



Richmond School Health & Safety Policy

**Parents, Students, Staff -
Richmond School**

Health & Safety Policy

Statement of General Policy on Health, Safety and Welfare

1. This policy statement supplements both the general statement of policy issued most recently by the North Yorkshire County Council and the more detailed statement issued by the Education Department.
2. The school's Governing Body and Management Team recognise and accept their responsibilities both under civil and criminal law and also under North Yorkshire's scheme of delegation for local management of schools. As responsible employers and/or persons in control of premises, the requirement to provide a safe and healthy working environment for all employees and students is acknowledged.
3. The school is committed to ensuring that risk assessments are undertaken, control measures implemented and systems are constantly monitored and reviewed.
4. In compliance with the Health and Safety at Work etc. Act, this school's Governing Body will ensure so far as is reasonably practicable that:
 - 4.1 The premises are maintained in a safe condition.
 - 4.2 Safe access to and egress from the premises is maintained at all times.
 - 4.3 All plant and equipment is safe to use.
 - 4.5 Appropriate safe systems of work exist and are maintained.
 - 4.5 Sufficient information, instruction, training and supervision is available and provided.
 - 4.6 Arrangements exist for the safe use, handling and storage of articles and substances at work.
 - 4.7 A healthy working environment is maintained including adequate welfare facilities.
5. In addition to the above commitment, the Governing Body also recognises its obligations to non-employees. Where it is reasonably foreseeable that trainees, members of the public, contractors, etc., are or may be affected by the school activities being carried on within the school boundary or otherwise, the Governing Body will make the necessary information, instruction, training and supervision available to ensure the safety of those affected. As an education provider which must set standards by example for its students, this commitment is seen as especially important.

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6. Within the financial restraints dictated by the County Council, the Governing Body will ensure, through the Management Team, that adequate resources are set aside from the total budget allocation for this policy statement to be properly implemented.
7. The Governing Body is committed to this policy and all staff are required to comply as a condition of employment. They are encouraged to assist in the Governing Body's commitment to the continuous improvement in our health and safety performance. For the policy to be effectively implemented the school must have the full co-operation of employees and others who use the premises. Employees are reminded of their own duties:
 - 7.1 To take care of their own safety and that of others and;
 - 7.2 To co-operate with the Governing Body and Management Team so that they may carry out their own responsibilities successfully.
8. All relevant Regulations, Codes of Practice and Standards will be complied with as necessary.
9. Consultation with employee representatives will be held as and when appropriate on all matters affecting the health and/or safety of employees concerned.
10. A copy of this statement has been provided to every member of staff. Copies are also posted via Fronter which is located on the School's website. This policy statement and the accompanying organisation and arrangements will be revised as and when necessary but at least every two years.
11. This policy statement together with the organisational structure and the following arrangements and procedures has been approved by the schools Governing Body.

Organisation and Responsibilities for Health, Safety and Welfare

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In order to ensure that health and safety issues are dealt with in accordance with the School's Health and Safety policy, the following organisational structure has been approved by the Governing Body. Duties and responsibilities have been assigned to Staff and Governors as laid out below.

1. Governing Body

The Governing Body will comply with any directions issued by the LEA concerning the health and safety of persons on school premises or taking part in school activities elsewhere. The Governing Body is responsible for health and safety matters at a local level. They accept that the delegation of funds from the Education Department carries with it some power of control and hence increased accountability. Where the spending decisions are controlled by the Governing Body, they accept a share of the responsibility for the way in which health and safety issues are addressed. However, the LEA will be informed of any issue which has significant health and safety implications and which cannot be resolved satisfactorily without LEA involvement.

The Governors appreciate that they can only work within their allocation of the total education budget determined by County Council members and that they will only be accountable for deciding how the budget within their control is to be spent. The Governing Body has established arrangements for ensuring the requirements of this policy are properly implemented and that the policy remains effective and appropriate.

