



## **HEALTH AND SAFETY POLICY**

### **FALCONHURST SCHOOL**

This policy was approved by Finance, Personnel and Premises Committee on 3 March 2015 for a period of four years.

#### **1. STATEMENT OF INTENT**

The Governing Body of Falconhurst School will take all steps within its power to meet its responsibilities under the Health and Safety at Work Act and other health and safety legislation relating to its activities.

This Health and Safety Statement describes our organisation and arrangements for the management of health and safety within the school. It should be read in conjunction with the Council's Health and Safety Policy Statement and organisation and arrangements including the approved scheme for the local management of schools.

#### **2. ORGANISATION**

##### **2.1 Responsibilities of Governing Body**

The Council's Health and Safety Policy Statement sets out the principles by which some of the LA's responsibilities, as an employer, have been delegated or devolved to governing bodies. The list which follows is a summary of those delegated or devolved responsibilities.

The Governing Body will:

- (i) formulate a Health and Safety Statement setting out in writing the responsibilities and arrangements for ensuring safety in the school. The Statement will comply with the Council's Health and Safety Policy Statement, The Education Service's organisation and arrangements and Codes of Practice and Codes of Safe Working Practice (all of which are kept in the school's Health and Safety Handbook) and be reviewed at least once a year;
- (ii) implement new arrangements as necessary;
- (iv) provide appropriate resources from within the school's delegated and devolved budgets to implement the arrangements set out in this Statement and, in particular, ensure that health and safety implications are taken into consideration when setting priorities (eg premises and equipment maintenance, staff training);
- (v) receive from the Headteacher, or other members of staff as appropriate, reports on health and safety matters and report to the LA, or other external body as appropriate, any hazards which are their responsibility, or which the Governing Body is unable to rectify from its own resources;

- (vi) seek appropriate specialist advice from the LA and/or others on health and safety matters where the Governing Body is not fully competent or where additional advice could usefully be sought;
- (vii) promote high standards of health and safety in the school.

## **2.2 Duties of All Employees**

Most of the day-to-day responsibility for health and safety matters will be delegated to employees, eg the Headteacher. All employees should:

- take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work;
- co-operate with their employer in all matters of health and safety, so as to enable the law to be complied with;
- not intentionally or recklessly interfere with, or misuse, any equipment or fittings provided in the interests of health, safety or welfare;
- report to their line manager\* any serious and immediate danger to health and safety;
- report to their line manager\* any shortcomings in the arrangements for health and safety;
- follow instructions when using any machinery, equipment, dangerous substance or safety device;
- only use equipment when satisfied that they are competent to use it.

\* Headteachers should, in general, report to the Governing Body  
Disciplinary action may be taken against anyone disregarding safe working practices.

## **2.3 Responsibilities of the Headteacher or Other Designated Person**

The Headteacher, or other properly delegated person will:

- (i) have overall responsibility for implementing the School's health and safety arrangements as assigned by the Governing Body
- (ii) be the focal point for day-to-day references on health and safety at the school and give advice or indicate sources of advice;
- (iii) report to the Director of Education hazards which cannot be rectified immediately or from within the resources of the Governing Body;
- (iv) stop any misuse of equipment etc. (Specialist advice may be obtained from the Health and Safety Officer or relevant Advisory Service);
- (v) arrange for any employee, or other person, strongly suspected of being drunk or under the influence of a prohibited substance during working hours to be escorted from the premises, and initiate disciplinary action as appropriate;
- (vi) ensure that instructions from the Local Authority on health and safety matters are

reported to the Governing Body and/or implemented as appropriate;

- (vii) seek specialist advice on health and safety matters when necessary.

### 3. ARRANGEMENTS

#### 3.1 Fire and Other Emergencies

- 3.1.1 Emergency procedures exist covering a range of situations (e.g. medical emergency, serious injury, severe weather, fire, severe electrical fault, bomb alert, laboratory accident) which will or may arise.

These documents will be kept in the positions indicated.

<u>Type of emergency procedure</u>	<u>Location(s)</u>
1. Fire Evacuation Procedure	Above each fire extinguisher
2. First Aid Procedure	Medical Room

- 3.1.2 In an emergency a responsible person is to clear the area of people, take appropriate immediate action, eg close doors, isolate services, call emergency services and summon the **Headteacher or Deputy Headteacher** to arrange follow-up action.

- 3.1.3 Once emergency procedures have been put in hand the **Headteacher or Deputy Headteacher** will report the circumstances by telephone in accordance with the Fire and Other Major Emergencies in Education Establishments document which is kept in the School Office.

