

# **ST BARTHOLOMEW'S SCHOOL**

## **HEALTH & SAFETY AT WORK ETC.ACT 1974** **STATEMENT OF GENERAL POLICY**

**Approved by Learning Resources Committee, Spring 2010**  
**Approved by the Full Governing Body, Spring 2010**  
**To be reviewed annually**

St Bartholomew's School is committed to ensure, through all levels of management so far as reasonably practicable, that:

1. Pupils and members of the public including parents, visitors and contractors' employees, who enter our premises, are not exposed to any health and safety risks during the course of their business.
2. No work is carried out by the school or contractors that is liable to expose employees, pupils or members of the public to hazards to health, unless suitable and sufficient assessments of the risk are made and necessary measures to prevent or control the risk have been introduced.
3. All contractors are able to demonstrate that they have suitable arrangements for securing proper Health and Safety measures, including where necessary a written statement of policy.

The Governing Body of St Bartholomew's School has the ultimate responsibility for the implementation of this policy and through the Chairperson will ensure that the requirements of all Health and Safety legislation are established.

The Head Teacher is responsible for the implementation of this policy within the school. Matters that cannot be resolved at this level must be referred to the Governing Body.

The school's objectives are under the management of the Health & Safety Committee which comprises: Chair, the Headteacher and Members of Committee.

The objectives are:

1. To provide conditions and systems of work for all employees which prevent any danger to health. This requires that risk assessments be carried out as appropriate to enable hazards and risks to be identified to enable the standards of safety to be adapted and enforced.
2. To ensure that all plant and equipment is maintained properly and that none will be used when it presents any risk to the safety of the staff or the public.
3. To provide means of access and egress that are safe and without risks to health.
4. To provide comprehensive information, instruction, training and supervision, so far as is reasonably practicable, to ensure the health and safety at work of all employees and pupils.
5. To ensure that the health, safety and welfare of all employees, pupils and members of the public are under continuous review by management at all levels.
6. To ensure safe arrangements are made for the storage, handling and transport of articles and substances.
7. To ensure that the school will have, and maintain, up-to-date fire procedures and documents; and ensure that all employees and pupils are familiar with them.

The policy is largely dependent upon the total co-operation of every person who works for the school and indeed all employees have a legal duty to:

1. Take reasonable precautions to safeguard the health and safety of themselves and others.
2. Observe all health and safety rules and procedures as laid down by the school and use all health and safety equipment provided.
3. Alert management to any potential hazard that they have noticed and report all accidents, incidents or near misses that have led, or may lead to, illness or damage. (FRIAR 1 is the correct reporting document)
4. Ensure that no person uses a prescribed dangerous machine unless they have been fully instructed as to the dangers and the precautions to be observed. They must have received either sufficient training in work at the machine or be supervised by someone with a thorough working knowledge and experience of the machine. No person under the age of 18 years should be allowed to dismantle or clean a prescribed dangerous machine.

The school will hold staff meetings not less than once per term. Health and Safety will be a standing item on the agenda at these meetings and any points raised will be duly minuted and reported to the Education Health & Safety Committee to be actioned accordingly. For further information contact Education Service Unit, Avonbank House, West Street, Newbury.

This policy will be monitored to ensure it is effective and will be regularly reviewed and revised as necessary.

## ATTACHMENTS

### Specific Duties

Governing Body  
 Headteacher  
 Supervisory Staff  
 ALL Members of Staff  
 Hirers – Contractors &  
 Others

### Staff Consultative Arrangements

#### Compulsory Procedures

Codes of Practice & Safety Rules  
 Risk Assessments  
 Emergency Plans  
 First Aid

### Governing Body Duties

In the discharge of its duty the Governing Body, in consultation with the Headteacher, will:

- make itself familiar with the requirements of the **Health & Safety at Work, etc Act 1974** and any other health and safety legislation and codes of practices which are relevant to the work of the school, in particular the **Management of Health & Safety at Work Regulations 1999**
- ensure that there is an effective and enforceable policy for the provision of Health & Safety measures throughout the school
- periodically assess the effectiveness of this policy and ensure that any necessary changes are made
- identify and evaluate all risks relating to accidents, health and school- sponsored activities (including work experience)
- identify and evaluate risk control measures in order to select the most appropriate means of minimising risk to staff, pupils and others
- create and monitor the management structure

In particular the Governing Body undertakes to provide:

- a safe place for staff and pupils to work, including safe means of entry and exit
- plant, equipment and systems of work which are safe

- safe arrangements for handling, storage and transport of articles and substances
- safe and healthy working conditions which take account of all appropriate statutory requirements, codes of practice and guidance, whether statutory or advisory
- supervision, training and instruction so that all staff and pupils can perform their school related activities in a healthy and safe manner. All staff will be offered the opportunity to receive health and safety training which is appropriate to their duties and responsibilities and which will be given before an employee commences any relevant work. Wherever training is required by statute or considered necessary for safety of staff, pupils and others then the Governing Body will ensure, within the financial resources available, that such training is provided. Pupils will receive such training as is considered appropriate to the school related activities which they are carrying out. All training will be updated regularly.
- necessary safety and protective equipment and clothing together with any necessary guidance, instruction and supervision
- adequate welfare facilities

So far as is reasonably practicable the governing body, through the Headteacher, will make arrangements for **all staff**, including administrative and site staff, temporary and voluntary staff and helpers and those on fixed-term contracts to receive comprehensive information on:

- this policy
- all other relevant health and safety matters
- the instruction and training that will be given to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk.

