

Birkdale High School



Birkdale
High School

Aspire - Thrive - Succeed

Health & Safety Policy



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Birkdale High School **Attendance Policy**

Date of Policy: November 2016

Review date: November 2019

Members of staff responsible: Health and Safety Officer and Health and Safety Committee

Other Relevant Staff

Headteacher: Mr Gil Bourgade

Health and Safety Officer: Mrs Judith Smith – Finance & Business Manager

Health and Safety Governor: Mrs Rebecca Pickett

Site Manager: Mr Paul Woodman

Aims of the Policy

To safeguard the health, safety and welfare of staff, students and visitors in Birkdale High School. All aspects of the school, whether physical structures or patterns of human behaviour, should be subject to this criterion. There should therefore be an understanding of what things or behaviour patterns would create the risk of harm. There should also be knowledge of procedures to lessen or eliminate that risk. The greater number of standard procedures that there are in place and known by all personnel, the better equipped everyone is to remain safe from harm.

Legal context

The Health and Safety at Work Act 1974 states that:

“It shall be the duty of every employee while at work:

- To take reasonable care for the health and safety of themselves and of any other persons who may be affected by their acts or omissions at work and
- As regards any duty or requirement imposed on the employer or any other person by or under any of the relevant statutory provisions, to co-operate with him/her so far as it is necessary to enable that duty or requirement to be performed and complied with.”

It also states that:

“No person shall intentionally or recklessly interfere with or misuse anything provided in his interest for safety or welfare in pursuance of any of the relevant statutory provisions.

Objectives

The objectives of this policy are to:

- provide adequate control of the health and safety risks arising out of our activities
- consult with employees on matters affecting their health and safety
- provide and maintain safe plant and equipment
- ensure safe handling and use of substances
- provide information, instruction and supervision for employees

- ensure all employees are competent to do their tasks, and to give them adequate training
- prevent accidents and cases of work-related ill health
- maintain safe and healthy working environment
- establish and maintain safe working procedures in school;
- ensure all people on site are aware of their own responsibilities for Health and Safety;
- have effective procedures for dealing with evacuation from the buildings in cases of emergency;
- make sure all procedures to be followed in case of accidents, including first-aid, are known to all within school;
- ensure Heads of Departments are aware of and comply with relevant Health and Safety regulations pertaining to their work, and have procedures to deal with the regulations, especially in Art, ICT, PE, Science and Technology and that all members of staff are responsible for ensuring students follow these rules.

Responsibilities

The ultimate responsibility for Health and Safety matters rests with the **Governing Body** who shall ensure that appropriate regulations are complied with. At each Governors' Safeguarding and Environment Committee meeting, health and safety issues raised at the staff Health and Safety Committee level will be shared with Governors.

The **Headteacher** is responsible to the Governing Body for ensuring the daily health and safety of all personnel on site. He should ensure that:

- All staff are aware of Health and Safety measures to be followed in general and specific areas
- All staff recognise their responsibility to make students aware of fire, hygiene and first-aid requirements and emergency exit procedures for all areas of school
- Adequate training and time is given to staff to fulfil their duties
- Any unsafe procedures or hazards are reported immediately and staff are aware of systems of reporting;
- Health and Safety matters are regularly reviewed at leadership level
- A report is made to the Governing Body from time to time on such matters
- Staff and students are aware that they are expected to exercise personal responsibility both for their own safety and for that of people around them observe the safety rules of the school and not to misuse, or interfere with any instruction or item provided for their safety.

The **Health and Safety Officer** is responsible for:

- Liaison with other agencies for Health and Safety advice
- Reporting to the Headteacher on a regular basis and on any specific matters which need his attention
- Collation and monitoring of all risk assessments within the school
- Informing other personnel of Health and Safety information as appropriate

The **Health and Safety Committee** will meet at least once each term and is responsible for:

- Regular discussion of all Health and Safety issues within the school, enabling the schools representatives (The Health and Safety Officer and Health and Safety Governor) to consult with staff representatives
- Promoting good practice within the school
- Seeking the views of staff, students, parents and any other relevant parties
- Monitoring working practice within the school

The committee will include the Health and Safety Governor, the Health and Safety Officer, the Site Manager, and at least 3 staff representatives. All Trade Unions representing employees are entitled to have a representative on the Committee and are encouraged to do so.

