



Hanson Policy for School Staff

# A Whole School Health and Safety Policy

Hanson has adopted the PACT HR recommended model procedure as agreed by Trade Unions.

Approved by the governing body: March 2018

To be reviewed: March 2019

Signed on behalf of the governing body:

## **The Policy**

### **1.0 STATEMENT OF HEALTH AND SAFETY POLICY**

Hanson School is committed to providing safe and healthy conditions for pupils, staff and visitors and to the compliance with all relevant health and safety legislation.

The Governing Body accepts the responsibilities of the employer and will provide adequate resources to implement this policy.

The Board of Management accept that health and safety is an integral part of all activities and believes that the only effective approach to injury, ill-health and loss prevention is one based on the active participation of everyone and the systematic identification of hazards and the assessment and control or risk.

Appropriate health and safety standards will be applied to all activities and deviations from these will not be tolerated. Any uncertainty regarding health and safety is to be raised through normal management channels and where necessary specialist advice and assistance will be obtained.

## 2.1 GENERAL RESPONSIBILITIES

### **2.1 The Governing Body is responsible for ensuring that:**

- ☑ A health and safety policy is prepared
- ☑ Staff functions are set
- ☑ Staff are aware of what is expected of them
- ☑ Staff are competent to meet these expectations

## 2.2 HEADTEACHER

### **The Headteacher is responsible to the Governing Body for ensuring that:**

- ☑ Hazards are identified and that the significant risks are assessed.
- ☑ Relevant health and safety legislation is identified
- ☑ Arrangements are made and implemented to control the significant risks and comply with the relevant health and safety legislation
- ☑ The arrangements are recorded in the health and safety policy.
- ☑ The arrangements are monitored to ensure they are working.
- ☑ Staff are capable of dealing with the health and safety requirements of their work.
- ☑ Any problems in achieving the intentions of the school's general statement of health and safety policy are reported to the Governing Body
- ☑ Specialist help and assistance are obtained where necessary.
- ☑ The results of health and safety monitoring are reported to the Governing Body along with details of any major injuries to staff or pupils.

The Headteacher has delegated overall formulation, implementation, development and regular review of the Health and Safety Policy to the Business Manager.

## 2.3 TEACHERS AND ANCILLARY STAFF

### **Teachers and Ancillary Staff are responsible to the Headteacher for:**

- ☑ Taking reasonable care for their own health and safety and that of others who may be affected by their actions or commissions.

2.4 Co-operating with the management of the school to implement and requirements of health and safety legislation and the school's Health and Safety Policy.

2.5 Using all equipment and substances in accordance with training and instructions received and following the systems of work and procedures detailed in the arrangements section of the school's Health and Safety Policy.

2.6 Not misusing anything provided in the interests of health and safety.

2.7 Reporting to the Headteacher or delegated office any health and safety matter they cannot deal with themselves or any shortcomings they consider in the health and safety arrangements.

## 2.4 HEALTH AND SAFETY CONSULTANTS

### **Are appointed by statute and are responsible in providing assistance with:**

- ☒ The identification of hazards and relevant health and safety legislation.
- ☒ The assessment of risks and devising and implementing of measures to control the risks and comply with health and safety legislation.
- ☒ The monitoring of the health and safety arrangements by carrying out an annual inspection of the school and preparing a report for consideration by the Governing Body and Headteacher.

Personnel Services of Bradford County Council are the competent persons who provide this consultancy service for Hanson School.

### **3.1 GENERAL HAZARDS**

Workplace accommodation standards are regulated by the Workplace (Health, Safety and Welfare) Regulation 1992. It is the policy of the school to comply with the standards for cleanliness; overcrowding, temperature, ventilation and lighting are detailed in these regulations and Approved code of Practice. In particular Staff shall ensure that areas are not overcrowded and that furniture and equipment is arranged to allow unobstructed passage to all areas and exit doors.

