



HUNGERHILL SCHOOL

HEALTH & SAFETY POLICY



Hungerhill School Health and Safety Policy Statement

- Part A. General Statement of Policy
- Part B. Health & Safety Policy - Organisation

Part A. General Statement of Policy

General Statement

The Headteacher and Governors recognise and accept their responsibility as employers for providing, so far as is reasonably practicable, workplaces and work practices which are safe and healthy for employees, students and visitors including contractors.

Particular care will be taken to provide and maintain:

- Safe places of work with safe access and egress
- Safe plant, equipment and systems of work
- Proper arrangements for the use, handling, storage and transport of articles and substances
- Information, instruction, training and supervision for safety
- A safe and healthy working environment throughout.

Without detracting from the primary responsibility of The Headteacher for ensuring health and safety, **health and safety matters will be administered by The Operations Director who will work on behalf of the governors by providing and interpreting policy.**

A report will be taken to the governors at least termly on all significant health and safety matters and as and when there is a major incident.

The Health & Safety issues will be raised weekly at the business meeting, the SLT will ensure appropriate communication with employees and committee arrangements for the consideration of health and safety matters.

Employees need to be mindful of their duties to take care of their own health and safety and that of other employees, pupils and other persons who might be affected by their work activities and the duty to co-operate with the employer to ensure good safety management.

Details of the management organisation for health and safety and arrangements for implementing the policy are to be found in parts B and C of the full document.

The policy will be reviewed as and when necessary and a copy of this statement is available to all employees.

Signature

Date

Part B. Health & Safety Policy - Organisation

Organisation for Health & Safety Management

Management Responsibility for Safety

The Headteacher has overall responsibility for ensuring compliance with this health and safety policy. These responsibilities are set out in Annex I. A number of duties connected with responsibilities are delegated to others. The following paragraphs describe the delegations and other arrangements which have been made.

Each manager, head of department and supervisor is responsible for ensuring in accordance with the law the health and safety of employees, pupils and other persons within their area of responsibility and also anyone else who may be affected by their work activities. In particular, the duties connected with the responsibilities listed in Annex I **sections B, C, D, E, F, G and H** are delegated to these persons. All heads of departments have responsibilities for Health & Safety in their areas. The following areas have additional responsibilities for specific risk assessments.

Circulation space	Deputy Headteacher
ICT	ICT Manager
Facilities	Operations Director
Science	Head of Science
Sports & PE	Head of PE
Technology	Head of Design & Technology
Drama	Head of Drama (Performing Arts)
Music	Head of Music (Performing Arts)
Art	The Curriculum Leader of Art & Design

The Operations Director/Admin Manager, are responsible for making arrangements for visitors (who may be contractors) and this will involve carrying out suitable risk assessments.

Fire Safety Management and duties are the responsibility of Operations Director, who has authority and powers of sanction to ensure that satisfactory standards of fire safety are maintained.

The educational visits co-ordinator is Mrs V Kenny

All those with management responsibility should notify the Operations Director and any other persons affected of any planned, new or recently identified significant risks in their areas and also of the control measures needed and should report any significant breach of safety arrangements.

When managers, curriculum leaders, supervisors and the like are absent for significant periods, responsibility for health & safety will fall to their substitute.

Advisory Responsibility for Safety

The Health and Safety Coordinator/Operations Director is responsible in particular for the duties in Annex II and for advising the Headteacher/Governors and those with delegated duties on the measures needed to comply with the policy, coordinating any advice given by specialist safety advisors and those with enforcement powers, monitoring health and safety and reporting back to the Headteacher.

LRB Consulting provides consultancy safety advice and advice to the Radiation Protection Supervisor, John Ryan, is managed through the Kier Group who have appointed a designated Radiation Protection Officer.

Safety Committee

The Operations Director will chair the meetings of the safety committee which will meet termly.

The purpose of the Committee is to consult with employees on matters concerning health and safety; to discuss any significant accidents, incidents, cases of ill health or defects including Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) reports; to monitor progress, for instance on recommendations from an authoritative source; to monitor the effective implementation of the health and safety policy within the school and annually update the contents of the safety policy. The agenda is listed in Annex III.

Detailed minutes will be kept and a set of minutes must be forwarded to the Headteacher and the link Governor for Health & Safety within seven days of each meeting.