All **staff** are expected to:

- Follow safe working procedures generally.
- Know and observe special circumstances relating to their own areas
- Supervise students when they are in their care
- Know the procedures in respect of emergency exit and first-aid and to carry them out

- Report any matters they perceive as constituting potential or actual danger to the relevant person and to effect immediate control measures pending remedial actions
- Co-operate with managers and co-ordinators 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

All **students** are expected to:

- Follow the instructions of staff with regard to Health and Safety
- Report any matters they perceive as constituting potential or actual danger

All visitors and contractors who are on site for such time that they are involved in the regular procedures of the school are expected to follow any instructions given to them by staff with regard to Health and Safety matters.

Risk Assessment

All members of the school community are responsible for assessing the risks involved in any activity they undertake. It is particularly important when working in new locations, planning new activities or using new equipment.

Risk assessment will take place regularly within school and be updated whenever necessary. Risk assessment pro-forma and guidelines are available on the Staff Shared Area. A risk assessment pro-forma is attached to this policy – see Appendix A.

Arrangements for health and safety risks arising from work activities

- Risk assessments will be undertaken by any member of staff undertaking an activity.
- The findings of the risk assessment will be reported to their direct line manager.
- Action required to remove/control risks will be approved by the Health and Safety Officer.
- Line Managers will be responsible for ensuring the action required is implemented.
- The Health and Safety Officer will check that the implemented actions have removed/reduced the risks.
- Assessments will be reviewed every Year or when the work activity changes, whichever is the soonest.

Environment

Ensuring the working environment is clean and tidy is an integral part of Health and Safety. Everyone is responsible for contributing to the tidiness of the school, particularly in their working area. All personnel should report issues of cleanliness which may contribute to bad working conditions. Heads of Department are responsible for ensuring that equipment used in their areas is in safe working condition. Individual members of staff should be satisfied that equipment used by them is not faulty or damaged.

Security

Immediately upon arrival on the school premises, all visitors, including ex-students, workmen or Sefton officials must report to Reception or the General Office. All staff should be aware of the need to be vigilant for unauthorised persons on school premises. It is everyone's responsibility to question the presence of a stranger, either directly or by reporting their presence to a senior member of staff. Usually they have a good reason for being on site and a polite enquiry or offer of help is always accepted without offence by legitimate visitors. During school holidays, staff must always check with the caretaker before opening any locked outer doors to ascertain whether the alarm system is operational and should always close and lock all doors and windows when leaving an area.

Emergencies

See the separate **Emergency Procedures Policy** for procedures in the event of a fire or other emergency. All fire-fighting equipment is checked annually. It is a criminal offence to tamper with fire equipment. Any equipment which appears faulty should be reported immediately to the Site Manager or Business & Finance Manager.

Accidents

When an accident occurs and the injured party needs first aid and can be moved, s/he should be taken to the nearest First Aider. If the person cannot be moved, the nearest First Aider should be contacted – either directly, or via Reception. Lists of staff who are First Aiders are displayed around the school. The First Aider will assess the injury and where possible will administer the required treatment. All details of the incident must be entered on an incident report form and forwarded to Reception immediately. In most cases the person will be deemed fit enough to continue with their school day. Where an injury is more serious a senior manager may need to give authorisation for the person to leave the site to go home or to seek further treatment. In the case of a student, authority should be sought from his Head of Year to send the student home. (A member of the School Office Staff will then contact the student's parents and request them to collect their son.) In some cases, it may be necessary to telephone for an ambulance.

An incident report form must be completed for all incidents and accidents. The completed form must be given to Reception within twenty four hours of the incident taking place.

HSE RIDDOR Form F2508 – 'Report of an Injury' must be completed for all accidents which are reportable under RIDDOR i.e. reportable major injuries such as fractures, accidents resulting in death, accidents which prevent the person from attending to their normal work for more than seven days (not counting the day of the accident).

Accidents must be recorded, but not reported, where they result in a worker being incapacitated for more than three days.

Where a student has received a blow to the head, however minor, contact must always be made with their parents to advise them of the injury. This must be done even when a student feels well enough to remain in school for the rest of the day. In the case of an adult, judgement must be applied according to the circumstances as to whether notification to parties outside school is necessary.

