



## Health and Safety Policy

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Linked policies:	Premises Management Documents; Health & Safety Forms

The Governors of The Swanage School recognise their responsibility for providing a safe and healthy environment for teaching staff, non-teaching staff, pupils and other persons who come onto the premises or who may be affected by the operations of the School. This health and safety policy document sets out the safety arrangements and procedures for achieving a standard that meets current legislation and the needs of the school.

The Governing Body are responsible for ensuring, so far as is reasonably practicable, that sufficient resources are made available in order to carry out remedial work and to protect employees and other persons who use or visit the establishment. Governors should be aware of their responsibilities for maintaining the premises. The School Governors (or the health and safety link governor) along and the Facilities Manager will have a termly meeting to review and monitor health and safety procedures and issues.

In order to successfully implement the policy, day to day management responsibilities for health and safety are delegated to the Facilities Manager who in turn may assign specific tasks to other individuals. The Headteacher and Business Manager, in consultation with the School Governors, will draw up a written health and safety statement which is reviewed annually with the school governors. In the absence of the Business Manager the Headteacher will take responsibility for day-to-day health and safety issues.

The aims of the health and safety policy are, so far as is reasonably practicable, to:

- Provide and maintain safe and healthy working conditions taking account of any statutory requirements.
- Provide and maintain accommodation, equipment and systems of work in which all risks have been identified and controlled
- Provide training and instruction to enable employees to perform their work safely and efficiently
- Make available safety equipment and protective clothing as necessary for appropriate job tasks

In order to achieve the policy objectives, employees have a duty to cooperate by adhering to the procedures and observing any supplementary rules.

It is in everyone's interest to help maintain the good health and safety record that exists at the school.

## RESPONSIBILITIES

The Governing Body and Headteacher are responsible for implementing and monitoring this policy and must ensure that health and safety considerations are always given priority in planning and day to day supervision of work activities.

### The Governing Body

The duties and responsibilities of the Governing Body include:

- Assuring themselves that the Swanage School has adhered to the published health and safety policy, procedures and standards
- Monitoring the effectiveness of the health and safety policy and the safe working practices described within it and shall revise and amend it, as necessary, on a regular basis
- Reviewing the health and policy and implementing new arrangements where necessary
- Assuring themselves that appropriate health and safety terms and condition are included as standard in supply for service contracts

### The Headteacher

The Headteacher has overall responsibility for the day-to-day development and implementation of safe working practices and conditions for all staff, pupils and visitors.

The duties and responsibilities of the Headteacher include:

- Ensuring effective health and safety management arrangements are in place for carrying out regular inspections and risk assessments, implementing actions and submitting inspection reports to the governing body
- Preparing an emergency evacuation procedure and arrange for periodic practice evacuation drills (at least once a term) to take place, and recording the results of these drills
- Making arrangements to draw the attention of all staff employed at the school to the school and departmental safety policies and procedures and of any relevant safety guidelines and information
- Making arrangements for the implementation of the accident reporting procedures and draw this to the attention of all staff at the school as necessary
- Making arrangements for informing staff and pupils of relevant safety procedures. Other users of the school will be appropriately informed
- Ensuring that regular safety inspections are undertaken
- Ensuring that all staff have the appropriate level of health and safety training relevant to their individual roles e.g. manual handling, food hygiene etc.
- Identifying any member of staff having direct responsibility for particular safety matters and any member of staff who is specifically delegated to assist the governors and Headteacher in the management of health and safety at the school. Such delegated responsibility must be defined as appropriate.

## Facilities Manager

The duties and responsibilities of the Facilities Manager (FM) include:

