



The William Henry Smith School & Sixth Form Health and Safety Policy

Policy Details

Status:	In-house
Frequency of review:	Annually
Lead member of staff:	Caroline Booth
Last reviewed:	Autumn 2023
Next Review Date:	Autumn 2024
Policy Number:	WS 18

1.0 Introduction

This policy covers staff, students, visitors and other users of the premises. It aims to show how the Governors and Executive Principal discharge their duties under the Health and Safety at Work etc Act 1974.

The Leadership Team of the School and the Governing Body are committed to ensuring the Health and Safety of everybody involved in the school. We aim to:

- Ensure that all reasonable steps are taken to ensure the health, safety and welfare of users of the premises and all participants in school trips.
- Establish and maintain safe working procedures for staff and students.
- To provide and maintain safe school buildings and safe equipment for use in school
- Develop safety awareness, by appropriate training if necessary, amongst staff, students and others who help in school.
- Formulate and implement effective procedures for use in the event of fire and other emergencies.
- Investigate accidents and take steps to prevent a re-occurrence.

2.0 Roles and Responsibilities

The **Board of Governors** has control of the school. They will:

- Decide policy.
- Give strategic guidance.
- Monitor and review health and safety issues.
- Ensure adequate resources for health and safety are available.
- Take steps to ensure plant, equipment and systems of work are safe.
- Ensure that the school provides adequate training, information, instruction, induction and supervision to enable everyone in the school to be safe.
- Maintain the premises in a condition that is safe and without significant risk.
- Provide a working environment that is safe and healthy.
- Provide adequate welfare facilities for staff & students.
- In their critical friend role, maintain an interest in all the health and safety matters.
- Review and monitor the effectiveness of this policy.

The **Head of School** is responsible for the day to day running of the school. (There will be some of the below which may be relevant to the Head of Central Services role dependant of your school structure)

- Promote a positive, open health and safety culture in school
- Report to Governors on key health and safety issues
- Seek advice from other organisations or professionals, such as the Health and Safety Executive, safety advisers etc. as and when necessary
- Ensure that all staff co-operate with the policy
- Devise and implement safety procedures
- Ensure that risk assessments are reviewed on an annual basis
- Ensure relevant staff have access to appropriate training
- Meet with the Facilities Manager every week to ensure any building/grounds issues are dealt with in a timely manner

The **Head of Central Services and Head of Corporate Compliance** within the school will support the Head of School in their role. They will:

- Ensure risk assessments are accurate, suitable and reviewed annually
- Deal with any hazardous practices, equipment or building issues and report to the Head of School if they remain unresolved
- Provide a good example, guidance and support to staff on health and safety issues
- Carry out a health and safety induction for all staff and keep records of that induction
- Keep up to date with new developments in Health and Safety issues for schools

- Carry out investigations into accidents and produce reports / statements for any civil or criminal action which may arise
- Ensure any contractors on site are competent in health and safety matters

The **Head of Central Services and Head of Corporate Compliance** is responsible for day-to-day maintenance and other buildings / grounds issues. They will:

- Ensure that any work that has health and safety implications is prioritised
- Report any concerns regarding unresolved hazards in school to the senior management team immediately
- Ensure that all work under their control is undertaken in a safe manner
- Carry out a daily check of the grounds and building to spot any disrepair or other hazards such as broken glass etc. in the play areas
- Ensure that all cleaning staff are aware of safe working practices, especially regarding reporting of hazards, the use of hazardous substances and manual handling
- Carry out a weekly test of the fire alarm
- Ensure all contractors are 'inducted' and shown the relevant risk assessments, asbestos records and are made aware of any fragile roofs or other hazards in the areas where they will be working
- Fully co-operate with health and safety arrangements during larger building projects

All School Staff will:

- Read the Health and Safety Policy
- Comply with the School's health and safety arrangements
- Take reasonable care of their own and other people's health and safety
- Leave the classroom / playground / office/ kitchen in a reasonably tidy and safe condition
- Follow safety instructions when using equipment
- Supervise students and advise them on how to use equipment safely.
- Report practices, equipment or physical conditions that may be hazardous to their line manager and/or the appropriate member of staff
- Follow the accident reporting procedure (which is a separate document)
- Contribute to and highlight any gaps in the school's risk assessments

In accordance with the school rules and procedures on discipline, **Students** will:

- Follow safety and hygiene rules intended to protect the health and safety of themselves and others
- Follow safety instructions of teaching and support staff, especially in an emergency

3.0 Arrangements

First aid boxes are located at strategic points around the School. All employees will be shown the location of the nearest first aid box and will be given the names of the designated first aid personnel. This information is also displayed on schools notice boards.

