



CLIFTON COMMUNITY SCHOOL

Health & Safety Policy

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GENERAL STATEMENT

Whilst the Authority will retain overall statutory responsibility for the Health, Safety and Welfare at educational establishments, the Governing Body of Clifton Community School recognises its duties for the Health, Safety and Welfare of its employees, pupils, visitors and any member of the public who may come into contact with the school's activities.

It is, therefore, the policy of the Governing Body to do all that is reasonably practical to comply with the Health and Safety at Work Act 1974 and all other relevant Statutory Legislation and Approved Codes of Practice. In particular the Governing Body in conjunction, as a PFI school, with Transform Schools (Rotherham) Ltd has responsibility to:

- a. comply with the LA's Health & Safety requirements which will be amended as circumstances dictate. Full details: <https://public.rgfl.org/HS>
- b. provide and maintain so far as is reasonably practicable premises, plant, equipment and buildings; and the continuing inspections of existing arrangements and make improvements where necessary
- c. make suitable arrangements for the safe use, handling, storage and transportation of substances; the design and layout of equipment and buildings; and the continuing inspections of existing arrangements and make improvements where necessary.

It is furthermore the responsibility of all employees to:

- a. conform to and observe safety instructions and safe working procedures
- b. not misuse or interfere with any provision made in their workplace in the interests of health and safety
- c. report immediately to staff in charge, and to Professional Association/Trade Union Representatives, all hazards, accidents and damage which may arise in the course of their work
- d. wear appropriate safety clothing and equipment and use safety devices as required by staff in charge of their work area
- e. take reasonable care for the health and safety of themselves and others who may be affected by their acts or omissions at work.

Safety in school must be one of the normal everyday functions of both the Senior Leadership Team and employees at all levels. Co-operation is vital to the effective implementation of the Health & Safety Policy.

The School Health and Safety Policy will be reviewed annually by the Governing Body and will be modified and updated as circumstances and experiences dictate. All employees will be notified of amendments to the Policy through Whole School meetings, all-staff email and the Staff Notice Board.

This general statement of policy relative to the Health and Safety at Work Act 1974 is supported by full details of the organisation and arrangements currently in operation, copies of which are displayed on staff notice boards or are available from the Headteacher, Senior Leadership Team, Area Team Leaders, School Safety Co-ordinator and recognised Union Safety Representatives.

Signed:
Chair of Governors

Signed:
Headteacher

Date:

Date:

RESPONSIBILITIES AND ORGANISATION OF HEALTH AND SAFETY

The Local Authority will retain overall responsibilities for Health & Safety and will continue to have power to issue directives on Health & Safety grounds. The Governing Body has a duty to ensure Health and Safety on premises under their control. Individual school staff will be liable for any breach of the LA's duty of care caused by themselves.

The Education Reform Act 1988 requires that certain Health and Safety functions are delegated to Governing Bodies. The following are transferred under the PFI contract to Transform Schools (Rotherham) Ltd and/or the Local Authority:

1. non-structural repairs
2. purchase and maintenance of premises equipment (including fire fighting equipment)
3. cleaning (both indoors and outdoors)
4. school meals provision

Action and expenditure in response to Health and Safety needs requiring capital or structural maintenance remains the function of the LA and Transform Schools (Rotherham) Ltd.

Health and Safety issues will be co-ordinated by the Governing Body's Premises Sub- Committee through the School Safety Co-ordinator who will co-ordinate the safety performance of the school. In order to assist in compliance with the legislative requirements, the Headteacher, will be responsible for the administration of the School Health & Safety Policy and for co-ordinating compliance with statutory requirements.

The primary responsibility for the health and safety of all employees, pupils, visitors, contractors and members of the public lies with management at all levels. In the event of functional positions being vacant or persons being absent, then the duties and responsibilities will be delegated to the immediate subordinate or such other person as may be nominated by the Headteacher.

In order to provide competent assistance the services of the Local Authority Health & Safety Department will be available to all levels of management.

Details of appointments and duties regarding health and safety matters are as follows:

SCHOOL GOVERNING BODY

The School Governing Body will:

1. require from all levels of staff a positive approach to safety
2. arrange for funds and facilities to implement the school safety policy
3. ensure that all employees receive a sufficient level of safety training.