- Ensuring that they are familiar with the school's Health and Safety Policy updating it to include any relevant changes to legislation.
- Inspecting and checking work areas for which the FM is responsible ensuring that safety standards are being maintained.
- Arranging for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as unsafe or unhealthy.
- Monitoring, within the limits of their expertise, the activities of contractors, hirers and other organisations present on site, as far as is reasonably practicable.
- Reporting any defect in the state of repair of the buildings or their surrounds which is identified as being unsafe and make such interim arrangements as are reasonable to limit the risk entailed.
- Informing staff of safety rules and their legal duties, any changes to current legislation that may affect health and safety needs and identifying any training needs.
- Recording any potential hazards, accidents or near miss situations.
- Assesses workplace risks and where necessary reducing them to an acceptable level, reporting significant findings to Governors with details of action taken.
- Carrying out visual checks when unlocking or locking the school site on a daily basis.
- Meeting with the Business Manager on regular basis to manage site issues.
- Conducting a termly health and safety survey with the Business Manager.
- Carrying out annual Fire risk assessment or review the existing fire risk assessment at least annually.
- Ensuring that all staff are aware of any implications of the Health and Safety Policy as it affects their work activities e.g. storage arrangements for materials, equipment, substances etc.
- Informing the Headteacher and The Business Manager whenever contractors are due to enter the school to undertake maintenance, service or works contracts.
- Ensuring that everything received from suppliers (for school use), such as machinery, equipment, substances etc. is accompanied by adequate information and instruction prior to use.
- Testing and recording test results for the fire bells and fire doors weekly.
- Ensuring all compliance checks are completed in a timely manner e.g. PAT and electrical testing.
- Maintaining a record of hazardous substances used for cleaning and similar purposes and any other substances used in grounds maintenance.
- Ensuring that all risk assessments are kept up to date, stored in a shared area which all staff have access to.
- Consult staff and provide information, training and instruction so that staff are able to perform their various tasks safely and effectively;
- Keeping an accurate up to date list of all staff related health and safety training, and for ensuring that staff renew their training before expiry date

## Employees

All staff members will take reasonable care of their own health and safety, and that of others who may be affected by what they do at work. All staff have responsibility to:

- Avoid any conduct which puts themselves or others at risk.
- Work safely and efficiently and in accordance with any training given.
- Use equipment supplied so that they can carry out work safely and meet statutory obligations.
- Report incidents or hazards that may lead to injury or damage to the Facilities Manager
- Observe the safety rules and comply with legislation.
- Not misuse equipment or endanger themselves or other by their actions.
- Report, remove and label, as appropriate, any damaged or faulty equipment.
- Safely store or remove immediately after use any item which, though necessary for a task, could cause damage or injury to others if used without appropriate supervision.
- Report all accidents and damage in their work area to the Facilities Manager at the time of the occurrence whether a person has been injured or not.
- Ensure the layout of furniture within their area does not block designated fire exit routes or cause a hazard.
- Ensure all machinery and equipment is in good working order and safe to use, including adequate guards. They will also not allow improper use of such equipment.
- Use the correct equipment and tools for the job and any protective clothing supplied.
- Ensure any toxic, hazardous or flammable substances are used correctly, and stored and labelled as appropriate.
- Exercise good standards of housekeeping and cleanliness.
- Ensure that all staff, pupils and visitors are applying health and safety regulations and adhering to any rules, routines and procedures in place.
- Familiarise themselves with the risk assessments associated with their area(s) of work.

## Volunteers

Volunteers (such as parent helpers etc.) have a responsibility to act in accordance with the school's policies and procedures for health and safety and to report any incident or defective equipment to a member of staff immediately.

Volunteers are also expected to act only under the supervision of a qualified member of staff.

## Visitors and other users of the premises

Where the facilities are used by external parties, suitable and sufficient arrangements for communicating and coordinating health, safety and security policies and procedures with other occupiers is shared, e.g. hirers.

- All visitors to the school are required to sign the school visitor's book when they arrive and sign out recording the time they leave, this includes all visitors to the school including Governors, Contractor's etc.
- All visitors will be required to wear a 'visitor's' identification badge which will be supplied by the school.
- Where reasonably practicable, visitors will be always accompanied by a responsible employee.
- Should a fire / emergency occur or the fire alarm is activated whilst visitors are on the school's premises, the person who is accompanying the visitor will take him / her to the fire assembly point.
- Should an incident / accident occur involving a visitor it will be recorded and reported under the accident reporting procedure (see below). An investigation must be undertaken as soon as possible by the relevant responsible person.

## SAFETY ARRANGEMENTS

### Fire Procedures

The Facilities Manager is responsible for fire-related matters which includes:

- Reviewing fire procedures as necessary.
- Organising weekly checks of fire alarms and exits ensuring that they open easily and are free of obstruction on either side.
- Organising the checking of smoke detectors and emergency lighting at least monthly.
- Ensuring that newly appointed staff and students receive induction training in emergency procedures.
- Identifying and arranging any additional training requirements. Arranging for annual testing of systems and maintenance of firefighting appliances.
- Maintaining records of all tests, inspection checks and evacuations carried out.
- Coordinate fire arrangements with contractors on site.