All injuries, however small, sustained by a person in school must be reported to their line manager and the accident recorded on SID. Accident records are crucial to the effective monitoring of health and safety procedures and must therefore be accurate and comprehensive. The Head of Central Services and Trainee School Business Manager will inspect the accident book on a regular basis and all accidents will be

investigated and a report prepared, with any necessary action being taken to prevent a recurrence of the problem.

Administration of Medicines

- Medication is only administered to students when the parental consent form has been completed.
- The medicine will be administered by 2 trained members of staff for each student and appropriate records kept.
- Medicines are only administered during school time when they have been prescribed by a child's GP or other relevant medical professional.
- Medicines are kept in a locked cupboard in the office in each house.
- The only exceptions to this are asthma medication and 'EpiPens' (following discussion with parents) which may be kept in appropriate locations, out of the reach of other students, as appropriate.
- The doses administered during the school day are to be kept to the minimum, e. g. a course of antibiotics requiring four doses a day - only one dose (lunchtime) will normally need to be administered at school.
- School to have procedures in place for each student detailing times and quantities of any medication given or food if applicable.

Asbestos Management

- WHSS will ensure that they are managing asbestos following latest legislation.
- PAMP (premises asbestos management plan) in place and monitored and reviewed by site manager and Head Teacher on a regular basis.
- All staff have been made aware of the location of any asbestos in school.
- All contractors must sign the VC1 form to say they have seen the PAMP before starting work on site.

Control of Hazardous Substances

- The use of hazardous substances in school will be kept to a minimum.
- The Corporate Compliance Officer (with appropriate support from senior managers) will complete a COSHH assessment for all hazardous substances used on site.
- Training will be provided for staff.

Display Screen Equipment

- For members of staff with 'desk-based jobs' the school's procedure for carrying out workstation self-assessments on an annual basis will be followed.
- For members of staff provided with portable devices (e.g. laptops, tablets) staff will be issued with the current Council guidance on their use.

Educational Visits

- All off site trips will be subject to following WHSS outdoor education policy which includes guidance on risk assessment requirements, authorisation and the advice of the Council's Educational Visits Adviser.

Electrical Testing

- All items of portable electrical equipment in school are inspected and checked annually

First Aid Provision

- The school has carried out a first aid risk assessment to ascertain the required number of first aiders and the location / number of first aid kits.
- Portable first aid kits are taken on educational visits.
- If the risk assessment dictates that it is necessary, a qualified first aider will be available.
- The school has 2 defibrillator machines on the school playground. There are a number of staff trained in the use of defibrillator machines who are identified on the first aider posters.

Food Technology

- Cooking equipment including ovens and hobs will only be used if fire precautions and appropriate risk assessments are in place.
- Staff must be satisfied that the tasks undertaken are appropriate for the students concerned.
- Close supervision will be appropriate for riskier parts of the cooking process, i.e. taking food in or out of hot ovens.

Design Technology and Science – see risk assessment

Farm – see risk assessment

Legionella

- Glisten Water provides advice and has assisted with the preparation of the school's Legionella risk assessments and also sample water as per the risk assessment

Lifts

- Lifting equipment not used to lift people is inspected once a year.

Manual Handling

- Lifting and moving objects should always be done by mechanical devices rather than manual handling wherever reasonably practicable. The equipment used should be appropriate for the task at hand.
- The load to be lifted or moved must be inspected for sharp edges and wet patches.
- When lifting or moving a load with sharp or splintered edges, gloves must be worn.
- The route over which the load is to be lifted should be inspected to ensure it is free of obstructions.
- Employees should not attempt to lift or move a load which is too heavy to manage comfortably. Employees should ask for assistance if there is any danger of strain.
- When lifting an object off the ground, employees should assume a squatting position, keeping the back straight. The load should be lifted by straightening the knees, not the back.
- Employees should not attempt to obtain items from shelves which are beyond their reach. A ladder or stepping stool should be used. Employees should not use chairs or any makeshift device for climbing and should never climb up the shelves themselves.