2. Headteacher

Overall responsibility for the day to day management of health and safety in the school rests with the Headteacher. As manager of the School and of all the activities carried on within it, the Head will advise governors of the areas of health and safety concern which may need to be addressed by the allocation of funds. Matters requiring particular consideration by the Headteacher will include:

- 2.1 Ensuring that there is an adequate system in place for the undertaking of risk assessment in compliance with the requirements of the Management Regulations 1999,
- 2.2 Ensuring that there is a management system for monitoring the effectiveness of health and safety arrangements, which form part of this policy
- 2.3 Adequate staffing levels for safe supervision;
- 2.4 The delegated responsibility for maintenance of the premises;
- 2.5 The purchase of equipment to meet appropriate safety standards;
- 2.6 The repair, maintenance and testing of school equipment;
- 2.7 The provision of appropriate protective clothing where necessary;
- 2.8 The purchase and maintenance of first aid materials and fire fighting appliances;

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- 2.9 The funding of necessary safety training for staff;
- 2.10 The arrangements for securing health and safety assistance from a competent source;
- 2.11 The appointment of a premises manager;
- 2.12 The provision of appropriate health and safety information to governors.

The Headteacher may choose to delegate to other members of staff any or all of the duties associated with the above matters. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Headteacher from the overall day to day responsibilities for health and safety within the School.

3. Site Manager

The Headteacher will delegate to the Site Manager the majority of the duties that are linked with the overall responsibilities of the Head. More specifically the post holder will:

- 3.1 Ensure that risk assessments are undertaken throughout the School and that control measures are implemented, and that assessments are monitored and reviewed;
- 3.2 Periodically review this policy document, amend as necessary and, following approval by the Governing Body circulate any changes to appropriate staff;
- 3.3 Ensure that the correct procedure is followed for the reporting, recording, investigation and follow-up of accidents on the premises;
- 3.5 Formulate and review the arrangements for action to be taken in an emergency and ensure that all involved are informed of the arrangements;
- 3.5 Arrange for termly evacuation drills and weekly fire alarm tests where appropriate;
- 3.6 Advise the Local Authority facilities management provider of any defect in the state of repair of the building or its surrounds which is identified as being unsafe, record in local asset management plan and take whatever local action is necessary to minimise the risk until repairs can be arranged.
- 3.7 Arrange for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe;
- 3.8 Co-ordinate the annual health and safety checklist, ensuring all areas of the School and all activities are covered;
- 3.9 Report to the Headteacher any situation which is unsafe or hazardous to health and which cannot be remedied from within the resources available;
- 3.10 Liaise with and monitor as far as is reasonably practicable, the activities of contractors (including catering, cleaning, grounds staff and dual-use staff), visitors and others on the site to ensure that any risks to the health and safety of staff and others are kept to a minimum;
- 3.11 Ensure that all heads of department are kept informed of the names and details of those persons appointed to provide competent health and safety

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assistance.

4. Director of Continuing Professional Development

The Director of Continuing Professional Development will oversee all arrangements for educational visits and school journeys.

5. Heads of Department

All Heads of Department are responsible to the Headteacher (via the Site Manager) for ensuring the application of this policy to all activities undertaken by their department. They will also have responsibilities for ensuring that all relevant parts of the Authority's statement are observed and implemented by all subordinate members of staff in their respective departments. In particular, staff holding such positions of responsibility will:

- 5.1 ensure that risk assessments are undertaken within their sections and that control measures are implemented, and that assessments are monitored and reviewed.
- 5.2 ensure that appropriate safe working rules and procedures exist within the department and that these are brought to the attention of everyone concerned;
- 5.3 ensure that all accidents (including near misses) occurring within their department are promptly reported and recorded using the appropriate forms etc;
- 5.4 ensure that all accidents are investigated with a view to preventing a recurrence;
- 5.5 ensure that all staff within the department are aware of their specific roles in case of fire and/or emergency;
- 5.6 remove from use and inform the Site Manager of any equipment/appliance which has been identified as being unsafe and which is in need of repair;
- 5.7 ensure that adequate levels of class supervision are available at all times;
- 5.8 carry out (in conjunction with other members of staff) the bi-annual health and safety checklist within their areas of responsibility and provide a report to the Site Manager;
- 5.9 maintain or have access to an up to date library of relevant published health and safety guidance from sources including the LEA, CLEAPSS, DCSF, BAALPE etc., and ensure that all subordinate staff are aware of and make use of such guidance including that available in electronic format;
- 5.10 identify specific staff health and safety training needs and inform the Site Manager accordingly;
- 5.11 consult with all staff on any matters which may affect their health or safety whilst at work;
- 5.12 carry out departmental induction training including any specific information and training that may be necessary because of activities which are peculiar to the department;
- 5.13 ensure that levels of first aid provision remain adequate for the activities being