*FIRST PRIORITY: in all hazardous situations is the safety of people, their removal from danger, care and the application of first aid.*

*SECOND PRIORITY: call the emergency services where necessary.*

*THIRD PRIORITY: safeguard premises and equipment, if possible.*

- 3.1.4 The School Finance Manager is responsible for providing the police with emergency telephone numbers for use if an emergency occurs outside of School hours.

- 3.1.5 Fire drills are held termly and are initiated by the Site Manager or the Headteacher

- 3.1.6 Details of the positions of the following isolation points (water, electricity, gas) are held by the Site Manager. They are:  
Water: Old boiler room - left hand side (shuts off both old and new building)  
Electricity: Electric cupboard in the courtyard - inside right hand door (shuts off both old and new building)  
Gas: Outdoor cupboard next to old boiler room (shuts off old building)  
Gas: New boiler room - right hand side (shuts off new building)

#### 3.2 Fire Prevention and Detection Equipment Arrangements

- 3.2.1 The Site Manager is responsible for initiating the test of the following systems and completing the record sheets which are kept in the places indicated below:

<u>System Type</u>	<u>Location of Test Records</u>
--------------------	---------------------------------

- |                              |               |
|------------------------------|---------------|
| 1. Fire Alarm                | School Office |
| 2. Emergency Lighting System | School Office |
| 3. Smoke/Heat Detection      | School Office |

3.2.2 The Site Manager is responsible for conducting a visual inspection of fire fighting equipment (*possibly as part of the health and safety inspection*).

3.2.3 ISE is responsible for conducting the annual test of fire fighting equipment.

### **3.3 Hazard Reporting, Risk Assessment and Safety Signs**

3.3.1 **All employees and governors** should report hazards of which they become aware by means of The Site Manager's Log Book – in the School Office

3.3.2 The Site Manager is responsible for initiating a risk assessment and any remedial action decided upon, including the provision of safety signs which comply with the regulations where necessary.

### **3.4 First Aid**

3.4.1 A list of employees have been trained to First Aid at Work level and to Paediatric level, along with the date of expiry of their Certificates, is held in the school office

3.4.2 On expiry of certificates or when an employee who has been trained as a first aider leaves the school, The Secretary will make arrangements for another person to be trained to replace them.

3.4.3 The names of current first and emergency aiders are displayed at the following points in the School.

Entrance to the school

Medical Room

Year 1 and Year 3 areas

3.4.4 First aid boxes are kept at the following points in the School.

Year 1 area

Dining Hall

School Office

3.4.5 Travelling first aid boxes are kept at the following points in the school

Administrative Assistant's Office (Medical Room)

3.4.6 A termly check on the contents of boxes will be made by the Administrative Assistant in conjunction with the Secretary

3.4.7 Use of first aid materials and deficiencies should be reported to the Administrative Assistant who will arrange for replacement.

3.4.8 First aid record books are kept in the following places in the School.

Year 1 area

Dining Hall

- 3.4.9 Details of contact numbers for the nearest hospital casualty department and other medical services are kept

School Office

### **3.5 Accident and Dangerous or Violent Incident Reporting and Investigation**

- 3.5.1 **An employee** who witnesses an accident or dangerous or violent incident, or to whom one is reported, will make an entry in the accident report book which is kept in the School Office as soon as practicable afterwards. The Behaviour Log Book is kept in the Behaviour Mentor's room.
- 3.5.2 Accident reports should be drawn to the attention of and counter-signed by the Headteacher or the Deputy Headteacher. Where they are found to be caused by faulty plant, equipment, premises or unsafe systems of work he/she will act to remove or isolate the hazard until the necessary modifications or repairs can be made. In the event of a serious accident he/she will report the accident in accordance with the Council's procedures.

### **3.6 Entering and Leaving the Premises**

- 3.6.1 All key-holders are responsible for opening and securing the building as necessary.
- 3.6.2 During periods of severe weather, arrangements for maintaining safe access to, from and within the premises are determined by The Site Manager in conjunction with the Headteacher/Deputy Headteacher.

### **3.7 Maintenance of Premises and Housekeeping**

- 3.7.1 All corridors, passageways and gangways should be kept clear of rubbish and obstructions. The Site Manager will make a daily check. **All employees are required** to co-operate with decisions taken as a result of this check.
- 3.7.2 An employee encountering any damage or wear and tear of the premises, including safety signs, which may constitute a hazard should report to the Site Manager by means of the Log Book in the School Office.
- 3.7.3 Defective furniture should be reported to The Site Manager.
- 3.7.4 The Site Manager is responsible for ordering repairs which are the school's responsibility, e.g. replacement of damaged glazing, under the delegated budget.