Playground Equipment

- Playground equipment and its use is supervised during all breaks during the school day.
- If the equipment is used during lesson time supervision is again maintained.
- A decision is made, recorded and enforced if inclement weather (damp / icy) means that equipment becomes unsafe to use on a particular day.
- Equipment is checked on a regular basis, issues recorded and actioned in a timely manner.

Playground Supervision ([link to playground RA](#))

- Appropriate levels of supervision will be maintained in playgrounds as described in the playground risk assessment

Pregnant Members of Staff

- The WHSS procedures for pregnant members of staff will be followed, including carrying out a 'Pregnancy Risk Assessment'.

Risk Assessment

- The school maintains a comprehensive set of risk assessments that cover curriculum based activities in school; school visits and the running of the school building and grounds.
- They are all available on the school central server/ drive/folders for staff to inspect and refer to as necessary.
- The management team will take steps to ensure that appropriate staff are aware of the risk assessments appropriate to their role and will monitor compliance with control measures specified in the risk assessments.
- All risk assessments are reviewed on an annual basis (except risk assessments for school trips which should be reviewed each time the trip takes place)

Inclement weather/snow and Ice

- A plan has been produced outlining the main pedestrian routes that the site staff will strive to keep open during snowy and icy conditions.
- If it becomes impossible to keep these routes clear the Head of School is informed immediately and this information contributes to any decision to close the school.

Supervision of Students

- Sensible, safe behaviour will be promoted to students by all members of staff.
- Dangerous or risky behaviour displayed by students will be addressed and dealt within the school rules.
- Students will only be allowed into or stay in classrooms under adult supervision.
- Appropriate supervision of cloakrooms and toilet access will be in place at busy times.

Training

- Health and Safety Training Needs are assessed as part of individual's annual review.
- Training needs may also be identified as part of a risk assessment process.

Violence at work / Lone Working

- A risk assessment has been carried out for violence at work and lone working - separate policies and procedures are in place.

Working at Height

- Working at heights risk assessments have been completed for the school.
- Appropriate record keeping and safe systems of work are kept in the working at heights file.

- All site/caretaking staff who undertake working at heights have been on a half day training course.
 - Teaching and other staff who assist in putting up displays in school have been given appropriate in-house training and advised that they must:
 - Use appropriate access equipment - step ladders, kick stools etc.
 - Wear flat shoes whilst putting up displays
 - Not climb on furniture to put up displays
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4.0 Fire Safety and Evacuation of the Building

- Fire exits have appropriate signage.
- Plans showing exit routes are displayed by the door of each classroom/house/office.
- Fire drills are carried and documented by Head of Support Services.
- Evacuation times and any issues which arise are reported to the Governors.
- Fire extinguishers are checked annually by ABC Fire Protection.
- Fire monitoring and alarm systems are checked as per guidance.
- A separate fire safety policy and risk assessment has been produced.
- The Fire Risk Assessment are reviewed by the Head of Support Services on an annual basis.

Accidents

The details of all accidents entered in the Accident Book are reviewed regularly to identify causation factors/trends etc.	Yes		Maintain and monitor existing controls.	
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Claims

All claims are investigated to determine any appropriate actions that can be implemented to minimise the likelihood of a recurrence.	Yes		Maintain and monitor existing controls.	
The details of any claim is passed to the Employers' Liability Insurers.	Yes		Maintain and monitor existing controls.	

Consultation with Employees

The employer has made suitable consultation arrangements with employees on health and safety issues, as required by the Health and Safety Consultation with Employees Regulations.	Yes		Maintain and monitor existing controls.	
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Enforcement

CURRENT CONTROLS	YES	NO	ACTION RECOMMENDED	PRIORITY
Properly marked first aid boxes are located around the school, these are checked and restocked on a regular basis.	Yes		Maintain and monitor existing controls.	
A number of employees have been trained as First Aiders and are appointed to administer immediate first aid treatment if required.	Yes		Maintain and monitor existing controls.	
Notices detailing the arrangements for first aid are displayed in prominent positions within the school.	Yes		Maintain and monitor existing controls.	
Notices detailing the arrangements for first aid are displayed in prominent positions within the establishment.	Yes		Maintain and monitor existing controls.	
The information contained on the current first aid notices is up to date.	Yes		Maintain and monitor existing controls.	