Step stools, step ladders and ladders are provided and must be used where necessary to reach above head height. Staff are to inspect these before use and report any defect to the Business Manager. Staff are not to use chairs, boxes or similar items and are not to climb up the face of cupboards or storage racks.

In general, heavy items should be stored low down to reduce the risk of injury from falling and handling. Filing cabinet drawers shall not be overloaded and staff must not open more than one drawer at once as this presents a toppling hazard. Desk and cabinet drawers are to be closed immediately after use and not left open.

Damaged or defective furniture and equipment is to be reported to Amey. Also any sharp edged which may cause injury or damage to clothing must also be reported.

Care is necessary when using doors, particularly those without viewing panels. Doors must not be opened without regard for someone coming from the opposite direction.

A high standard of housekeeping is expected to reduce the risk of accidents. Furniture and equipment shall be kept tidy and not allowed to pile up so as to cause a toppling hazard. Unwanted items to be cleared out and not allowed to accumulate in such ways as to congest the working areas.

Specific attention is to be given to avoid slipping and tripping hazards such as trailing cables, damaged floor covering and slippery floor surfaces. Staff are expected to rectify these situations where possible or report them to Amey.

### 3.2 MACHINERY AND ELECTRICAL EQUIPMENT

Staff shall not attempt repairs or make modifications to machinery other than those normally associated with daily operations. Any defects or malfunctions to be reported to the Business Manager.

In DT areas, the Curriculum Leader is responsible for ensuring the advice given in the Health and Safety Handbook is followed.

Electrical systems and equipment are subject to the Electricity at Work Regulations 1989. Amey is responsible for ensuring that the fixed electrical installation is inspected and tested every 5 years. Amey is responsible for ensuring that any alterations or extensions to the installation are carried out by competent electrical contractors. Amey is responsible for ensuring that all electrical equipment is PAT tested annually.

All electrical equipment used in the school (including pupils' equipment) shall be inspected and where necessary tested in order to identify any faults which require maintenance to prevent danger. Amey employs specialist contractors are employed for this purpose and the records of these inspections.

Staff are alerted to the dangers of defective wiring and equipment and of the need to report any defects found or suspected. All plugs used in the school shall be to BS 1363 with semi-insulated pins.

It is essential that where portable electrical equipment is used outdoors a residual correct device (RCD) be used to reduce the risk of a serious electric shock. Staff are instructed to use RCD adapters if one is not fitted into the fixed wiring and to cease using any equipment which causes the RCD to trip.

### 3.3 FIRE HAZARDS

The Local Fire Brigade carries out inspections of the school. It is the policy of the school to implement all the recommendations from these inspections. Amey and Senior Leaders are required to participate actively with the Fire Brigade during these inspections and ensure that any necessary remedial work is carried out.

**The Business Manager is also responsible for ensuring that arrangements for the following are in place:**

- ☑ Fire prevention procedures
- ☑ Evacuations procedures
- ☑ Staff training procedures
- ☑ Evacuation practices
- ☑ Tests and maintenance of fire alarms and emergency lights
- ☑ Maintenance of fire extinguishers.

### 3.4 SUBSTANCES HAZARDOUS TO HEALTH

The Control of Substances Hazardous to Health Regulations 2002 (COSHH) applies to school activities which involve hazardous substances. The Business Manager is responsible for implementing the following measures.

It is the policy of the school to only use substances hazardous to health where non-hazardous substitutes are not capable of producing the required results.

All substances used in the school are recorded in the COSHH record table and are classified and dealt with as below:

☐ **CLASS 1** These substances are not hazardous to health (i.e. no hazard warning label indicating toxic, harmful, corrosive or irritant and no occupational exposure limit assigned by HSE). These require no further action under the COSH Regulations, other than the use as directed by the manufacturer.