### **3.8 Adaptations or Improvements to Premises (Buildings and Grounds) - Self Help Schemes**

- 3.8.1 The Headteacher is responsible for submitting proposals to the Director of Education FAO Education Planning Manager and for gaining the necessary approvals before work starts. This includes work financed by an external body or PTA.

### **3.9 Training**

- 3.9.1 The Deputy Headteacher will draw health and safety responsibilities and the Council's and school's health and safety arrangements to the attention of employees as part of their induction training
- 3.9.2 The Deputy Headteacher will identify health and safety training needs in consultation with the employees concerned. (This refers to all staff)
- 3.9.3 The Deputy Headteacher is responsible for the school's training plan. It may be included in the school's Quality Plan.
- 3.9.4 Where certificates of competence are required for potentially hazardous activities (eg woodworking machinery, swimming) the Site Manager is responsible for keeping records of training undertaken, the validity of certificates and for arranging refresher training when necessary.
- 3.9.5 Employees who feel that they have need for health and safety training of any kind should notify the Deputy Headteacher in writing.
- 3.9.6 The Governing Body is responsible for reviewing the effectiveness of health and safety training.

### 3.10 Work Equipment

#### 3.10.1 Specific Risks

The following equipment has been identified as likely to involve a specific risk to health and safety and its use, inspection and repair is therefore restricted to:-

	<u>Person Responsible for Selection/Risk Assessment</u>	<u>Persons Authorised to Use/Operate</u>	<u>Persons Authorised to Inspect and Arrange Repairs</u>	<u>Frequency of Inspection</u>
1. Access Equipment (e.g. ladders, mobile access platform)	Site Manager	Site Manager	Site Manager	Annually
2. Caretaking and Cleaning Equipment (including hand tools)	Cleaners	Cleaners	Site Manager	Annually
3. Grounds Maintenance Equipment	Goldleaf (external contractor)			
4. PE and Play Equipment	Universal Services (external contractor)			Annually
5. Technology Equipment	Turn-IT-On (external contractor)			Termly
6. Art and Design Equipment				
7. Stage Lighting Equipment	G. Price Electrical (external contractor)			Annually
8. Mobile Staging and				

Seating/Pianos	Site Manager Site manager Site Manager	Annually
9. Portable Electrical Appliances	External contractor	3 yearly
10 Disabled Access Equipment (eg hoists, Evac-chairs)	N/A	
11. Gas Appliances for curriculum use (eg. Cookers)	N/A	

### 3.10.2 Portable Electrical Appliances

Person responsible for fitting replacement or new plugs and checking fuse rating before they are brought into use is the Site Manager

### 3.10.3 Dangerous Parts of Machinery

The following machines are identified as having dangerous parts which rely on adequate guards or interlocking devices to ensure safety

paper guillotine

The Site Manager will

- (i) conduct checks to ensure that guards are functioning correctly and are in place when machinery with dangerous parts is being used by employees or pupils, and
- (ii) will take follow-up action (ie taking machines out of service) when necessary.

3.10.4 Teachers are responsible for instructing employees and pupils on the correct use of equipment (including use of guards) before the latter are authorised to use it. They are responsible for reporting to the Site Manager any equipment which is not fitted with appropriate safety features (eg guards) or which is in need of maintenance to ensure safety, and for taking such equipment out of use in the meantime.

## 3.11 **Safety Inspections**

3.11.1 Health and safety inspections of premises will take place at least once every term. They will be initiated by the Governing Body. The nominated person will conduct the inspection jointly with the Site Manager if possible.

3.11.2 Responsibility for following up action on the report will rest with the Site Manager in conjunction with the Headteacher.

## 3.12 **Provision of Information**

3.12.1 The Site Manager is responsible for distributing all health and safety information received by the school and for the maintenance of a health and safety information reference system.

3.12.2 All employees have been informed of existing information held on the school site relevant to them by the Site Manager. New employees will be informed of all relevant health and safety information as part of the induction process.

3.12.3 All health and safety documentation is kept in or with the Departmental Health and Safety Handbook which is kept in the School Office and is readily available for

reference by all employees. This is the master file. The exception is where information is more appropriately kept at a particular location (eg risk assessments for the use of hazardous substances). In such cases, the Site Manager will inform the relevant employees of the location and information kept on these files. A record of the content and location of these files will also be kept on the master file by the Secretary.