General Risk Assessments (subsequent years)

All assessments in the Risk Manager were validated at the time of the visit.	Yes		Maintain and monitor existing controls.	
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Health and Safety Policy and Management System

An adequate Health and Safety Policy and Management System has been prepared.	Yes		Maintain and monitor existing controls.	
An up to date Health and Safety Policy and Management System has been prepared.	Yes		Maintain and monitor existing controls.	
Responsibilities for Health and Safety have been issued to Management.	Yes		Maintain and monitor existing controls.	
The Health and Safety Management System has been fully implemented within the workplace.	Yes		Maintain and monitor existing controls.	
The Health and Safety Policy and Management System for the School is current and up to date.	Yes		Maintain and monitor existing controls.	
The Health and Safety Policy Statement is prominently displayed.	Yes		Maintain and monitor existing controls.	

Legionella

The employer has implemented suitable control measures to ensure the risk(s) associated with Legionella are adequately controlled including the annual disinfection of the water system.	Yes		Maintain and monitor existing controls.	
A 'Legionellosis' risk assessment has been completed.	Yes		Maintain and monitor existing controls.	

CURRENT CONTROLS	YES	NO	ACTION RECOMMENDED	PRIORITY
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Managing the Risk from Asbestos in Workplace Premises

All necessary persons have been informed of the results of the assessment.	Yes		Maintain and monitor existing controls.	
A management plan has been drawn up to control the potential risk of exposure.	Yes		Maintain and monitor existing controls.	
The condition of the asbestos containing material is regularly monitored.	Yes		Maintain and monitor existing controls.	
An assessment/survey has been undertaken to establish asbestos in the premises. This includes a written location plan of suspect material.	Yes		Maintain and monitor existing controls.	

Monitoring

The standards of health and safety are regularly monitored and detailed records kept.	Yes		Maintain and monitor existing controls.	
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New and Expectant Mothers

The employer has made suitable arrangements to assess the risks for any new or expectant mothers at work.	Yes		Maintain and monitor existing controls.	
If the risks to a pregnant worker or her child cannot be reduced to an acceptable level, she is suspend from work on paid leave for as long as necessary.	Yes		Maintain and monitor existing controls.	
Once the initial assessment has been carried out, it is reviewed and updated to ensure that it remains relevant throughout the pregnancy and/or period of breast feeding.	Yes		Maintain and monitor existing controls.	

Repairs, Maintenance and Adjustments

The employer has reviewed all activities involving repairs, maintenance and adjustments and any hazards associated with these tasks are adequately controlled.	Yes		Maintain and monitor existing controls.	
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Specific Risk Assessments

Specific risk assessments for all school trips are completed and retained on file.	Yes		Maintain and monitor existing controls.	
Employees that work nights have been offered a Night Workers Assessment.	Yes		Maintain and monitor existing controls.	

CURRENT CONTROLS	YES	NO	ACTION RECOMMENDED	PRIORITY
Specific risk assessments as required by legislation have been completed.	Yes		Maintain and monitor existing controls.	

Statutory Notices etc

Adequate welfare facilities are provided and maintained for both male and female employees.	Yes		Maintain and monitor existing controls.	
Suitable facilities are provided to enable employees to sit and obtain a hot drink/heat meals away from their main place of work.	Yes		Maintain and monitor existing controls.	
The School has displayed all the required statutory notices in prominent positions.	Yes		Maintain and monitor existing controls.	
All the 'Health and Safety Law' posters displayed are current.	Yes		Maintain and monitor existing controls.	

Training

The employer has identified the health and safety training needs for each of the employees, has arranged for the relevant training to be carried out and has maintained accurate individual training records.	Yes		Maintain and monitor existing controls.	
The training records are regularly reviewed to identify any additional training needs or refresher training where appropriate.	Yes		Maintain and monitor existing controls.	

Welfare

CURRENT CONTROLS	YES	NO	ACTION RECOMMENDED	PRIORITY
The rest room facility affords segregation between smokers and non-smokers.	Yes		Maintain and monitor existing controls.	

Windows and Other Transparent Surfaces in Walls, Doors or Partitions

The School has undertaken a survey of the glazing to ensure it meets the requirements of the Workplace (Health, Safety and Welfare) Regulations and to ensure personal safety.	Yes		Maintain and monitor existing controls.	
All windows, doors and other transparent surfaces are either made of safety material or are suitably protected against breakage.	Yes		Maintain and monitor existing controls.	

