOT attempt to dispose of these yourself as these items can carry infections and need to be disposed of according to Health and Safety guidelines and by trained persons only. If by chance that any member of staff is cut by one of the above then s/he should report the incident immediately and seek medical attention from a first aider. Encourage the wound to bleed - DO NOT suck the wound, wash well under cold running water and attend A&E immediately. Record the incident.

## Fire and Other Emergencies

### 3.3.2 Fire and Emergency Procedure

It is the duty of all members of staff to carry out the procedures as explained in the Staff Handbook and displayed around the building.

It is the duty of all members of staff to carry out the procedures as laid out in the School's Fire and Evacuation Procedure;

(The Fire and Evacuation Procedure is set out as appendix to this document)

### 3.3.3 Review of Emergency Procedures

The Headteacher will arrange for a regular review of the emergency procedures and of the provision of first aid in the school. Where necessary he will make recommendations to the Governing Body.

## 3.4 HEALTH AND SAFETY TRAINING

Staff must be adequately trained to perform the work required of them and to carry out any health and safety responsibilities assigned to them.

The following training has been identified and will be provided:

- Manual Handling
- Electrical Equipment Testing
- Machinery Training (including agricultural)
- Ladder Training
- Confined Spaces Training
- Asbestos Awareness
- Abrasive Wheels
- COSHH – Product Knowledge eg Cleaning Materials in use
- Use of mobile scaffold towers
- Sharps awareness



- c. remove fire and safety notices or equipment
- d. take any action that may create hazards for persons using the premises or the staff or pupils 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 Governors draw 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.

## **PART IV – CONCLUSION AND REVIEW**

### **4.1 CONCLUSION**

It is the responsibility of everyone to make these arrangements work. This will ensure, so far as is reasonably practicable, that working conditions are safe and that the working life of everyone is accident free.

If an improvement or prohibition notice is served by an enforcement officer (eg Health and Safety Inspector or Environmental Health Inspector) the Headteacher should immediately advise the Governors and Bursar . If a prohibition notice is issued with immediate effect the activities specified should cease forthwith.

Any member of staff noticing a failure to comply with this statement of organisation and arrangements or other advice/guidance issued by the Headteacher in pursuance of the Health and Safety Policy should immediately report the circumstances to the Headteacher. The Headteacher should then initiate appropriate remedial action. If it proves impossible for the Headteacher to resolve the matter he/she should then report the facts to the Governors for further action.

Suggestions by any member of staff to improve standards of health and safety are welcomed by the Headteacher.

### **4.2 REVIEW**

A review of the organisation and arrangements, particularly those in Parts II and III, will take place at regular intervals by a Health and Safety Sub Committee.

The Governors 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 pupils.

Signed ..... Date .....  
(for the Governors)

Signed ..... Date .....  
(Head)