3.12.4 All new health and safety information received at the school will be copied. The original will be kept on the appropriate file. The Secretary/Site Manager/Headteacher/Deputy Headteacher will decide on the circulation of each document. Employees will sign to confirm they have read and understood the information. A copy of the information will also be displayed by the Site Manager for two weeks on a staffroom notice board which has an abstract of the Health and Safety at Work Act 1974 in place.

### **3.13 Curriculum Planning (eg Educational Visits, Work Experience)**

3.13.1 Particular activities requiring the approval of specific persons are identified as follows:-

Educational visits including overnight stay  
Educational visits (not including overnight stay)  
Work experience placements

### **3.14 Dangerous Substances**

3.14.1 Inventories of dangerous substances used in the school are maintained by the following employees:-

NAME	SUBSTANCE
Site Manager	Milton (disinfectant fluid)

### **3.15 Manual Handling**

3.15.1 The Site Manager is responsible for maintaining an audit of the manual handling activities in the school. He will bring forward proposals, where practicable, to avoid the activity, or to reduce the risk. The proposals will be implemented or included in an appropriate plan where they are dependent on the purchase of equipment. He is also responsible for monitoring safe systems of work where manual handling cannot practicably be avoided.

### **3.16 Radioactive Sources**

### **3.17 Personal Protective Equipment (PPE)**

3.17.1 Suitable PPE will be provided free of charge, where identified as necessary in a risk assessment.

**All employees** are responsible for informing the Site Manager as soon as they become aware of a need to repair or replace PPE which they use.

3.17.2 The Site Manager will be responsible for replacing worn PPE.

3.17.3 PPE will be inspected as part of the termly safety inspection.

### **3.18 Waste Management and Cleaning Arrangements**

3.18.1 Waste is collected daily by **the cleaners** and the Site Manager will arrange for its safe

storage in appropriately sited secure containers. **All employees** are responsible for reporting accumulation of waste, or large items of waste that require special attention to the Site Manager who will arrange for its disposal.

3.18.2 All employees are responsible for arranging to clear up spillages which occur whilst they are in charge of the area concerned. Other spillages or leaks should be reported to the Site Manager who will arrange for them to be dealt with.

3.18.3 Hazardous materials or substances require special procedures for disposal. **All employees** are responsible for ensuring that hazardous substances are disposed of safely and in accordance with the appropriate risk assessment sheet. Advice may be sought from the Site Manager.

3.18.4 The Site Manager is responsible for informing the Waste Authority of any items of general waste to be collected by it but not covered by the general waste agreement with the LA.

3.18.5 An employee who is concerned that cleaning arrangements are causing a hazard which cannot be rectified immediately should report the matter to the Site Manager who will assess whether the arrangements can be changed.

### **3.19 Use of Premises Outside School Hours**

3.19.1 The Governing Body is responsible for co-ordinating lettings of the premises in accordance with the lettings procedure.

3.19.2 The Site Manager is responsible for informing other users of the building of the presence of any hazards which they may encounter and how the risks have been controlled (*eg cordoning off, warning notice*).

3.19.3 The Site Manager is responsible for checking that the premises are left in reasonable order by other users before locking up.

### **3.20 Safety Representatives and Safety Committees**

3.20.1 An employee appointed as a safety representative by his/her association or trade union is required to inform the Headteacher. He/she will be offered facilities in accordance with the Authority's Code of Practice.

### **3.21 Visitors and Contractors**

3.21.1 **All visitors and contractors** should report on arrival on site to the Secretary who will:

- (i) identify a contact person;
- (ii) issue an identification badge\*
- (iii) provide them with relevant health and safety information;
- (iv) remind them of their duties to the school community

3.21.2 Visitors must sign the visitor's book and will be informed of this by means of clear signage in the reception lobby

3.21.3 The school will normally use contractors on the Council's approved list, where one exists\*,  
If a contractor not on a Council approved list, where one exists, is selected the Governing Body/Site Manager is responsible for vetting the firm to ensure that it is

competent and capable of undertaking the work and complies with relevant legislation, including the Health and Safety at Work Act\*

### **3.22 Supplies (Purchasing/Procurement and Deliveries)**

3.22.1 The Governing Body will comply with the Code of Safe Working Practice on the Purchasing and Procurement of Supplies and Deliveries.

The following employees are authorised to place orders for supplies and/or to accept gifts or donations to the School. They must satisfy themselves that the supplies and arrangements for their receipt and use do not compromise the health and safety of employees, pupils and visitors.

