



Sherburn High School

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Achievement for all

Health & Safety Policy

Adopted/Reviewed: November 2019

Date of Next Review: November 2020

Signed:
(Head Teacher)

Date:

Signed:
(Chair of Governors)

Date:



HEALTH AND SAFETY POLICY

Please also refer to the STAR MAT Health & Safety Policy which can be found at <https://web.starmat.uk/policies/>

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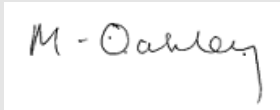
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Sherburn High School

Our statement of intent is:

- to implement the requirements of The STAR MAT Health and Safety Policy;
- to make adequate arrangements for the health, safety and welfare of the staff and pupils;
- to provide adequate control of the health and safety risks arising from our work activities;
- to consult with our employees on matters affecting their health and safety;
- to co-operate with Schools Health and Safety Service in matters related to health and safety;
- to provide and maintain safe plant and equipment;
- to ensure safe handling and use of substances;
- to provide information, instruction, and supervision for employees;
- to ensure all employees are competent to do their tasks, and to give them adequate training;
- to prevent accidents and cases of work-related ill health;
- to maintain safe and healthy working conditions;
- to review and revise this policy as necessary at regular intervals.

Signed:



M Oakley Head Teacher

Signed:



M Saunders Chair of the Governing Body.

Date: November 2019

Review date: November 2020

RESPONSIBILITIES

Overall responsibility for health and safety within the school is that of the :-

Head Teacher.

Chair of Governors.

Day to day responsibility for ensuring this policy is put into practice is delegated to :-

LEAD OFFICER

Ms M Oakley Head Teacher.

SCHOOL H & S CO-ORDINATOR

Mr J Wagstaff, Site Manager.

To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:

<u>Post / Name</u>	<u>Responsibility</u>
All Curriculum Leaders/ Heads of Departments.	To ensure safe working practices in line with Health & Safety At Work Act 1974 and Management of Health & Safety at Work Regulations.

<u>Post/ Name</u>	<u>Responsibility</u>
Mr B Johnson/D&T	PAT Testing.
Mr S Denny/ICT	
Mr G Westwood/ICT	

<u>Name</u>	<u>Responsibility</u>
Miss C Shakespeare.	Principal First Aid.

<u>Name</u>	<u>Responsibility</u>
Mr J Wagstaff.	Health and Safety Co-ordinator.

Specific responsibilities for head teachers, managers, heads of departments and staff can be found in Section 1 of the Children and Young People Service Health and Safety Policy and Guidance Handbook 2012, which can be found in the Site Managers Office or Q:\Health & Safety\CYPS H&S Policy.

All employees have to:

- co-operate with supervisors and managers on health and safety matters;
- not interfere with anything provided to safeguard their health and safety;
- take reasonable care of their own health and safety and the health and safety of others;
- report all health and safety concerns to an appropriate person (as detailed in this policy statement).

(See Appendix 2)

ARRANGEMENTS

HEALTH AND SAFETY RISKS ARISING FROM OUR WORK ACTIVITIES

Risk assessments will be undertaken by Curriculum Leaders/Heads of Departments (see Appendix 1).

The findings of the risk assessments will be reported to the Health and Safety Coordinator, Mr J Wagstaff.

Action required to remove and or control risks will be approved by the Lead Officer, Ms M Oakley.

**Curriculum Leaders/Heads of Departments will be responsible for ensuring the action required is implemented.
(see Appendix 1)**

The Health and Safety Coordinator, Mr J Wagstaff, will check that the implemented actions have removed/reduced the risks.

Risk assessments will be reviewed annually by Curriculum Leaders/Heads of Departments.

CONSULTATION WITH EMPLOYEES

Employee Union Representatives are :-

Mrs A Hannam (Voice) Link Person.

(NUT) Not represented

(NAS/UWT) Mr G. Hall

(UNISON) No representative

Consultation with employees is provided through the termly Health and Safety Operational Meetings and the termly Meetings and Briefings.