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- undertaken;
- 5.14 resolve health and safety problems referred by members of staff within their department. Any problems that cannot be satisfactorily solved within the department must be referred to the Site Manager;
- 5.15 ensure (via departmental colleagues) that all students are given the necessary health and safety information and instruction prior to commencing practical activities which may involve some risk;
- 5.16 ensure that good standards of housekeeping are maintained;
- 5.17 consult the Authority's Health and Safety Adviser or other appropriate officer when additional assistance becomes necessary.

6. Teaching Staff (Including supply)

Teaching staff are responsible for the health and safety of all students under their control whilst involved in organised work activities both on site e.g. classrooms, laboratories, workshops etc., and off site e.g. school trips. Class teachers shall:

- 6.1 ensure effective supervision by only permitting practical work to be carried out by students after carrying out a risk assessment. The class size, the abilities of the students involved, the activities to be undertaken etc. will all need to be considered;
- 6.2 be aware of the schools health and safety policy and any local rules and arrangements which may apply specifically to the department concerned;
- 6.3 ensure that safety instruction is given to all students prior to commencing practical sessions;
- 6.5 know the location of the nearest fire fighting equipment and first aid box, and know the emergency procedures in respect of fire/first aid/bomb scare etc.;
- 6.5 ensure that students follow school/departmental safety rules and that protective equipment is worn where appropriate;
- 6.6 ensure that all personal protective equipment is suitable and in good condition prior to issue;
- 6.7 ensure safety devices e.g. machinery guards are in good condition and are used;
- 6.8 report any defective equipment to the Head of Department;
- 6.9 investigate all accidents (in conjunction with Head of Department) which occur through activities organised/supervised by the Department;
- 6.10 propose for consideration by their Head of Department any improvements which they consider would improve health or safety standards within the department;
- 6.11 ensure that an agreed adequate level of supervision is available and that appropriate health and safety arrangements exist prior to taking school parties off site on educational visits.

7. Maintenance Officers

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The Senior Maintenance Officer is responsible to the Headteacher via the Site

Manager. Duties include:

- 7.1 arranging for the removal from service of any item of furniture, apparatus or equipment which has been identified as unsafe;
- 7.2 taking appropriate action when necessary to prevent injury to others on the site who might otherwise be exposed to unnecessary dangers, e.g. erect barriers around opened manholes etc.;
- 7.3 participating in the bi-annual health and safety checklist paying particular attention to the building structure, services, access to/egress from the school, main circulation areas etc.;
- 7.4 ensuring that other maintenance staff are adequately supervised;
- 7.5 identifying any particular health and safety training needs of maintenance staff in the group.
- 7.6 ensuring that staff within the group are not involved in activities outside their limitations;
- 7.7 ensuring that any personal protective equipment issued to staff is suitable for the task and that training is provided in the correct use of the equipment.
- 7.8 ensuring that all staff work in accordance with safe working practices issued by the school, the LEA etc.

8. All Employees (including temporary & volunteers)

All employees have general health and safety responsibilities both under criminal and civil law. Staff must be aware that they are obliged to take care of their own safety and health whilst at work along with that of others who may be affected by their actions.

Employees must also co-operate with the governing body and senior management of the school so that they may fulfil any legal requirements placed on them as employers and/or persons in control of premises. All employees are required:

- 8.1 to participate in the risk assessment process and comply with findings;
- 8.2 to report all defects in the condition of the premises or equipment to which they become aware;
- 8.3 to report all accidents according to the procedures included in Part 3 of this document;
- 8.4 be familiar with the procedure to be followed in the event of a fire or other serious emergency (see Part 3);
- 8.5 to make use of all necessary personal protective equipment provided for safety or health reasons;

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- 8.6 to, where necessary, make use of all control measures made available to them, e.g. fume cupboards etc.;
- 8.7 follow all relevant codes of safe working practice and local rules;
- 8.8 report any unsafe working practices to the Head of Department/Site Manager.
- 8.9 keep work areas tidy, safe and trip free.