They will also assess any revenue implications of the necessary maintenance of donated items.

#### Name

Headteacher/Deputy Headteacher

Finance Manager

3.22.2 Deliveries of goods will be reported to the School Office

3.22.3 Arrangements for the safe movement and storage of supplies will be made by

The Site Manager - Movement

The Site Manager - Storage

### **3.23 Catering (For completion only by Schools with a catering operation on site)**

3.23.1 The Headteacher is responsible for registering the food premises with the Environmental Health Officers.

### **3.24 Visits and Recommendations of Enforcing Authorities eg HM Inspectors of Factories (HSE), LEA Safety Officers, Environmental Health Officer**

3.24.1 Notification of visits and recommendations should be given to the Headteacher who will (i) co-ordinate action  
(ii) report matters requiring authorisation/action to the Governing Body or LA

### **3.25 Display Screen Equipment**

3.25.1 The following employees are classified as users of display screen equipment and an assessment will be made by a competent (i.e. trained) assessor of their workstations. They are entitled to a regular eye check.

Secretary, Finance Manager, Headteacher, Deputy Headteacher

3.25.2 The Governing Body is responsible for carrying out the risk assessment.

3.25.3 The Headteacher is responsible for initiating action required as a result of the assessment.

### **3.26 Noise**

- 3.26.1 **An employee** concerned about the noise levels at work should report the matter to the Site Manager who will arrange for remedial action or for an assessment to be made by the **Health and Safety Officer**.

### **3.27 Smoking**

- 3.27.1 The Governing Body has prohibited smoking in the school or on the premises, except in the designated shelter.

The policy applies equally to all people who have business in or on the school premises including County Councillors, employees, pupils, parents and other visitors. Although it is recognised that there may be circumstances when it will not be possible or advisable to stop a member of the public from smoking, employees are requested as far as possible to encourage visitors not to smoke. The Governing Body recognises the right of individuals to be smokers but is mindful of the right of the non smoking majority to work in, visit and use a smoke free environment.

In the few instances where these rights conflict, the aim will be to seek a reasonable solution, initially by negotiation, and without the need to use more formal procedures.

- 3.27.2 All job applicants will be informed by the Deputy Headteacher of the no smoking policy.
- 3.27.3 No Smoking signs will be displayed in the School wherever appropriate, determined by the Site Manager
- 3.27.4 The Governing Body recognises that some employees may have difficulty in complying with this policy. Counselling sessions can be organised for those staff who require assistance. Other help may also be available. Requests for support should be made to the Governing Body.

### **3.28 Administration of Medicines**

- 3.28.1 The Headteacher) is responsible for deciding whether to agree to requests for the administration of medicines to pupils.
- 3.28.2 Records of requests for the administration of medicines to pupils which the school has agreed to meet are kept in the Administrative Assistant's office.
- 3.28.3 The administration of medicines record book is kept in the Administrative Assistant's office.

### **3.29 Vehicles**

- 3.29.1 **The Headteacher** is responsible, in conjunction with **the driver**, for ensuring that vehicles kept or hired by the school are operated in accordance with the law and with the County Council regulations for the use of vehicles.
- 3.29.2 Employees who are required to use their private vehicles for official business are responsible for gaining authorisation from the Secretary (prior to the first use of any vehicle). He/she will ensure that the driver has a valid licence, appropriate insurance and that the vehicle is roadworthy - fitted with a suitable seat belt for each passenger.

### **3.30 Bullying/Harassment**

- 3.30.1 The school's policy on behaviour (including bullying) is kept on the server

3.30.2 Records of bullying incidents and action taken are kept by the Behaviour Mentor

**3.31 Insurance**

3.31.1 In addition to the insurances arranged by the County Council for all LEA maintained Schools, the Governing Body has decided to arrange the following additional cover.

**3.32 Audit, Review, Performance Measurement and Action Plan**

3.32.1 The Governing Body is responsible for sending a copy of the school's Health and Safety Statement to the Council.

3.32.2 The Governing Body is responsible for carrying out:

- (i) an annual review of the Statement and its implementation in the school;
- (ii) a performance measurement exercise and;
- (iii) actions for improvements in the appropriate plan.

Employee absence statistics (i.e. non-confidential) for the purposes of performance measurement are kept by the Finance Officer/Secretary

3.32.3 **The Health and Safety Officer** is responsible for external audit of the management of health and safety in the school.

Signed: Will Swann Chair of Governors

Date 3<sup>rd</sup> March 2015