First Aid

The list of qualified first aiders is appended to the policy. The 'senior' first aider or other is responsible for checking the first aid facilities (including but not limited to first aid kits and eyewash stations) at least termly.

Accident Reporting

All accidents, occupational ill health, dangerous occurrences and near misses, should be reported promptly on the forms available to the Operations Director. Notification to the relevant authority is the responsibility of the Operations Director.

Consultation with Employees.

Employees, who wish to consult their representatives should contact their curriculum leader or line manager.

Individual Responsibility

All employees, all pupils and all other persons entering the school premises or who are involved in school activities are responsible for exercising care in relation to themselves and others who may be affected by their actions. Those in charge of visitors (including contractors) should ensure that the visitors adhere to the appropriate requirements of this health and safety policy.

Each individual must:

- Make sure that work is carried out in accordance with this policy, procedures and risk assessments
- Protect himself or herself and others by using the appropriate guards or safety devices and by wearing the appropriate personal protective equipment.
- Adhere to training and instructions
- Inform their immediate line manager, head of department or supervisor of any new hazards identified
- Give their visitors (including contractors) a named contact with whom to liaise
- Offer any advice and suggestions that they think may improve health and safety
- Report all accidents, ill health, fires, incidents and defects as soon as practicable
- Be familiar with the location of fire alarm points, fire escape routes, fire procedures and firefighting equipment

If in any doubt about any safety matter, persons should consult their line manager, the Safety Coordinator, the Operations Director or, if necessary, the Headteacher.

Specific Management Arrangements

Facilities, Administration, Science, PE, Art, Technology, Drama, Music, IT have produced local codes of their own management arrangements for safety. Copies can be found with the departmental managers. Rules and arrangements for the use of transport can be found with the HR manager.

Signature..... [Date]

The Headteacher – Mrs Helen Redford-Hernandez

Annex I

It is the responsibility of the Headteacher directly or through delegation as detailed previously and in accordance with the law to:

- A Ensure compliance with this health and safety policy in each and every respect, to ensure that the necessary resources for implementation are available and to report to governors at least termly.
- B Plan, organise, control, monitor and review arrangements for health and safety for employees, for students and for visitors including contractors
- C Assess risks and commit assessments to writing
- D Ensure that work is safe and without risks to health
- E Ensure that information, training and instruction is provided
- F Provide occupational health surveillance
- G Investigate and keep a record of accidents, occupational ill health, hazardous incidents and fires
- H Post warning signs and notices
- I Appoint first aid personnel and have first aid provision checked regularly
- J Ensure that the conditions of licences are observed
- K Ensure the safe disposal of hazardous wastes
- L Ensure that fire safety risk assessments are comprehensive, that their requirements are satisfied and in particular to:
 - Produce an emergency fire plan
 - Be responsible for fire safety training
 - Arrange practice fire drills
 - Check that any close down procedures are followed
 - Check the adequacy of fire-fighting equipment and ensure its regular maintenance
 - Check that fire escape routes and fire exit doors are kept unobstructed and that fire doors operate correctly
 - Ensure that fire detection, alarm and emergency lighting systems are maintained and tested
 - Arrange fire safety inspections once each term and when there are changes to the fire safety risk assessment
 - Keep relevant records
 - Include fire safety in the regular health and safety reports to the **Governors**.

Annex II

The duties of the Health and Safety Coordinator/Operations Director is to:

- A Be familiar with the contents of the policy and ensure that the policy is readily available to all employees
- B Ensure that the statement of safety organisation is reviewed annually, that a copy is provided for the Governors early in each academic year and that a copy plus the synopsis is emailed to all employees early in each academic year.
- C Together with others, identify health and safety training needs and coordinate as necessary. A training needs survey should be carried out annually.
- D Monitor that managers, heads of department and supervisors prepare and review local codes, prepare and review risk assessments and carry out thorough examinations, tests and inspections
- E Monitor the formal defect reporting procedure
- F Monitor that accidents, illnesses and incidents are reported, investigated and proper notifications are made to HSE.
- G Liaise with head office HSE / EHO / Fire Service as appropriate

Annex III

Recommended items for agendas of safety committee meetings

- Minutes of the last meeting
- Matters arising
- Accidents/incidents/ill health/serious defects since last meeting
- Matters raised by employees/others
- Policy compliance, recommendations of consultants/others – progress report
- Any other business
- Date of next meeting.