9. Students (This section should be drawn to attention of all students)

Students must be encouraged to follow all safe working practices and observe all school safety rules. All students will:

- 9.1 follow all instructions issued by any member of staff in the case of an emergency
- 9.2 ensure that they do not intentionally or recklessly interfere with equipment provided for safety purposes e.g. fire extinguishers etc.
- 9.3 inform any member of staff of any situation which may affect their safety.

10. Staff Safety Representatives

Health and safety at work law provides for the appointment of trade union appointed safety representatives from amongst the employees. Where the governing body is notified in writing of such an appointment, the safety representative shall have the following functions:

- 10.1 to investigate potential hazards.
- 10.2 to investigate complaints by any employee he represents relating to that employees health and safety or welfare at work;
- 10.3 to make representations to the Headteacher via the Site Manager on general matters affecting the health, safety and welfare of employees;
- 10.5 to carry out workplace health, safety and welfare inspections;
- 10.5 to attend any safety committee meetings;
- 10.6 to co-operate with The School in promoting health and safety at work.

None of the above functions given to a safety representative impose any legal duty or liability whatsoever on that person. A safety representative is in no way obliged to carry out any or all of the above functions.

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Names of Trade Union appointed Safety Representatives

Name	Union	Area Covered
Fraser Dagleish	ATL	All areas
Arlene Garnett	NUT	All areas
Christine Thomson	NASUWT	All areas

11. Health and Safety Committee (membership to be determined locally)

The school has established a Health and Safety Committee which meets at least termly. The main purpose of the Committee is to develop and implement measures to ensure the health and safety of all employees, students and others who may be affected by the schools activities. Membership of the Committee may include:

- 11.1 Deputy Headteacher
- 11.2 Governor
- 11.3 Site Manager
- 11.5 Union Representatives

The Health and Safety Committee will submit its minutes to the Governing Body's Leadership Committee (which meets half termly) for consideration. As a minimum, the report will contain a summary of accident and ill health statistics for the current period.

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Arrangements and Procedures for Health, Safety and Welfare

The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements and should be read in conjunction with the Statement of General Policy on Health, Safety and Welfare. Policies referred to below may be found on the School's website and are reviewed biennially.

1. Accident Reporting, Recording & Investigation

Reporting, recording and investigation are dealt with by the Administration Manager

2. Asbestos

The Site Manager is responsible for the Asbestos Record System Manual, location of manual, arrangements to ensure contractors and others such as site supervisors etc. have sight of the manual prior to starting any work on the premises, instructions to staff not to drill or affix anything to walls without first obtaining approval from premises manager/checking manual and how staff should report damage to asbestos materials.

3. Contractors

It is the responsibility of contractors on site to take all reasonable steps to ensure the health and safety of themselves, their staff and members of the public. They should have in place an effective Health and Safety Policy. Contractors shall comply with the requirements of the Health and Safety at Work Act (1974), the Management of Health and Safety at Work Regulations (1992) and Construction (Health, Safety and Welfare) Regulations (1995). Risk assessments should be prepared and documented for all projects undertaken.

4. Curriculum Safety (including out of school learning activity/study support)

Heads of Department are responsible for the requirement of teaching staff to undertake suitable (written) risk assessments prior to commencing hazardous activities; the specification of staff qualification requirements to teach certain activities. They should refer to any health and safety publications adopted by the school which staff must be familiar with e.g. "Safety in PE".

5. Drugs & Medications

The School has a specific Policy regarding parental requests for medicines to be administered, associated staff training requirements, storage arrangements and records administration.

6. Electrical Equipment [fixed & portable]

Inspection and examination of electrical equipment is supplied by appropriately qualified and registered contractors.

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7. Fire Precautions & Procedures [and other emergencies incl. bomb threats]

The Head Teacher is responsible for undertaking & reviewing fire risk assessment, the frequency and arrangement of drills and procedures to be followed. He may also delegate special responsibilities to other staff e.g. fire marshal etc, assembly points, maintenance of fire exits /escape routes, maintenance of fire extinguishers, staff training, calling the fire service, testing the fire alarm, emergency lighting etc.

The Head Teacher, or in the absence of the Head Teacher a Deputy Head Teacher, will be responsible for the organisation of the School's response to other emergency situations.