### Accident Reporting

All staff will be made aware of the accident reporting procedures, and the Business Manager will ensure that regular training is given. Minor incidents and accidents are recorded in the "minor injuries" book in the medical room. Major or fatal incidents and accidents will be reported to the Health & Safety Executive (RIDDOR), the Headteacher and the Chair of Governors. As a Health and Safety Service Level Agreement is held with Dorset Council, a report will also be made to their Health and Safety Team and any required advice sought. Major incidents and accidents are recorded on the DCC accident reporting forms which are kept in the medical room. Copies are held by the Facilities Manager.

## First Aid

Designated first aiders are responsible for the administration of first aid, for recording treatment given and for maintaining supplies. At least 4 people are trained to provide adequate first aid cover. Designated first aiders are also responsible for carrying out weekly checks on the contents of first aid boxes and for replenishing stock. For full details please refer to the School's First Aid procedure.

When pupils are taken on visits and trips staff should check with the designated first aider that travelling first aid kits are available.

All medicines and first aid equipment are stored in locked cupboards in the school first aid room. They are only accessible by the School Office Team, who are all first aid trained.

## COSHH

The Control of Substances Hazardous to Health Regulations can affect every employee. Hazardous substances should only be purchased and used if there is no safer alternative. These items should always be under the direct control of the Facilities Manager and stored in a place which is not accessible to pupils. Where protective clothing is provided it is the responsibility of employees to look after items and to report any defects. Requests for any data sheets relating to items ordered should accompany relevant orders and where provided the information should be passed on to relevant staff and the original sheets retained by the Facilities Manager. No hazardous chemicals should be brought onto site without an appropriate COSHH assessment and the Facilities Manager must be made aware.

## Stand Alone Electrical Appliances (Formerly referred to as Portable)

The Facilities Manager will arrange for testing of all 'stand alone' electrical equipment, which is not hard wired, including leads and plugs, and ensure that records are maintained. This is carried out on an annual basis.

Staff are responsible for carrying out visual checks before using any equipment, for reporting defective items to the Facilities Manager and for ensuring that they are taken out of use until repaired or disposed of.

**Any used items of electrical equipment brought into school from home must not be used until the item has been tested.** The Facilities Manager must be made aware of any items being brought in from home.

## Hazard Reporting

The Facilities Manager is responsible for carrying out checks in the following areas:

- Waste disposal
- Playing fields
- School grounds
- Plant room

Any faults or hazards which he/she is not competent to rectify should be reported to the Business Manager. The Facilities Manager will also inspect 6 monthly all ladders used in the school and record findings.

In addition, all employees have a duty to report any hazard or potential risk to the Business Manager/Facilities Manager (a hazard logbook is located in the staff room to report any hazards) who will arrange repair and where necessary take temporary safety measures.

## Use of Machinery

All staff and students using equipment, including the DT room appliances follow the PUWER Requirements by ensuring that:

- suitable for the intended use
- safe for use, maintained in a safe condition and inspected to ensure it is correctly installed and does not subsequently deteriorate
- used only by people who have received adequate information, instruction and training
- accompanied by suitable health and safety measures, such as protective devices and controls. These will normally include guarding, emergency stop devices, adequate means of isolation from sources of energy, clearly visible markings and warning devices
- used in accordance with specific requirements, for mobile work equipment and power presses

## Disposal of Waste

All persons must ensure that materials, substances or items are disposed of in a safe manner and in accordance with legislation relating to health and safety, the environment and pollution.

## Training

The Headteacher is responsible for ensuring safety performance of staff and for identifying any training needs. School will offer support by providing training opportunities for staff at all levels and for allocating finance so as to meet health and safety legislation and any shortcomings identified by risk assessment. The Headteacher will ensure that training is extended where necessary to volunteer workers, that new staff undergoes health and safety induction and that up-to-date records of training are maintained.

The Facilities Manager will ensure that all staff have mandatory health and safety training, and arrange training for all staff on inset days / online where applicable.

## Contractors

Where services such as grounds maintenance are contracted out, the Contractor is responsible for setting, monitoring and enforcing their own health and safety standards and for ensuring that work practices do not put other people at risk. The Facilities Manager should liaise with Contractors in order to assess risks associated with the proposed work and to ensure that their supervisory staff set up systems for reporting health and safety matters.

