



ROSE BRIDGE ACADEMY HEALTH AND SAFETY POLICY 2017-2018

Updated 31.7.2017

Review Due: August 2018

1. General Statement of Intent

The Headteacher and Governors of Rose Bridge Academy recognise they have overall responsibility for the organisation and implementation of Health and Safety Policy, and that key personnel within the management structure are identified and their health and safety role defined within their areas of employment.

The employee's duty to co-operate with the employer is recognised. The school management accept the responsibility for ensuring all necessary arrangements for maintaining a safe environment are implemented and monitored.

Rose Bridge Academy recognises the importance of health, safety and welfare regarding the successful operation of its activities and believe the active participation of all staff is essential in maintaining the highest standards in preventing accidents. All activities will be conducted using appropriate control measures to minimise the risks to the health and safety of all staff, students and others, who may be affected by our activities.

The School Health and Safety Policy detailed herein will be brought to the attention of all staff, and will be subject to annual reviews to ensure that it reflects the school's current activities.



INTRODUCTION

This Safety Policy is produced in respect of Rose Bridge Academy and forms the basis of future planning and implementation of Health and Safety matters within the school.

1. GENERAL STATEMENT OF POLICY AND INTENT

- 1.1 The Governing Body working in conjunction with information, procedures and codes of practices as identified in the Safety Policy is responsible for setting out the overall policy insofar as Rose Bridge Academy is concerned.
- 1.2 The planning and implementation of the policy is the direct responsibility of the Headteacher, ensuring that teachers and other employees at all levels fulfil their duties to co-operate with it. Arrangements will be made to bring it to the notice of all staff including new employees and supply teachers.
- 1.3 The Governors recognise the need to consult staff on Health and Safety matters and the need to consult individuals before allocating particular Health and Safety functions.
- 1.4 It is the Governors policy to take all steps within their power to prevent personal injury, health hazards and damage to property. It is also the Governors policy to extend this protection to students, contractors and members of the public from foreseeable risks.
- 1.5 The Governors recognise their responsibility under the Health and Safety at Work Act 1974, so far as is reasonably practicable to:
 - a) provide plant, equipment and systems of work which are safe and without risks to health
 - b) make arrangements for ensuring so far as is reasonably practicable and without risks to health, the handling, storage and transportation of articles and substances
 - c) provide adequate training, information, instruction and supervision so far as is reasonably practicable to enable all staff employed in the school to perform their work safely and efficiently
 - d) promote the development and maintenance of sound safety, health and welfare practices



- e) maintain the premises in a condition that is safe and without risks to health and the maintenance of access and to egress from the premises
 - f) provide and maintain a working environment that is reasonably practicably safe without risks to health and is adequate regarding welfare facilities for staff and students
 - g) ensure sufficient funds are available to provide, as necessary, protective clothing or equipment to all staff employed in the school, for the safe use of machinery equipment and substances
 - h) Maintain a close interest in all Health and Safety matters insofar as they affect all activities in the premises under the control of the school.
- 1.6 It is recognised by the Governors that whilst the LEA would be responsible for Capital expenditure, central administration and subsequently professional advice and information in Health and Safety matters, any change in those responsibilities may involve the school seeking outside specialists for consultation
- 1.7 The Governors will require the Headteacher to present an annual management audit on Health and Safety matters in order to determine the way forward

(please print) _____
Headteacher

Signature: _____ Date: _____

(please print) _____
Chair of Governors

Signature: _____ Date: _____



Designated Persons with Safety responsibilities

AREA OF RESPONSIBILITY	STAFF NAME	JOB TITLE
Competent Person To Advise On Health And Safety	Mrs. D.J. Wood	Head Teacher
Senior Site Services Assistant	Mr. C. Scully	Site
Fire	Miss H. Sharples	Futures Director
First Aid	Miss H. Sharples	Futures Director
Medication	Miss H. Sharples	Futures Director
Risk Assessment	Miss H. Sharples	Futures Director
Care And Welfare	Mrs V. Schumacker	Deputy Head Teacher
Catering	Mrs. M . Evans	Kitchen Supervisor
Supervision (Non-Teaching)	Mrs. J. Jones	Academy Business Manager
Crossing Patrols	Miss H. Sharples	Futures Director
Swimming	Mr. M. Floweth	Subject Leader - Physical Education
Visits/Activity Holidays	Miss. H. Sharples	Futures Director
P.E.	Mr. M. Floweth	Subject Leader - Physical Education
Science	Mrs. D. Nuttall	Subject Leader- Science
Art & Design	Mr. S. Chilvers	Subject Leader



Information Technology	Mr. L. Owen	ICT Manager
Drama	Mrs L. Seddon	Subject Leader - Performing Arts

2 ORGANISATION

2.1 The Governors recognise the needs to identify organisational arrangements in the school for implementing, monitoring and controlling Health and Safety matters. The Governors must ensure that the school budget reflects the finance necessary to implement Health and Safety matters