8. First Aid

Notices giving the names and locations of trained appointed first aid staff and the location of the nearest first aid equipment are displayed throughout the School. The Administration Manager will ensure the checking & restocking of first aid boxes, who summons an ambulance, who accompanies children to hospital, cover in the event of absence, and training & retraining of first aiders.

9. Glass & Glazing

The Senior Maintenance Officer will ensure that all glass in doors and side panels is safety glass and that all replacement glass is of safety standard. He will also assess the premises to establish whether there are areas which are unsuitable for use by children due to glass being of low standard.

10. Hazardous Substances

Heads of Department are responsible for rules on selection and use of substances, hazard data sheets, risk assessments, staff training in safe use, selection & use of protective equipment, storage arrangements, staff health surveillance and the use of mechanical controls.

11. Health and Safety Advice

The School has bought into North Yorkshire County Council's Health and Safety Advisory Service.

12. Housekeeping, cleaning & waste disposal

The Senior Maintenance Office and the Cleaning Supervisor, as appropriate, are responsible for arrangements to ensure premises are kept clean, minimising the accumulation of rubbish, arranging for wet floor cleaning to minimise risks of slips, providing means of disposing of glass and other sharp objects, arrangements for snow shifting and the security/location of external waste bins.

13. Handling & Lifting

Where appropriate risk assessments will be carried out to minimise the risk of injury arising from activities involving lifting/handling. Training is available for staff to acquaint themselves with best practice in manual handling. The views of staff are of particular value in identifying

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manual handling problems and they should report any problems experienced with manual handling operations to their Head of Department.

14. Jewellery

The School's Policy regarding jewellery is in the School Prospectus.

15. Lettings/shared use of premises

Printed guidelines are issued to prospective hirers by the Site Manager.

16. Lone Working

The School has a specific Policy for lone working.

17. Maintenance / Inspection of Equipment

Department specific checklists are issued to Heads of Department for completion and return to the Site Manager.

18. Monitoring the Policy

The Site Manager will carry out a bi-annual Health and Safety checklists to enable the Health and Safety Committee to monitor the implementation of the policy. The Committee will also monitor accident reports and trends.

19. Personal Protective Equipment (PPE)

Heads of Department are responsible for the selection of suitable equipment , arrangements for periodic checking and maintenance of the equipment and ensuring its proper use. PPE is to be provided free of charge where risk assessment determines it to be necessary.

20. Reporting Defects

Defects and hazards should be reported to the Site Manager who will arrange for remedial work to be undertaken and, where necessary, interim measures pending remedial work.

21. Risk Assessments

As appropriate Heads of Department, the Administration Manager and the Site Manager will undertake risk assessments, including special risk assessments, and review them periodically.

22. School Trips/ Off-Site Activities

The Director of Continuing Professional Development is responsible for the Health and Safety aspects of School trips and off-site activities.

23. School Transport

Health and Safety issues connected with School transport are the responsibility of the LEA , coach operators and coach and minibus users and drivers.

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24. Smoking

The School is no smoking site.

25. Staff Consultation

The Health and Safety Committee meets at least termly and staff can raise issues of concern or make suggestions either via Staff Representatives or to Committee members.

26. Staff Health & Safety Training and Development

New staff are informed of the School's Health and Safety arrangements by Heads of Department and through written guidance.

27. Staff Well-being/Stress

The School has a specific Policy with regard to well-being and stress.

28. Supervision (including out of school learning activity/study support)

Supervision is provided by teaching staff, supervisory assistants and through written guidance.

29. Use of VDU's / Display Screens

Controls such as risk assessment, training and supervision are available to users of display screen equipment (DSE). When requested a DSE user will be provided with an appropriate eye and eyesight test.

30. Vehicles on Site

The School site operates a one-way system with clearly marked instructions and parking bays. At the beginning and end of the school day there is staff supervision of vehicular movement.

31. Violence to Staff / School Security

The School has specific procedures for opening and closing. There is a signing in and out book for visitors who are issued with badges. The School also has a Lone Working policy.

32. Working at Height

The School has a specific policy in place.

33. Work Experience

The Head of Careers, in conjunction with NYBEP, is responsible for arrangements for assessing potential work placements, training requirements for work experience co-ordinators, arrangements for induction and supervision of students on work placement.