



HEALTH AND SAFETY POLICY

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Whitley Bay High School

Health and Safety Policy

Statement of Intent

The Governing Body believes that ensuring the health and safety of staff, pupils and visitors is essential to the success of the school. We recognise and accept our responsibility under the Health and Safety at Work Act, the Workplace (Health, Safety and Welfare) Regulations, and other relevant regulations and codes of practice.

We are committed to:-

- Providing a safe and healthy working and learning environment for staff, pupils and visitors.
- Preventing accidents, work related ill health, injury or loss
- Identifying and reducing hazards to a minimum
- Achieving compliance with statutory requirements as a minimum as well as best practice
- Ensuring safe working methods of work and good practice and providing safe equipment
- Providing effective information, instruction and training for both governors and staff
- Monitoring and reviewing systems and performance to ensure they are effective
- Developing and maintaining a positive health and safety culture through communication and consultation with staff and ensuring that health and safety issues are covered at meetings
- Ensuring adequate resources are given to safety issues

Organisation

In order to comply with the Governing Body's Statement of Intent, the school's management structure have additional responsibilities assigned.

The Governing Body

The Governing Body has the following responsibilities discharged by the Finance and Premises Committee:-

- Ensuring that the Headteacher has made adequate arrangements to discharge their responsibilities for health and safety within the school and ensuring that responsibilities for health, safety and welfare are allocated to specific people
- Taking an active role in the development of the health and safety policy for the school that reflects local procedures and polices reviewing annually
- In conjunction with the Headteacher, provide a monitoring role for the school for health and safety performance.
- Ensuring health and safety issues are covered at committee meetings, either through a special meeting or a standard agenda item. This should include discussion of any safety reports or information issued

- Providing information to the Local Authority on health and safety matters when requested
- Ensuring adequate resources are given to safety issues
- Reviewing performance periodically
- To ensure training is given priority for both governors and staff

Headteacher (or his delegated party)

The Headteacher (or his delegated party) has the following responsibilities:-

- To ensure health and safety is an integral part of the management of the school, including setting objectives as part of a planned approach to full legislative compliance
- To ensure agreed Health and Safety Policies are adhered to within school
- To ensure that all full and part-time employees under their control carry out their work so as to avoid, so far as reasonably practicable, risk to the health or safety of pupils, students, employees, or any member of the general public
- To produce and update a clear written local policy document for health and safety, detailing arrangements with respect of implementation of local policies and procedures
- To ensure the policy is communicated adequately to all staff and ensure that staff are aware of and follow procedures relating to health and safety
- Nominating staff to be responsible for specific aspects of health and safety and ensuring all staff are aware of such delegations
- Ensure only appropriately qualified and experienced members of staff supervise potentially hazardous activities
- Ensure there are adequate arrangements for the supervision of pupils at all appropriate times and that these arrangements are communicated to and actioned by the nominated parties
- Ensuring adequate arrangements for the reporting of accidents and potential hazards and that such reports are forwarded to the Local Authority Health and Safety team if necessary
- Ensuring fire safety advice forwarded by the Local Authority is adhered to, and that all reasonable precautions are taken by staff to minimise the risk of fire
- Ensure that only competent contractors are brought onto school sites to carry out works
- Make adequate arrangements for the site induction of any contractor brought onto the site so that the activities do not interfere or cause a risk to the safety of staff and children on site
- Take immediate action to address any unsafe practice or condition arising from the work of a contractor on the site, which may endanger the health or safety of staff, pupils or members of the general public. Inform Local Authority Health and Safety as soon as reasonably possible thereafter.
- Ensure staff are fully aware of any asbestos material in the school and make arrangements to ensure that no person brought onto site is exposed to risks from asbestos. Any asbestos that is disturbed should be reported to Health and Safety and staff and pupils removed from its vicinity. Maintain an asbestos register and ensure it is available to parties at all times

- Ensuring that all major defects and unsafe conditions are reported to Asset Management by the Business Manager
- Ensuring appropriate consultation arrangements are in place for staff and their Trade Union representative
- Ensuring that risk assessments have been completed and are regularly reviewed for all activities
- Ensuring safe systems of work are in place as identified by risk assessments
- Ensuring emergency procedures are in place and that all staff and pupils are aware of such arrangements
- Ensuring all purchases have been assessed for suitability and compliance
- Ensuring all equipment is inspected, tested and maintained to ensure it remains in a safe condition
- Ensuring records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, performance monitoring etc. and management of the fabric of the building and building services.
- Ensuring that the health and safety standards and compliance with procedures are adequately monitored
- Reporting to the Governing Body half termly on the health and safety performance of the school