### **Headteacher's Duties**

As well as the general duties that all members of staff have, the Headteacher has responsibility for the day-to-day maintenance and development of safe working practices and conditions, for teaching staff, support staff, pupils, visitors and any other persons using the premises or engaged in activities sponsored by the school. They will take all reasonably practicable steps to achieve this end through the heads of the appropriate departments, senior members of staff, teachers and others as appropriate.

The Headteacher is required to take all necessary and appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times.

In particular, the Headteacher will:

- be aware of the basic requirements of the **Health and Safety at Work, etc Act 1974** and any other health and safety legislation and codes of practice relevant to the work of the school
- ensure, at all times, the health, safety and welfare of staff, pupils and others using the school premises or facilities or services, or attending or taking part in school-sponsored activities
- ensure safe working conditions for the health, safety and welfare of staff, pupils and others using the school premises and facilities
- ensure safe working practices and procedures throughout the school including those relating to the provision and use of machinery and other apparatus, so that each task is carried out to the required standards and so that all risks are controlled
- consult members of staff, including the safety representatives, on health and safety issues
- arrange systems of risk assessment to allow the prompt identification of potential hazards
- carry out periodic reviews and safety audits on the findings of the risk assessment

- identify the training needs of staff and pupils and ensure, within the financial resources available, that all members of staff and pupils who have identified training needs receive adequate and appropriate training and instruction in health and safety matters
- encourage staff, pupils and others to promote health and safety
- ensure that any defects in the premises, its plant, equipment or facilities which relate to or may affect the health and safety of staff, pupils and others are made safe without delay
- encourage all employees to suggest ways and means of reducing risks
- collate accident and incident information and, when necessary, carry out accident and incident investigations
- monitor the standard of health and safety throughout the school, including all school based activities. Encourage staff, pupils and others to achieve the highest possible standards and discipline those who consistently fail to consider their own well-being or the health and safety of others
- monitor first aid and welfare provision
- monitor the management structure, along with the governors.

### **Supervisory Staff Duties**

All supervisory staff (**e.g. Heads of departments, co-ordinators, site controllers, technicians**) will make themselves familiar with the requirements of the **Health and Safety at Work, etc Act 1974** and any other health and safety legislation and codes of practice which are relevant to the work of their area of responsibility.

In addition to the general duties which all members of staff have, they will be directly responsible to the Headteacher or the member of staff nominated by the Headteacher to have overall day-to-day responsibility for the implementation and operation of the school's health and safety policy within their relevant departments and areas of responsibility. They will take a direct interest in the school's health and safety policy and in helping other members of staff, pupils and others to comply with its requirements.

As part of their day-to-day responsibilities they will ensure that:

- safe methods of working exist and are implemented throughout their department
- health and safety regulations, rules, procedures and codes of practice are being applied effectively
- staff, pupils and others under their jurisdiction are instructed in safe working practices
- new employees working within their department are given instruction in safe working practices
- regular safety inspections are made of their area of responsibility as required by the Headteacher or as necessary
- positive, corrective action is taken where necessary to ensure the health and safety of all staff, pupils and others
- all plant, machinery and equipment in the department in which they work is adequately guarded
- all plant, machinery and equipment in the department in which they work is in good and safe working order
- all reasonably practicable steps are taken to prevent the unauthorised or improper use of all plant, machinery and equipment in the department in which they work
- appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the department in which they work

- toxic, hazardous and highly flammable substances in the department in which they work are correctly used, stored and labelled
- they monitor the standard of health and safety throughout the department in which they work, encourage staff, pupils and others to achieve the highest possible standards of health and safety and discipline those who consistently fail to consider their own well-being or the health and safety of others
- all the signs used meet the statutory requirements
- all health and safety information is communicated to the relevant persons
- they report, as appropriate, any health and safety concerns to the appropriate individual.

### **All Members of Teaching Staff & Support Staff Duties**

All staff will make themselves familiar with the requirements of the **Health and Safety at Work, etc Act 1974** and any other health and safety legislation and codes of practice which are relevant to the work of the department in which they work. They should:

- take reasonable care of their own health and safety and any other persons who may be affected by their acts or omissions at work
- as regards any duty or requirements imposed on their employer or any other persons by or under any of the relevant statutory provisions, co-operate with them so far as necessary to enable that duty or requirement to be performed or complied with

All staff are expected to familiarise themselves with the health and safety aspects of their work and to avoid conduct which would put them or anyone else at risk.

