

# Hillcrest School Cramlington



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## Health and Safety Policy

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**Date established by governing body**

Autumn Term 2015

**Date for full implementation**

Immediately

**Date for review**

Autumn Term 2016

This statement is issued in accordance with the Health and Safety at Work Act (1974). It supplements the statements of health and safety policy, which have been written by Northumberland County Council.

### Statement of Intent

The Governing Body believes that ensuring the health and safety of staff, pupils and visitors is essential to the success of the school.

We are committed to:

- a) Providing a safe and healthy working and learning environment
- b) Preventing accidents and work related ill health
- c) Assessing and controlling risks from curriculum and non-curriculum work activities
- d) Complying with statutory requirements as a minimum
- e) Ensuring safe working methods and providing safe equipment
- f) Providing effective information, instruction and training
- g) Monitoring and reviewing systems to make sure they are effective
- h) Developing and maintaining a positive health and safety culture through communication and consultation with employees and their representatives on health and safety matters
- i) Setting targets and objectives to develop a culture of continuous improvement
- j) Ensuring adequate welfare facilities exist at the school
- k) Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable

A Health and Safety Management System has been created to ensure the above commitments can be met. All Governors, staff and pupils will play their part in its implementation.

## **Responsibility of the Governors**

The Governing Body has the following responsibilities to ensure:

- a) Responsibilities for health, safety and welfare are allocated to specific people and those persons are informed of these responsibilities.
- b) Persons have sufficient experience, knowledge and training to perform the tasks required of them.
- c) Clear procedures are created which assess the risk from hazards and produce safe systems of work.
- d) Sufficient funds are set aside with which to operate safe systems of work.
- e) Health and safety performance is measured both actively and reactively.
- f) The school's health and safety policy and performance is reviewed annually.

## **Responsibility of the Headteacher.**

The Headteacher has the following responsibilities:

- a) To be fully committed to the Governing Body's Statement of Intent for Health and Safety.
- b) Ensure that a clear written local Policy for Health and Safety is created.
- c) Ensure that the Policy is communicated adequately to all relevant persons.
- d) Ensure appropriate information on significant risk activities is given to visitors and contractors.
- e) Ensure appropriate consultation arrangements are in place for staff and their Trades Union representatives.
- f) Ensure that all staff are provided with adequate information, instruction and training on health and safety issues.
- g) Make or arrange for risk assessments of the premises and working practices to be undertaken.
- h) Ensure safe systems of work are in place as identified from risk assessments.
- i) Ensure that emergency procedures are in place.
- j) Ensure that equipment is inspected and tested to ensure it remains in a safe condition.
- k) Ensure records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, etc.
- l) Ensure arrangements are in place to monitor premises and performance.
- m) Ensure that all accidents are investigated and any remedial actions required are taken or requested.

Report to the Governing Body annually on the health and safety performance of the school.

## **Duties of the Person Delegated to Assist in the Management of Health and Safety**

The delegated person, Mr M Jackson, shall:

- a) Co-ordinate and manage the annual risk assessment process for the school.
- b) Co-ordinate the annual general workplace monitoring inspections and performance monitoring process.

- c) Make provision for the inspection and maintenance of work equipment throughout the school.
- d) Manage the keeping of records of all health and safety activities including management of building fabric and building services in liaison with NCC and other contractors.
- e) Advise the Headteacher of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors.
- f) Ensure that staff are adequately instructed in safety and welfare matters about their specific work place and the school generally. Carrying out any other functions devolved to her by the Headteacher or Governing Body.

### **Duties of the Heads of Departments and staff holding special responsibilities.**

This includes Deputy Headteachers, Curriculum Co-ordinators, Physiotherapists, speech and language therapists, counsellors and Caretakers. They have the following responsibilities:

- a) Apply the school's Health and Safety Policy to their own department or area of work and be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements.
- b) Carry out regular health and safety risk assessments of the activities for which they are responsible.
- c) Ensure that all staff under their control are familiar with the health and safety Code of Practice, if issued, for their area of work.
- d) Resolve health, safety and welfare problems members of staff refer to them, or refer to the Headteacher any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- e) Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- f) Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.
- g) Investigate any accidents that occur within their area of responsibility.

### **CLASS TEACHERS**

Class teachers are expected to:

- a) Exercise effective supervision of their pupils, to know the procedures for fire, first aid and other emergencies and to carry them out.
- b) Follow the particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant Code of Practice, if issued, and to ensure that they are applied.
- c) Follow safe working procedures.
- d) Require the use of protective clothing and guards where necessary.
- e) Make recommendations to their Headteacher or Mr M Jackson on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.

- f) Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education.
- g) Avoid introducing personal items of equipment (electrical or mechanical) into the school without prior authorisation.
- h) where private vehicles are used to transport children to and from school functions, staff should ensure that child restraints and seats appropriate to the age of the children concerned are used and that suitable insurance policies are in place.