Heads of Department

Heads of Department have the following responsibilities:-

- To ensure all members of staff in the department are aware of any safety precautions to be taken when undertaking potentially hazardous activities, ensuring that only appropriately trained members of staff use potentially hazardous chemicals, equipment or machinery
- To ensure that the curriculum of the department includes instructions in the correct and safe methods of carrying out potentially hazardous activities
- To ensure that members of staff wear appropriate protective clothing (if required)
- To ensure that the curriculum of the department does not involve staff and pupils in procedures likely to cause accidents
- To ensure that all equipment and machinery is maintained in a safe and serviceable condition, and defective equipment is not used until the necessary repairs are carried out
- To ensure that competent members of staff carry out risk assessments for all activities within their control. The assessments should cover general risks as well as the specific risks involved with the teaching and supervision of children. Consideration must be given to the use of hazardous substances, provision of personal protective equipment and selection of work equipment. Generic risk assessments have been developed centrally and are available on the NT Learning Portal

- Make recommendations to the Headteacher or Business Manager on health and safety equipment and on additions necessary or improvements to plant, tools, equipment or machinery
- To ensure that all members of staff under his/her control adhere to all relevant aspects of the Health and Safety Policy
- To report all hazards to health or safety, faulty equipment or machinery and all accidents to the Headteacher/Business Manager.

Class Teachers

Teaching staff are expected to:-

- Exercise effective supervision of their pupils, to know the procedures for fire, first aid and other emergencies and to carry them out
- Follow the particular health and safety measures to be adopted in their own teaching area as described in the health and safety guidance documents and codes of practice, if issued, and to ensure that they are applied
- Give clear oral and written instructions and warning to pupils when necessary
- Follow safe working procedures
- Require the use of personal protective equipment/clothing and guards where necessary
- 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
- Avoid introducing personal items of equipment (electrical or mechanical) into the school without prior authorisation
- Report all incidents, accidents, defects and dangerous occurrences to the Head of Department or Business Manager.

All Employees

All employees have individual legal responsibilities to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions. In particular, employees must:-

- Comply with the school's health and safety policy and procedures at all times – in particular procedures for fire, first aid and other emergencies
- Take care of the health and safety of themselves and of others who may be affected by their acts or omissions at work
- Notify their line manager if they have any of the notifiable diseases (see Appendix A - also published in the Staff Handbook)
- Co-operate with school management in complying with relevant health and safety legislation
- To undertake only those activities that they are authorised and appropriately qualified or trained to undertake.

- Use all work equipment and substances in accordance with instruction, training and information received
- Report to their immediate line manager any hazardous situations and defects in equipment found in their workplace
- Report all accidents in line with the current accident reporting procedure
- Report any defects, repair needs or health and safety concerns to their line manager or in writing via a Premises Management form (available at the main office or in the Staff Handbook).
- Not misuse or intentionally or recklessly interfere with anything provided in the interests of health, safety and welfare. Equipment must only be used for its intended manufactured purpose.
- Notify their line manager when personal protective equipment requires renewal or repair

Pupils

Pupils, allowing for their age and aptitude, are expected to:-

- Exercise personal responsibility for the health and safety of themselves and others
- Observe standards of dress consistent with safety and/or hygiene
- Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency
- Follow the instruction of staff in relation to health and safety, such as wearing personal protective equipment
- 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 adopted to ensure compliance with the Governing Body's Statement of Intent and compliance with the Authority's guidance.

General Risk Assessment

General Risk Assessments will be co-ordinated by the Business Manager and HR Director following guidance contained in the Children Young People and Learning Health and Safety Policy - Risk Assessment and the Corporate Risk Assessment guidance document.

Curriculum Risk Assessment

Risk assessments for curriculum activities will be carried out by Heads of Department/subject leaders. Generic risk assessments have been developed by the Authority and are available on the NT Learning Portal. Generic assessments will be made specific to the school.

Maternity Risk Assessment

Maternity risk assessments will be carried out by the HR Director following guidance contained in the New and Expectant Mothers at Work policy of the Children Young People and Learning Health and Safety Policy and the Corporate Risk Assessment guidance document.

First Aid Risk Assessment

First aid boxes are located in the medical room, main office, school kitchen, library, IT support office, reprographics and in all practical subject areas and first aid notices are located throughout the building. First aid boxes are stock checked on a half termly basis. The following staff are able to provide first aid:

Maria Meikle
Peter Lilley
Aissa Tyley

Nick Convery
Laurene Noel
Dawn Harvey

Nick Brown

Accident/Incident Reporting

Accidents and incidents will be reported via the Authority's electronic incident reporting procedure. Pupil accidents will be reported in line with the Pupil Accident Reporting System. The First Aid Administrator collates all accident/incidents reports which are in turn reported to the Business Manager. The Children Young People and Learning health and safety policy guidance will be followed.

Manual Handling Risk Assessment

Where manual handling cannot be avoided and the risk is significant, a manual handling risk assessment will be carried out by the Business Manager and those involved in the activity following guidance contained in the Children Young People and Learning Health and Safety Policy and the Corporate Health and Safety Guidance Document for manual handling.

Workstations and Computers

Individual members of staff are responsible for carrying out their own DSE (display screen equipment) assessments, following guidance contained in the Children Young People and Learning Health and Safety Policy and the Corporate Health and Safety Guidance Document for DSE.