HEADTEACHER

The Headteacher is responsible for the administration of the School Safety Policy and co-ordinating compliance with statutory requirements. To this end (s)he will:

1. advise the Governing Body of:
 - a. the resources required to meet the requirements of the School Safety Policy
 - b. employee safety training requirements
2. monitor the school safety management systems
3. monitor and coordinate the actions of all levels of staff to achieve compliance with statutory duties
4. include matters relating to the progress of health and safety
5. promote safety by their personal example

SENIOR LEADERSHIP TEAM

The Senior Leadership Team are responsible for the detailed implementation of the school safety policy in respect of premises and staff under their control. To this end they will ensure that:

1. all personnel under their control know and accept their individual duties and responsibilities under Area safety practices with regard to the safety of themselves and all others within the establishment
2. safe working practices are adopted at all times to ensure the health and safety of employees, pupils and members of the public who may be affected thereby
3. all accidents and dangerous occurrences in the area under their control reported to them either formally or informally, are investigated and that the correct procedure is followed in accordance with LA accident reporting procedures
4. matters relevant to health and safety which are brought to their attention by a Professional Association/Trades Union Safety Representative or by other personnel within the establishment are given prompt and appropriate attention
5. all persons are aware of fire and emergency evacuation procedure, know where fire fighting equipment is located and, if appropriately trained in its use, how to operate it
6. the means of access to and egress from the premises is without hazard so far as lies within their control
7. visitors to the school, including building contractors, observe the schools Health & Safety policies at all times
8. they promote safety by their personal example.

AREA TEAM LEADERS

Area Team Leaders are responsible for securing health and safety relating to their individual areas of responsibility. To this end they will:

1. know the requirements of all statutory safety regulations pertinent to their particular discipline
2. ensure subordinate staff know their responsibilities regarding safe working methods and statutory regulations
3. implement procedures to ensure compliance with particular regulations e.g. the Control of Substances Hazardous to Health (COSHH)
4. provide the Headteacher with a report at the end of each term detailing the progress of health and safety matters within their area of control
5. ensure appropriate protective equipment or clothing is used when and where necessary
6. ensure such plant, tools and equipment as are required for any function or activity authorised by them is available in good condition and safe to use
7. promote safety by their personal example.

TEACHING AND PUPIL SUPPORT STAFF

All teachers/pupil support staff are responsible for the safety and well-being of pupils within their charge. To this end they will:

1. follow safe working procedures and ensure that clear instructions on safety matters are issued to pupils and observed by them
2. familiarise themselves with and observe any specific instructions or advice, relevant to their area of work
3. follow prescribed accident/near-miss reporting procedures, assisting in the investigation of accidents which may occur
4. promote safety by their personal example.

ALL EMPLOYEES

It is the responsibility of all employees to:

1. conform to and observe safety instructions and safe working procedures
2. not misuse or interfere with any provision made in their work place in the interests of health and safety
3. report immediately to staff in charge (or to the appropriate safety representatives) all hazards, accidents and damage which may arise in the course of their work
4. wear appropriate safety clothing in their work area
5. take reasonable care for the health and safety of themselves and others who may be affected by their acts or omissions at work
6. promote safety by their personal example.

SCHOOL SAFETY CO-ORDINATOR

The School Safety Co-ordinator will provide the day to day safety expertise at the school and will liaise with the Local Authority Health and Safety department to ensure compliance with relevant statutory regulations and compliance with the requirements of the School Safety Manual and Procedures. To this end the School Safety Co-ordinator will:

1. carry out safety inspections and report to the school's H & S Committee
2. assist in the formulation of the School Health and Safety Policy and subsequent implementation
3. assist in the preparation of written safety standards and risk assessments (this may be carried out by the LA)
4. ensure that all accidents and dangerous occurrences are recorded and identify remedial action necessary to prevent recurrence
5. attend as necessary conferences and seminars on health and safety, to be continually informed and up-dated on future developments
6. provide the Headteacher with a report at the end of each term detailing the progress of health and safety matters
7. work with the Staff Development Co-ordinator to provide appropriate and development safety training
8. promote safety by their personal example.

VISITS CO-ORDINATOR

The Visits Co-ordinator will provide the day to day safety expertise at the school with regard to educational visits and will liaise with the Local Authority Health and Safety department to ensure compliance with relevant statutory regulations and compliance with the requirements of the School Safety Manual and Procedures for Educational Visits. To this end the Visits Co-ordinator will:

1. assist in the preparation of written safety standards and risk assessments in line with LA guidance
2. ensure that all accidents and dangerous occurrences are recorded and identify remedial action necessary to prevent recurrence
3. attend as necessary conferences and seminars on health and safety for educational visits, to be continually informed and up-dated on future developments
4. provide the Headteacher with a report at the end of each term detailing the progress of health and safety matters in relation to educational visits
5. work with the Staff Development Co-ordinator to provide appropriate and development safety training for first aiders
6. promote safety by their personal example.