In particular all members of staff will:

- be familiar with the safety policy and any safety regulations as laid down by the governing body
- ensure health and safety regulations, rules, routines and procedures are being applied effectively by both staff and pupils
- see that all plant, machinery and equipment is adequately guarded
- see that all plant, machinery and equipment is in good and safe working order
- not make unauthorised or improper use of plant, machinery and equipment
- use the correct equipment and tools for the job and any protective equipment or safety devices that may be supplied
- ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled
- report any defects in the premises, plant, equipment and facilities which they observe
- take an active interest in the promoting and safety and suggest ways of reducing risks
- report any deficiencies in systems or procedures which could rise to any individual or group of persons being exposed to unnecessary dangerous conditions whilst on or offsite.

### **Hirers Contractors & Others**

When the premises are used for purposes not under the direction of the Headteacher then the principal person in charge of the activities for which the premises are in use will have responsibility for safe practices as indicated in **the Headteacher's Duties above**.

The Headteacher or the co-ordinator will seek to ensure that hirers, contractors and others who use the school premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times.

When the school premises or facilities are being used out of normal school hours for a school-sponsored activity then, for the purposes of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and will comply with the requirements of this section.

When the premises are hired to persons outside the employ of the governing body, it will be a condition for all hirers, contractors and others using the school premises or facilities that they are familiar with this policy, that they comply with all safety directives of the governing body and that they will **NOT** without the prior consent of the governing body:

- introduce equipment for use on the school premises
- alter fixed installations
- remove fire and safety notices or equipment
- take any action that may create hazards for persons using the premises or the staff or pupils of the school

All contractors who work on the school premises are required to ensure safe working practices by their own employees under the provisions of the **Health and Safety at Work, etc Act 1974** and must pay due regard to the safety of all persons using the premises in accordance with ss.3-4 of the **Health and Safety at Work, etc Act 1974**.

In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe the Headteacher will take such actions as are necessary to prevent persons in their care from risk of injury.

The governing body draws the attention of all users of the school premises (including hirers and contractors) to s.8 of the **Health and Safety at Work, etc Act 1974**, which states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.

### **Staff Consultative Arrangements**

The governing body, through the Headteacher, will make arrangements for the establishment of a safety committee by incorporating agenda items on health and safety matters into existing consultative groups. Representation on this committee will cover all appropriate areas of work or special hazards. As a group, the nominated safety representatives of each accredited trade union or staff association will be offered a number of places on this committee and shall decide amongst themselves which individuals shall sit on the committee.

### **Compulsory Procedures**

#### **i) Codes of Practice & Safety Rules**

In consultation with the governing body (where appropriate) and taking into account the requirements of this statement the safety committee will approve (where necessary) codes of practice for the observation of safety requirements in school.

From time to time the Department for Children, Schools and Families (DCSF), the Health & Safety Executive (HSE) and other regulatory or advisory bodies will issue codes of practice on particular topics for the guidance of Heads and others who are in control of educational premises. They will normally incorporate such codes into their health and safety policy and procedures. If the Head considers the inclusion of all or any such documents into this policy to be inappropriate, they will be required to demonstrate to the satisfaction of the governing body that they have already introduced codes of practice and methods of working which achieve a similar or higher standard of health and safety.

#### **ii) Risk Assessment**

The Head will ensure that a risk assessment survey of the premises, methods of work and all school-sponsored activities is conducted annually (or more frequently, if necessary). This survey will identify all defects and deficiencies, together with the necessary remedial action or risk control measures. The results of all surveys will be reported to the governing body.

#### **iii) Emergency Plans**

The Head will ensure that an emergency plan is prepared to cover all foreseeable major incidents which could put at risk the occupants or users of the school. This plan will indicate the actions to be taken in the event of a major incident so that everything possible is done to:

- save life
- prevent injury
- minimise loss

This sequence will determine the priorities of the emergency plan.

The plan will be agreed by the governing body and be rehearsed regularly by staff and pupils. The result of all such rehearsals will form part of the regular risk assessment survey and the outcome will be reported to the governing body.

#### **iv) First Aid**

The arrangements for first aid provision will be adequate to cope with all foreseeable incidents, both major and minor.

The number of certificated first aiders will not, at any time, be less than the number required by law.

At the discretion of the governing body other staff will be given such training in first aid techniques as is required to give them a basic, minimum level of competence. The governing body will agree this level after seeking appropriate advice. The number of such trained but uncertified first aiders will be determined by the governing body as that being sufficient to meet the needs of all foreseeable circumstances.

Supplies of first aid material will be held at various locations throughout the school. The Head will determine these locations. They will be prominently marked and all staff will be advised of their position. The materials will be checked regularly and any deficiencies made good without delay.

Adequate and appropriate first aid provision will form part of the arrangements for all out-of-school activities.

A record will be made of each occasion any member of staff, pupil or other person receives first aid treatment either on the school premises or as part of a school-related activity.

### **MONITORING AND EVALUATION**

The school Health and Safety Committee should report to the Governing Body via the Learning Resources Committee and the Health and Safety Governor should be a member of this committee.

Minutes of the Health and Safety Committee meetings should form part of the Learning Resources agenda each term.

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Signed by Chairman

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Date