Further guidance is available at: <http://www.hse.gov.uk/riddor/index.htm>

Control of Hazardous Substances and Equipment

Heads of Science, Art, P.E. and Technology, the Site Manager and the Catering Manager have particular responsibilities and have knowledge of hazardous substances and equipment and working conditions in their areas. They should produce policies for the correct use of equipment, using risk assessment techniques and should update these as necessary. If help is required, the Health and Safety Officer should be consulted. All staff and students should be made aware of these risks.

Arrangements for safe equipment

- Heads of Department will be responsible for identifying all equipment needing maintenance.
- The Head of Department will be responsible for ensuring effective equipment maintenance procedures are drawn up.
- The Health and Safety Officer will be responsible for ensuring that all identified maintenance is implemented.
- Any problems found with equipment should be reported to The Health and Safety Officer.
- Heads of Department will check that new plant and equipment meets health and safety standards before it is purchased.

Arrangements for safe plant/general equipment

- The Site Manager is responsible for identifying all plant/general equipment needing maintenance.
- The Site Manager is responsible for ensuring that maintenance timetables are drawn up.
- The Site Manager and the Health and Safety Officer will be responsible for ensuring that all identified maintenance is implemented.
- Any problems found with plant/general equipment should be reported to the Site Manager or the Health and Safety Officer.
- The Site Manager will check that new plant/general equipment meets health and safety standards before it is purchased.

Arrangements for the safe handling and use of substances

- The Head of Department will be responsible for identifying all substances which need COSHH assessment.
- The Head of Department will be responsible for undertaking COSHH assessments.
- The Head of Department will be responsible for ensuring that all actions identified in the assessments are implemented.
- The Head of Department will be responsible for ensuring that all relevant employees are informed about the COSHH assessments.
- The Head of Department will check that new substances can be used safely before they are purchased.
- Assessments will be reviewed every year or when the work activity changes, whichever is soonest.

Further information is available at: <http://www.hse.gov.uk/coshh/basics.htm>

Electrical Issues

Members of staff should be aware of the dangers of trailing cables, split or damaged plugs or cables, overloaded sockets etc. The Site Manager will check equipment for faults and minor electrical equipment will be regularly 'PAT' tested in accordance with recognised regulations. Members of staff should report faulty equipment or dangerous conditions to their Department Head, the Site Manager, or the Business & Finance Manager.

Personal Hygiene and Dress Code

All persons in school should observe a reasonable standard of hygiene and dress consistent with safety and health. It is essential that proper clothing and footwear are worn for all P.E. lessons. If protective overalls and/or equipment are provided, they should be worn. Heads of Departments should ensure that these are provided for staff as required and that students have the correct equipment/clothing necessary for Health and Safety reasons in classes.

Manual Handling

This should be undertaken with care exercised by staff and students on tasks that are safely within their competence to complete. Heavy lifting or handling should only be undertaken by trained members of staff.

Training

Staff responsible specifically for any Health and Safety aspects should be given sufficient time and training to fulfil their duties. However, lack of time is not an excuse for non-compliance with the regulations and may result in serious charges in the case of non-implementation. Staff training will take place where necessary for general and specific tasks.

Arrangements for information, instruction and supervision

- The Health and Safety Law poster is displayed and leaflets are issued by The Health and Safety Officer
- Health and safety advice is available from The Health and Safety Officer
- Supervision of young workers/trainees will be arranged/ undertaken/ monitored by the Site Manager/Heads of Department
- The Educational Visits Co-ordinator is responsible for ensuring that employees working at locations under the control of other employers, are given relevant health and safety information.

Arrangements for competency for tasks and training

- Induction training will be provided for all employees by a specialist in each area, e.g. teacher induction from Senior Leaders, Safeguarding from the Designated Person for Child Protection, Site staff from the Site Manager, etc.
- Job specific training will be provided by the employee's direct line manager
- Training records are kept on SIMS. It is the responsibility of the employee to ensure that all training is recorded. This is done through providing the relevant CPD form for the CPD coordinator (currently the Headteacher)
- Training will be identified, arranged and monitored by the CPD co-ordinator

Policy Review

The Health & Safety Policy will be reviewed every three years and a report with any recommendations will be provided to governors.

Guide to Risk Assessment

What is Risk Assessment?