COSHH (Control of Substances Hazardous to Health)

Heads of Department (or their delegated party, e.g. technical staff) and the Business Manager will identify hazardous substances and complete the hazardous substances inventory in line with the Children Young People and Learning Health and Safety Policy. This inventory, along with relevant material safety data sheets, will be forwarded to the Local Authority Health and Safety Team, who will produce COSHH assessments and forward them to the school.

Fire

Fire risk assessments are carried out by Capita in conjunction with Asset Management and the Headteacher is responsible for the implementation of any action plan.

Fire drills will be carried out every term in line with the guidance contained in the Children Young People and Learning Health and Safety Policy.

Fire evacuation procedures will be developed and documented by the Business Manager and fire notices displayed throughout the premises.

Use of Minibuses

Operation of the minibus will be carried out by approved staff with a Category D1 licence who have been appropriately trained by NT Fleet Management. This in line with guidance contained in the Children Young People and Learning health and safety policy.

Educational Visits

The Educational Visits Co-ordinator is Peter Lilley and he is responsible for overseeing procedures and documentation for educational visits. Advice and guidance can be provided by Rob Smith, SIO NTC – telephone 0191 643 8545. The Children Young People and Learning health and safety policy – guidance document for Educational Visits will be implemented.

Workplace Health, Safety and Welfare

The Workplace Health, Safety and Welfare Regulations and The Education (School Premises) Regulations apply. The Corporate Safety Document for Workplace Health, Safety and Welfare will be applied, as will the guidance in the Children Young People and Learning health and safety policy.

Contractors on Site

Guidance contained in the Children Young People and Learning health and safety policy and the Safety Document for Controlling Contractors will be followed.

All contractors must report to reception where they will sign in and they will be given access to the Asbestos Register, which they also must read and sign.

The Business Manager is responsible for monitoring the contractor where the work may directly affect staff and pupils. When defects are identified, ensure someone has responsibility for correcting them and that effective action is taken. Records must be kept of all contract work.

Health and Safety Training

Health and Safety Induction training will be provided for all new employees by the HR Director, Business Manager, line manager and / or Head of Department, during new staff training (Week 4) and via the staff handbook. Training records for staff will be kept.

Inspection and Test of Plant and Equipment

All plant and equipment requiring statutory inspection and test will be done so at the required intervals by competent contractors. The person for arranging the inspection and test is the Business Manager. All plant and equipment will be logged and all tests/inspections documented.

Portable Appliance Testing

Inspection and testing of all portable appliances will be carried out by a specialist contractor. Following guidance contained in the Children Young People and Learning health and safety policy. Staff are responsible for carrying out pre-use checks of equipment as detailed in the PAT guidance in the CYPL H&S policy.

Ladders, Stepladders and Access Equipment

The site team and appropriately trained technical / support staff are responsible for inspection and maintenance of ladders, stepladders and access equipment in line with the Corporate guidance. Documented checks will be carried out and submitted to the Business Manager.

Consultation and Communication

The Headteacher/Business Manager will ensure that procedures are implemented to inform staff and pupils of the arrangements set out in this policy. . Any issues raised are brought to the attention of the management team.

The Health and Safety Law poster is located in the staffroom (A Block).

Health and safety advice is available from the Business Manager or the Corporate Health and Safety Team (0191 643 5800).

Visitors

All visitors must report to reception where they must sign in and be issued with an I.D. badge.

Traffic Management

Cars must be parked in designated parking bays. Vehicular access will be prohibited at times when pupils are coming/leaving the premises. Where the premises allow, traffic routes will be a one-way system and speed limits of 5mph enforced. Speed limit signs will be displayed.

Medication in Schools

Prescribed medication will be securely stored in the main office following guidance contained in Children, Young People and Learning policy For Managing Medicines in Schools and Early Years Settings. One member of the office team is first aid trained and fulfils the designated role of First Aid Administrator.

Appendix A

Notifiable Diseases

Staff are required to telephone school as soon as possible if they suspect they are suffering from, or are diagnosed, with a notifiable disease.

It is a statutory requirement that doctors report a notifiable disease. If a school suspects an outbreak of infectious disease, they should inform their local Health Protection Agency.

Diseases notifiable to local authority proper officers under the Health Protection (Notification) Regulations 2010:

- Acute encephalitis
- Acute infectious hepatitis
- Acute meningitis
- Acute poliomyelitis
- Anthrax
- Botulism
- Brucellosis
- Cholera
- Diphtheria
- Enteric fever (typhoid or paratyphoid fever)
- Food poisoning
- Haemolytic uraemic syndrome (HUS)
- Infectious bloody diarrhoea
- Invasive group A streptococcal disease
- Legionnaires' disease
- Leprosy
- Malaria
- Measles
- Meningococcal septicaemia
- Mumps
- Plague
- Rabies
- Rubella
- Severe Acute Respiratory Syndrome (SARS)
- Scarlet fever
- Smallpox
- Tetanus
- Tuberculosis
- Typhus
- Viral haemorrhagic fever (VHF)
- Whooping cough
- Yellow fever

Contact details

North East Health Protection Unit

Health Protection Agency - North East
Floor 2,
Citygate,
Gallowgate,
Newcastle upon Tyne
NE1 4WH
Tel: 0844 225 3550
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