SAFE PLANT AND EQUIPMENT

**Curriculum Leaders/Heads of Department will be responsible for identifying all equipment/plant needing maintenance.
(See Appendix 1)**

Curriculum Leaders/Heads of Department will be responsible for ensuring effective maintenance procedures are drawn up. (See Appendix 1)

**Curriculum Leaders/Heads of Department will be responsible for ensuring that all identified maintenance is implemented.
(See Appendix 1)**

Any problems found with plant/equipment should be reported to Curriculum Leaders/Heads of relevant departments.

Curriculum Leaders/Heads of Department will check that new plant and equipment meets health and safety standards before it is purchased. (See Appendix 1)

SAFE HANDLING AND USE OF SUBSTANCES

Curriculum Leaders/Heads of Department will be responsible for identifying all substances which need a COSHH assessment. (See Appendix 1)

Curriculum Leaders/Heads of Department will be responsible for undertaking COSHH assessments. (See Appendix 1)

Curriculum Leaders/Heads of Department will be responsible for ensuring that all actions identified in the assessments are implemented. (See Appendix 1)

Curriculum Leaders/Heads of Department will be responsible for ensuring that all relevant employees are informed about COSHH assessments. (See Appendix 1)

**Curriculum Leaders/Heads of Department will check that new substances can be used safely before they are purchased.
(See Appendix 1)**

Assessments will be reviewed every academic year or when the work activity changes, whichever is soonest.

INFORMATION, INSTRUCTION AND SUPERVISION

**The Health and Safety Law Poster is displayed:
Outside staff room next to H&S notice board
Caretakers / Cleaners store
Site Manager's Office
Kitchen**

Health and safety advice is available from the schools H&S Coordinator and your NYCC Safety Risk Adviser.

Supervision of young workers/trainees will be arranged/undertaken/monitored by Curriculum Leaders and Heads of Department.

The Head Teacher is responsible for ensuring that our employees working at locations under the control of other employers are given relevant health and safety information.

COMPETENCY FOR TASKS AND TRAINING

Induction training will be provided for all employees by Line Managers.

Job specific training will be provided by Curriculum Leaders and Heads of Department.

Specific jobs requiring special training are :-

First Aid.

DSE Operators.

Access equipment users, i.e. ladders, steps.

**Caretaker/Site Staff
Manual handling, COSHH, Working at Heights.**

**Staff handling chemicals e.g. cleaners and technicians have refresher training every 3 years.
COSHH training for key staff due January 2020**

Training records are kept by Mrs J Pounder.

Training will be identified, arranged and monitored by Mr A Stanton (teaching staff), Mrs J Pounder (support staff), Curriculum Leaders & Department Heads.

ACCIDENTS, NEAR MISSES, FIRST AID AND WORK-RELATED ILL HEALTH

Health surveillance is required for employees doing the following jobs:

DSE operators.

Health surveillance will be arranged by Curriculum Leaders/Head of Department.

Health surveillance records will be kept by Curriculum Leaders/Head of Department.

See First Aid Policy for location of first aid boxes.

Staff with Basic First Aid qualification are:-

Ms J Ivens, Caretaker.

Mr B Johnson, D&T Technician – workshop

Staff with First Aid at Work qualification are:-

Miss C. Shakespeare, Reprographics.

Mrs J. Bradley, D&T Technician – Food Technology.

Mr G. Casswell, Teaching Assistant.

All accidents and cases of work-related ill health are to be recorded in the accident book in reception. Accidents must be acted upon as they occur and appropriate action taken to prevent further injury. Accidents are reviewed termly at the Premises, Health & Safety Meeting.

All near misses are to be recorded in the near miss book in reception. Near misses must be acted upon as they occur and appropriate action taken to prevent injury. Near misses are reviewed at the Premises, Health & Safety Meeting.

The following person is responsible for reporting accidents, diseases and dangerous occurrences to the NYCC Education Health and Safety section.

H & S Co-ordinator.