Prior to the appointment of contactors, the school must be satisfied that their health and safety procedures and standards are acceptable. The school will share all health and safety risk assessments and other information applicable with the contractor as needed.

## Risk Assessment

Whilst the Headteacher is responsible for ensuring that formal risk assessments have been carried out, the management responsibility is delegated to the Business Manager who ensures that any necessary action has been taken to eliminate or reduce risk and that assessments have been reviewed where necessary.

The Headteacher and the Business Manager will ensure that staff are made aware of the significant findings of any assessment affecting them or their work activities and retain up to date master copies on file.

## Violence

The school accepts that no member of staff should be subjected to any form of violence either physical or verbal.

All incidents of verbal and physical abuse will be recorded on the accident / incident report form and sent to the County Health and Safety Team.

## Manual Handling

Employees who complete manual handling tasks will have suitable and sufficient training organised by the Facilities Manager.

## Display Screen Equipment (DSE)

All staff who habitually use computers as a significant part of their normal work e.g. admin staff, must complete a DSE self-assessment and forward the completed assessment to the Business Manager.

For those staff identified as DSE users, the school will reimburse the cost of a full eye and eyesight test every 2 years. The school will pay the cost equivalent to basic frames and single vision lenses for glasses for DSE work if the test shows an employee needs special glasses prescribed for the distance the screen is viewed at. Further details are given on the claim form (available from the Business Manager and also on the school shared drive). All claim forms must be endorsed by the optician prior to submission for payment.

## Working at Height

All staff that use ladders, or work at height, complete annual training, Ladders and portable steps on site are securely stored. Risk assessments are undertaken for all height related activities.



## School Passenger Lift

The school passenger lift is only used by staff for transporting heavy equipment or students that have a special medical need. The lift is serviced on an annual basis by an external contractor.

It is never used during a fire drill or actual building emergency, such a fire or bomb threat. Evacuation chairs are available in these circumstances.

All use complies with LOLER regulations. Where undertake lifting operations involving lifting equipment:

- plan them properly
- using people who are sufficiently competent
- supervise them appropriately
- to ensure that they are carried out in a safe manner

## Lone working

All lone working is to be approved by the Business Manager/Headteacher and is to be carried out in accordance with the Premises Lone Working Risk Assessment and the written procedures. The lone working arrangements for staff who may undertake lone working on this site are:

- The lone worker must make the Facilities Manager and their Line Manager aware they are due to undertake lone working, with details of where and when.
- The lone worker must have telephone access to call for assistance if required.
- Where appropriate, external doors should be locked if lone working is involved as long as worker has key or access to fire escape.
- The lone worker must ensure the Facilities Manager or their line manager knows when they are due to leave the site.
- Any member of staff lone working must take all sensible precautions, including carrying mobile phone at all times.
- In the case of any concerns regarding physical safety, the police should be contacted directly to give assistance. No member of staff should put themselves at risk.
- A lone worker must never work at height.
- A lone working monitoring system is in place in the science prep room. The science technician will wear a panic alarm (which is monitored by reception staff) at all times when lone working.

## Smoking

The school has a NO SMOKING policy (including electronic cigarettes/ vapes) which all staff and visitors are required to comply with at all times.

## Displays

Staff should take note of the position of PIR sensors when fixing displays and ensure that displays and posters are firmly fixed. After 3 false alarms Police will refuse to attend any security alerts.

## Safety Advice and Assistance

The Facilities Manager will bring to the attention of the Headteacher and staff any publications or relevant information in respect of health and safety activities undertaken at the school. Copies of such documents will be retained by the Facilities Manager and can be accessed by staff.

It is in everyone's interest to foster a safe and healthy working environment and with the support of all concerned, the highest possible standards can be achieved and maintained.

## Lettings

The Facilities Manager and Headteacher must ensure that:

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, s/he should take action to make hirers aware of it

- Fire escape routes and exits are clearly marked for the benefit of unfamiliar users of the building, particularly during the hours of darkness
- Hirers of the building are briefed about, fire escape routes, fire alarms and firefighting equipment.
- Hirers using any equipment or facility provided by the school are familiar with its safe use and, if necessary, briefed accordingly
- Arrangements are made for checking the security and condition of the premises and equipment used after vacation by the hirer or his/her staff.