Give clear oral and written instructions and warnings to pupils when necessary.

N.B. When any member of staff considers that corrective action is necessary but that action lies outside the scope of their authority, they should refer the problem to the Headteacher.

### **School Health and Safety representatives.**

The Governing Body recognises the role of Health and Safety Representatives appointed by a recognised trade union. Health and Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time but, wherever practicable, outside teaching time. They will also be consulted on health and safety matters affecting all staff.

They are also entitled to certain information, e.g. about accidents.

### **All employees.**

All employees have individual legal responsibilities to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions. In particular, employees must:

- a) Comply with the school's health and safety policy and procedures at all times – in particular procedures for fire, first aid and other emergencies.
- b) Co-operate with school management in complying with relevant health and safety law.
- c) Use all work equipment and substances in accordance with instruction, training and information received.
- d) Report to SMT or Mr M Jackson any hazardous situations and defects in equipment found in their work places.
- e) Act in accordance with any specific health and safety training received.
- f) Exercise good standards of housekeeping and cleanliness.
- g) Co-operate with appointed Trade Union Health and Safety Representative(s) to report all incidents in line with current incident reporting procedure.
- h) Ensure all appropriate risk assessments are observed and followed.

Make sure they have all read and signed for their own copy of the Hillcrest Health and Safety Booklet.

***WHENEVER AN EMPLOYEE IS AWARE OF ANY POSSIBLE DEFICIENCIES IN HEALTH AND SAFETY ARRANGEMENTS SHE/HE MUST DRAW THESE TO THE ATTENTION OF THE HEADTEACHER.***

## **Responsibilities of Pupils**

Pupils, allowing for their age and aptitude, are expected to:

- a) Exercise personal responsibility for the health and safety of themselves and others.
- b) Observe standards of dress consistent with safety and/or hygiene.
- c) Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
- d) Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

N.B. The Governors and Headteacher will make pupils (and where appropriate the parents) aware of these responsibilities through direct instruction, notices and the school handbook.

## **Visitors**

Regular visitors and other users of the premises (e.g. contractors and delivery men) are expected, as far as reasonably possible, to observe the safety rules of the school.

It is the responsibility of the contractors to ensure that all equipment used within the school is deemed safe and has undergone the appropriate testing.

## **Lettings**

The Governors and Headteacher must ensure that:

1. the means of access and egress are safe for the use of hirers, and that all plant and equipment made available to and used by the hirers is safe. If the Headteacher knows of any hazard associated with the above, she/he should take action to make hirers aware of it;
2. fire escape routes and exits are clearly marked for the benefit of unfamiliar users of the building, particularly during the hours of darkness;
3. hirers of the building are briefed about the location of the telephone, fire escape routes, fire alarms and fire fighting equipment. Notices regarding emergency procedures should be prominently displayed;
4. hirers using any equipment or facility provided by the school are familiar with its safe use and, if necessary, briefed accordingly;
5. arrangements are made for checking the security and condition of the premises and equipment used after vacation by the hirer or his staff.

## **Fire and Emergency Evacuation Procedures**

1. The school's procedures for fire and emergency evacuation are appended. They are also posted in the school entrance hall.
2. These procedures will be updated as appropriate.
3. The log book for the recording and evaluation of practice and evacuation drills is available.
4. Emergency evacuation during exams is available in a separate policy.

## **Fire Prevention Equipment**

Arrangements are made to regularly monitor the condition of all fire prevention equipment. This would include the regular visual inspection of fire extinguishers and the fire alarm system.

## **First Aid and Accident Reporting Procedures**

1. First aid is available in the Staff Room and an additional first aid boxes are in the staff room, workshop, main office, science room and minibus
2. All existing staff are first aider/appointed persons in the case of uncertainty contact the main office Mrs Y Burns or Mr M Jackson, both appointed persons. In case of Early Years / foundation incidents Miss McHenry and Mrs D Brett are the specific Paediatric first aiders.
3. The person responsible for administering the accident reporting procedure, the notification of serious accidents causing death or major injury and dangerous occurrences is Mr Jackson. The accident book and report forms and the arrangements to be followed if the person injured is unable to complete an accident report form or who is not an employee of the Authority are to be found in the main office.
4. The arrangements for first aid for sports, outdoor pursuits and field trips are the responsibility of the supervising staff.

## **MONITORING, EVALUATION AND REVIEW**

This policy will be reviewed annually and its effectiveness evaluated and amended in light of the findings of the evaluation.

Date of this policy: September 2015

Review date: September 2016

Policy approved by:

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Mrs Mead  
Head Teacher

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Mrs J Hall  
Chair of Governor

Date signed.....