Mr J Wagstaff.

Principal First Aider.

Miss C Shakespeare.

MONITORING

To check our working conditions, and ensure our safe working practices are being followed:

Annual safety reports will be completed by all staff to identify problems in specific rooms/areas.

Termly inspection by caretaker of all areas carried out during holiday periods.

Daily - all staff required to check their working environment and report defects via Ticket System

Statutory inspections for asbestos, emergency lighting, fire extinguishers, RCDs to be carried out by caretakers.

Trade Unions to organise safety tour and share findings with H & S Co-ordinator.

The Head Teacher and the Health and Safety Co-ordinator is responsible for investigating accidents.

Curriculum Leaders/Head of Department is responsible for investigating work-related causes of sickness absences.

Head Teacher, H & S Co-ordinator, Curriculum Leaders/Heads of Department are responsible for acting on investigation findings to prevent a recurrence.

ASBESTOS RISK MANAGEMENT

The Responsible Officer for asbestos management is the Head Teacher who delegates responsibility to the Site Manager.

The Asbestos Risk Management file is kept in the Site Office.

Site Plans showing the location of asbestos containing materials (ACMs) are kept in the Site Office.

Ensuring that contractors are made aware of the location of ACMs and that they sign the relevant permit to work is the responsibility of the Site Manager and Caretakers.

Asbestos risk assessments will be undertaken by the Site Manager.

Visual inspections of the condition of ACMs will be undertaken by the Site Manager.

Records of the above inspections will be kept in the Site Manager's office.

LEGIONELLOSIS MINIMISATION

The responsible officer under the NYCC Legionnaires Disease Risk Management policy is the Head Teacher with responsibility delegated to the Site Manager.

Risk assessments detailing on-site tasks for the minimisation of Legionellosis risk are kept in: Site Office.

The persons responsible for carrying out the on-site tasks set out in the above assessments are the Caretakers.

Records showing that the above on-site tasks have been undertaken are kept in the Site Office.

WORK AT HEIGHT

All work at height in the school must be authorised by relevant Curriculum Leaders/Heads of Department.

Risk Assessments for working at height are to be completed by relevant Curriculum Leaders/Heads of Department and the person using access equipment.

Equipment used for work at heights is to be checked by and records kept by individual Curriculum Leaders/Heads of Departments.

Training records for persons carrying out work at heights are kept the H&S co-coordinator's office.

EDUCATIONAL VISITS

Off-site educational visits must be authorised by the Head Teacher and Visits Co-ordinator. Overseas and residential visits will be approved by The Governing Body.

The Educational Visits Co-ordinator is Mr J Wagstaff.

Risk assessments for off-site visits are to be completed by Visit Leaders.

The Guidelines for Educational off-site Visits for Schools are kept in the Site Manager's office and electronically on the Q Drive.

Details of off-site activities are to be logged onto the NYCC EVOLVE database by Visit Leaders.

EMERGENCY PROCEDURES – FIRE AND EVACUTATION

Mr J Wagstaff is responsible for ensuring the Fire Risk Assessment is undertaken and implemented.

Escape routes are checked by Duty Caretaker/Daily, each morning.

Fire extinguishers are maintained and checked by/every :-

Walker Fire - Annually (due Feb 2020) /Caretaker – Monthly, visual check.

Alarms are tested by/every :-

Caretakers/every week.

Emergency evacuation will be tested every term.

The Security Co-ordinator is Mr J Wagstaff.

Staff responsible for registering after evacuation and groups.