NOMINATED UNION SAFETY REPRESENTATIVES

Nominated Union safety representatives will represent their members in safety related meetings. They will be afforded all facilities, information, training and consultation as required under the Safety Representatives and Safety Committee Regulations 1977 <http://www.tuc.org.uk/extras/brownbook.pdf>

STAFFING AND CURRICULUM SUB-COMMITTEE

The Sub Committee is responsible for the provision of appropriate training in Health and Safety and First Aid for all staff (teaching and non-teaching). The training programme will need to be designed in consultation with the Premises Committee and incorporated in the School Development Plan.

HEALTH & SAFETY POLICY IMPLEMENTATION

SAFETY INSPECTIONS

To be held on a regular basis within school by the School Safety Co-ordinator. The school will be continually monitored by Transform Schools (Rotherham) Ltd e.g. fire detection systems, heating systems, electrical, water, building infrastructure and structure. The Local Authority inspection will be carried out every 3-4 years.

SAFETY MONITORING

To be done through the system/structures already operating within school i.e. via curriculum area meetings (regular Agenda item). Information to be collated by the School Safety Co-ordinator and reported to the Safety Committee.

RECORDING PROCEDURES FOR ACCIDENTS/DANGEROUS OCCURRENCES

The LA's "Accident Report" and "Near Miss Report" books are kept with the Health Support Worker and must be used to record every accident or dangerous occurrence. All staff involved in an incident must complete a report for:

1. any accidents involving staff, pupil, visitors, contractors etc.
2. any near miss involving staff, pupil, visitors, contractors etc.

FIRE PROCEDURES

The school has developed a comprehensive fire plan and all staff should ensure that they are familiar with fire procedures. In order to carry out fire evacuation safely the school will ensure the following:

1. Staff/pupils are aware of the emergency procedure
2. Notices on Fire Action are displayed clearly in every room on both sites

A fire register will be kept, recording the regular practices held (not necessarily whole school) and the location and inspection details of fire fighting equipment.

FIRST AID

Named members of staff holding an Emergency First Aid Certificate are shown at Appendix A. Funding for First Aid equipment via finance committee.

TRAINING (FIRST AID/SAFETY PROCEDURES)

Arrangements will be observed as follows:

1. For all staff every three years – Staff Development Group
2. For named staff regular upgrading – Staff Development Group

COSHH ASSESSMENTS/REGULATIONS

Staff to be aware of COSHH (Control of Substances Hazardous to Health) regulations 1988 as they apply within their normal duties. Further information is available at <http://www.hse.gov.uk/coshh>

EMERGENCY PROCEDURES

All staff/pupils aware of the necessary procedures as set out in the Staff Handbook and/or in the relevant notices within classrooms, offices and stores.

ACCIDENT/DANGEROUS OCCURRENCE INVESTIGATION PROCEDURE

Following the completion of an Accident Report in the Accident Report Book the Headteacher should, at the earliest convenience, investigate the nature of the accident fully.

VISITORS TO THE SCHOOL SITE:

All visitors to register at the school office and be issued with identification. Visitors to sign out at the end of their visit.

CONTRACTORS/WORKMEN ON SITE

All contractors/workmen must register at the school office. They must obtain permission before commencing work. All contractors will have:

1. minimum £5million Public Liability Insurance
2. completed a Risk Assessment
3. completed a Method Statement

All documentation must be verified by BBW/school staff prior to commencement of work.

SCHOOL VISIT/TRIPS

The procedures are clearly outlined in the Staff Handbook. Additional advice should be sought from the Visits Co-ordinator.

APPENDIX A - KEY PERSONNEL

HEADTEACHER

Tony Hardcastle

SCHOOL SAFETY CO-ORDINATOR

Kevin Ward / Jo Martin

VISITS CO-ORDINATOR

Michelle Atkin

LOCAL AUTHORITY/PFI REPRESENTATIVE

Andrew Parry (CYPS Capital Projects Co-Ordinator/Building Officer (PFI Schools))

Sean Fiander (Principal H&S Officer, Environment & Development Services)

Dean Fenton (Risk & Regulation Officer, Children & Young People's Services)

Gareth Farmer (Assistant Account Manager, Cofely's GDF-Suez)

FIRST AIDERS

Sulena Rolley (English Admin Assistant)

Jayne Smith (Visitor Reception)

Michelle Atkin-Tank (Visits Co-ordinator)

Rachel Marrow (Data Assistant)

APPENDIX B - USEFUL WEBSITES:

CYPS Health & Safety Policy

<https://public.rgfl.org/HS>

Safety Representatives and Safety Committee Regulations 1977

<http://www.tuc.org.uk/extras/brownbook.pdf>

Control of Substances Hazardous to Health

<http://www.hse.gov.uk/coshh>

Electricity at Work Regulations

<http://www.hse.gov.uk/lau/lacs/19-3.htm>

Working with Display Screen Equipment

<https://public.rgfl.org/HS> (follow link: Use of Technology)