☐ **CLASS 2** These substances are hazardous to health, but used in very small quantities and in such ways (e.g. Tippex) that the risks to health are assessed as insignificant, requiring no further action under the COSHH Regulations other than to use as directed by the manufacturer.

☐ **CLASS 3** These substances are hazardous and the risks to health could be significant. The risks will have to be assessed and the necessary control measures devised and communicated to the persons involved before use. These assessments are recorded and kept with the COSHH Record Table, with the exception of the following which have been done centrally and are adopted by the school.

### SCIENCE

It is the policy of the school to use only the substances and methods as prescribed by CLEAPSS for Science lessons. All substances are stored so as to prevent unauthorised access and they are only used in accordance with the instructions given in the CLEAPSS Hazards. The central assessments done by CLEAPSS are therefore valid and it is concluded that the risks to health are adequately controlled.

### 3.6 MANUAL HANDLING OPERATIONS

If heavy objects are required to be moved, the teaching staff should contact the Business Manager who will advise the caretakers if their needs. The caretakers have special equipment to assist them.

### 3.7 DISPLAY SCREEN EQUIPMENT

It is the school policy to ensure conditions of minimum glare and flicker are maintained for all using visual display units. Those, whose use exceeds one hour continually, are entitled to free eye tests. The Business Manager is in charge of the records of these tests and should be referred to if anyone has a problem.

### 3.8 SMOKING

Smoking is banned at Hanson by law.

### 3.9 FIRST AID

The School has several persons trained in First Aid. Those requiring assistance should go to or telephone the School Nurse in the Medical Room.

### 3.10 INJURY REPORTING

All injuries to pupils or staff should be reported as soon as possible to the Medical Room where the Accident Book is kept. It must be filled in on all occasions. The Business Manager is in charge of the system.

### 3.11 PE HAZARDS

All equipment in the gym and sports hall is checked and serviced on an annual basis. PE staff should ensure that safety procedures are employed at all times, particularly when equipment is in use. Any defects in equipment, or hazards in PE areas should be reported to the Business Manager immediately.

### 3.12 IONISING RADIATION AND RADIOACTIVE SUBSTANCES

It is the school's policy to maintain good handling practice and all regulations connected with this section. All sources are stored in a metal, lockable cupboard on which are suitable warning signs. The sole key holder is the Head of Physics.

### 3.13 SCHOOL OUTINGS/TRIPS

All staff intending taking pupils out of school on outings or trips should ask the Business Manager for the necessary forms. These must be filled in and returned to the Head's Secretary for his approval. The school follows Bradford's recommendations which are included in the literature which is available to staff when they request application forms.

### 3.14 CONTRACTORS

All contractors working in the school or grounds are under the direct supervision of the Business Manager who will ensure that all regulations concerning asbestos, safety to workers and safety to the public (including staff and pupils) are adhered to. All contractors and their employees must report to the Business Manager prior to starting and when finishing their work, and should ensure that their work activities are carried out by competent employees and in a safe manner.

### 3.15 ENGINEERING INSPECTIONS

These are carried out on a regular basis and are the responsibility of the Business Manager.

### 3.16 STATUTORY NOTICES

These are available from Bradford City Council and are clearly placed for all to see. The Business Manager frequently checks the notices.

### 3.17 MONITORING AND REVIEW ARRANGEMENTS

All H&S procedures are the responsibility of the Business Manager, and are monitored and reviewed regularly.

### 3.18 HOUSEKEEPING

Hanson School cleaning staff undertake the general cleaning of the school, but all staff should ensure that good housekeeping is maintained throughout their areas, in particular:

- ☑ All walkways, gangways, exit routes, fire exits etc are kept clear at all times.
- ☑ Any substance or material which is likely to cause a slip or a fall is removed.
- ☑ Items are stored correctly and safely without risk to people.

### 3.19 HEALTH AND SAFETY COMMITTEE

Shall be selected which will include: Governing Body Representative, Representative from Faculties, School's nominated Representative.