- **Students - Form tutors.**
- **Visitors/supply teachers – Office.**
- **Teaching staff – Office.**
- **Associate staff – Business Manager – Deputies Finance & HR Assistants.**
- **Non form tutors – Office.**

Fire Marshals/location/duties

- **IT Support** – First floor – ICT 2,3,4,5, rooms 14 to 25 including toilets, offices and stores, Library, Staff Room, Staff Toilets – To check all areas are evacuated and for broken break glass.
- **Duty Caretaker**- Ground floor main building – To check all areas are evacuated and for broken break glass.
- **Duty Caretaker** - Fire alarm control panel and middle school block ground floor, Science or Maths depending where the alarm has been activated – To determine location of activation and check all areas are evacuated liaising with Fire Marshals.
- **Mr S Hunt & Mr C McIntyre**- First floor main building – Classrooms 26 to 32 - To check all areas are evacuated and for broken break glass.
- **Mrs S Christie or Mrs J Lonsdale** – Main car park gate – To guide emergency services and prevent people entering site.
- **Miss C Shakespeare** – Assembly Point – First Aid.
- **Mr B Johnson** – D&T areas – To check all areas are evacuated and for broken break glass.
- **Mr D Kirkby** – Maths, Post 16, Lab 7 ICT8 and Room 1 - To check all areas are evacuated and for broken break glass.

SOME KEY AREAS OF RISK

- Asbestos
- Chemicals
- Slips, trips and falls
- Confined Spaces
- Display Screen Equipment (VDUs)
- Electricity
- Excavation
- Falling objects/collapsing structures
- Fire and Explosion
- Machinery (including guarding)
- Manual Handling
- Noise
- Pressure Systems
- Radiation
- Stress
- Substances hazardous to health (including dust, fume, etc.)
- Temperatures
- Transport
- Vibration
- Violence to staff
- Work equipment
- Work-related upper limb disorders
- Working alone
- Working at heights
- Working environment

These are just some examples of key areas; this is not an exhaustive list.

Reference can also be made to:

- Five Steps to Risk Assessment
- A guide to Risk Assessment requirements
- Buying new machinery
- COSHH
- First Aid at Work
- Consulting employees on health and safety

Which are available from HSE Books Tel: 01787 881165

Or contact

Schools Safety Risk Adviser / Service Manager
Schools Health and Safety Risk Management Service
North Yorkshire County Council
Room 161, Education Service
County Hall, Northallerton
DL7 8AE
Tel: 01609 532545
Fax: 01609 532543

FURTHER INFORMATION

ALTHOUGH NOT PART OF THE HEALTH AND SAFETY POLICY, I.E. POLICIES IN THEIR OWN RIGHT, REFERENCE SHOULD ALSO BE MADE TO THE FOLLOWING POLICIES WHICH COMPLEMENT HEALTH AND SAFETY IN THE SCHOOL, THESE ARE ALL AVAILABLE ON THE Q DRIVE IN THE POLICIES FOLDER.

STAR MAT Health and Safety Policy
Accessibility Policy & Plan
Asbestos Policy and Procedures
Educational Visits Policy
Fire Safety Policy
First Aid Policy
Images or Photographs Policy
Induction of Newly Qualified Teachers
Late Bus Routine
Risk Assessment Policy
Administration of Medicines Policy
Work Experience Policy
Schools Emergency Response Guide (copy held in Reception, Site Manager and HT office)

Department	Curriculum Leader/Head of Department
Administration	Mrs J Pounder
Creative Art	Mrs L Jamieson
Business Studies	Miss S Oates – Temp Mr S Brook
Design and Technology	Mrs L Jamieson
English	Mrs D Davies
Finance and HR	Mrs J Pounder
Geography	Mrs J Goulding
History	Mr K Shanks
Information Technology (Technicians)	Mr T Hobson
Information Technology	Mr P Askins
Mathematics	Miss L Beardsworth
Modern Languages	Ms S Sismondi
Performing Arts – Music and Drama	Mrs N Caldwell
Physical Education	Mr D Grannon
Premises, grounds, health and safety	Mr J Wagstaff
Skills and Transition	Mrs H Oakes
Health and Social Care	Miss C Dodd
Science	Mr C Hampton
Inclusion	Mrs C Atkinson
Catering	Mrs L Stuart

Roles

The Head Teacher has ultimate responsibility for Health & Safety

Responsibility is delegated to the Health & Safety Co-ordinator