Risk assessment is nothing more than a careful examination of what could cause harm to people so that you can weigh up whether you have taken enough precautions or should do more to prevent harm.

What is Risk?

Risk is the chance or possibility of danger, loss or injury. Buildings, property and people are exposed to a range of risks. The chance can be minimised or the effect limited by Risk Assessment and Management.

What is Hazard?

Hazard is something with a potential to cause harm.

What is Harm?

Harm includes death, bodily injury and damage to physical or mental health.

What is Duty of Care?

A teacher/supervisor has a Common Law Duty of Care. This means that:

- A teacher/supervisor has a duty of care for young people under their supervision.
- A higher duty is expected of teachers/supervisors as a result of their specialised knowledge.
- The age of the young person and the nature and location of the activity help to determine the degree of supervision required.

The duty of care expected is that of a reasonable, prudent and careful parent applying his or her mind to the school situation.

With reference to any civil claims of negligence made against a teacher/supervisor, an injury or damage that may not be reasonably foreseeable is deemed to be an accident. Foreseeable is defined as something that has happened in the past of which the teacher/supervisor has knowledge or something that one can visualise happening. Negligence may arise from the lack of due care. The questions likely to be asked in a court of law are:

- Was there a duty of care?
- Was there a breach of that duty?
- Did harm result directly from the failure to exercise reasonable care?

Should the answer to all three questions be “Yes”, then most probably negligence did occur.

Assessment of Risk

Please consider the following factors:

- Activity or area
- Nature of potential risk
- Who is at risk
- The severity of the risk
- The likelihood of the risk occurring
- What actions need to be taken to minimise risk.

Further guidance: <http://www.hse.gov.uk/risk/controlling-risks.htm>

Please complete the table as shown below

- Activity Briefly describe the activity e.g. Cutting using scalpel/scissors/knife.
- Area Give Room number (name) or description of location e.g. B7.
- Nature of Potential Risk

- State possible hazards e.g. self-harm, cutting, stabbing, assault
- At Risk State who is likely to be harmed e.g. All
- Severity Give a rating of how serious an injury could be using a scale from 1 to 5:
 - 5 VERY HIGH POTENTIAL FOR DEATH.
 - 4 HIGH POTENTIAL FOR A REPORTABLE INJURY.
 - 3 MODERATE, CAUSING INJURY OR DISEASE CAPABLE OF KEEPING A PERSON OFF WORK FOR THREE DAYS OR MORE, MAY REQUIRE REPORTING.
 - 2 SLIGHT, CAUSING MINOR INJURIES EG ABLE TO WORK AFTER FIRST AID.
 - 1 NO RISK.
 e.g. 4 for cutting
- Likelihood Give a rating of how likely the risk is to happen using a scale from 1 to 5:
 - 5 VERY LIKELY, ALMOST CERTAIN.
 - 4 LIKELY TO OCCUR, i.e. EASILY PRECIPITATED BY SLIGHT CARELESSNESS.
 - 3 QUITE POSSIBLE, ONLY LIKELY TO OCCUR IF CAUSED BY OUTSIDE EVENT e.g. A SLIP, OR LIGHT NOT BEING ON.
 - 2 LOW OR MINIMAL LIKELIHOOD.
 - 1 NOT LIKELY AT ALL.
 e.g. 2 for cutting
- Action to be taken State what action needs to be taken to reduce the risk

e.g. Students MUST NOT carry knives of any kind; use of cutting tools to be properly controlled and supervised with instruction in safe use including how to carry them; students should not walk around with them; cutting tools MUST NOT be used to cut hair; cutting tools to be counted out and counted back in; cutting tools to be securely stored; Appointed First Aider(s) available on site.

Activity or Area	Nature of Potential Risk	At Risk	Severity	Likelihood	Action To Be Taken
Cutting using scalpel/ scissors/ knife	self-harm, cutting, stabbing, assault	All	4	2	Students MUST NOT carry knives of any kind; use of cutting tools to be properly controlled and supervised with instruction in safe use including how to carry them; students should not walk around with them; cutting tools MUST NOT be used to cut hair; cutting tools to be counted out and counted back in; cutting tools to be securely stored; Appointed First Aider(s) available on site.

Department	
Head of Department	

Activity or Area	Nature of Potential Risk	At Risk	Severity	Likelihood	Action To Be Taken