A summary of individual duties including reporting arrangements, hence the organisation and accountability are as follows:

2.2 The Headteacher

2.2.1 The Headteacher is responsible and accountable to the Governors for implementing the school Safety Policy and for all matters relating to health, safety and welfare within the establishment

2.2.2 The Headteacher must be aware of all contractors and / or third parties entering the school to undertake maintenance, service or works contracts. When building or plant maintenance work is carried out by contractors, it is the employers responsibility to ensure that a competent contractor is employed and to oversee the planning and safe execution of the work

2.2.3 The Governors will require the Headteacher to ensure the school's Safety Policy is effectively implemented and understood at all levels. The policy must be regularly monitored, effectively controlled and revised as necessary

2.2.4 The Headteacher is responsible for ensuring that all new amended or updated material regarding Health and Safety matters is brought to the attention of all relevant staff immediately upon receipt

2.2.5 The Headteacher must ensure that the agreed procedure for reporting all defects, hazards and problems regarding Health and Safety matters function efficiently and effectively

2.2.6 The Headteacher will arrange meetings with staff as necessary, to resolve uncertain areas of responsibility, considering problems and recommendations for referral to the Governing Body

2.2.7 The Headteacher will seek advice when appropriate from specialist Health and Safety advisers

2.2.8 The Headteacher will have the right to stop what is considered unsafe practices or the use of any plant, tools, equipment, etc., which equally is considered unsafe.

2.2.9 The Headteacher shall make arrangements, with appropriate persons, for improvement of premises and plant, tools, equipment which are the school's responsibility



- 2.2.10 The Headteacher shall review from time to time:
 - a) The provision of First Aid in school
 - b) Fire and evacuation procedures
- 2.2.11 The Headteacher will monitor and inform the Governing Body that appropriate training has been or will be given to staff to enable them to fulfil their responsibilities. This must include new appointments and transfers of staff within the premises to other functions
- 2.2.12 The Headteacher will ensure that in all schemes of work for students, including work experience, arrangements are in place regarding the adequate information, instruction, training and supervision for Health and Safety matters
- 2.2.13 The Headteacher will consult with approved trade union representatives on all health, safety and welfare matters and co-operate with them in the execution of their duties
- 2.3 Senior Staff
 - 2.3.1 Senior Staff are responsible and accountable to the Headteacher for all matters relating to health, safety and welfare within their areas
 - 2.3.2 In the exercise of this responsibility Senior Staff must ensure that:
 - a) All staff under their control receive instruction in their duties regarding Health and Safety matters
 - b) All staff under their control are adequately trained to carry out their duties efficiently and effectively
 - c) Senior Staff must be aware of regulations, codes of practice and guidance notes appropriate to their Specialist areas
 - d) Senior Staff are responsible for ensuring all statutory notices, placards, regulations and safety signs are displayed as appropriate to their work place. This will include arrangements for facilities such as first aid equipment, protective clothing registers, log books etc.
 - 2.3.3 Senior Staff are responsible for ensuring that everything received from suppliers e.g. machinery, equipment, substances etc., is accompanied by adequate information and instruction sheets prior to use. This complies with Section 6 of the Health and Safety at Work Act.
 - 2.3.4 Senior Staff must report to the Headteacher all problems, defects and hazards
 - 2.3.5 Senior Staff must ensure that a copy of the Fire Drill and emergency evacuation procedures are prominently displayed in all rooms and areas for which they are responsible
 - 2.3.6 Senior Staff must carry out regular safety inspections of their departments. Priorities must be given to plant, equipment and risk assessments including the use of substances
The assessment should take into account not only the substances and equipment used but also operational practices



- 2.3.7 Senior Staff should report and, if appropriate, make recommendations on any practice, premises or equipment which give rise to Health and Safety risks
- 2.4 Teachers and Technicians
 - 2.4.1 Teachers and Technicians are responsible and accountable to their Senior Staff for the implementation of the School Safety Policy in the performance of their duties.
 - 2.4.2 They must be familiar with the Safety Policy, the implications of that policy and equally any procedures, arrangements and practices relating to their work area
 - 2.4.3 They must conform to responsibilities as laid down in their own codes of practice, regulations and guidance for safe working arrangements
 - 2.4.4 They must ensure that where conditions apply, all students or persons under their control receive instructions to enable them to operate in a safe and efficient manner
 - 2.4.5 They must report to their Senior Staff all problems, defects and hazards that they become aware of.
 - 2.4.6 Supply teachers must be made aware of the School Safety Policy and of any special arrangements or procedures relating to their work area before commencing work
- 2.5 Caretaker / Site Manager
 - 2.5.1 The Caretaker / Site Manager is responsible and accountable to the Headteacher for all matters relating to health, safety and welfare within his / her work
 - 2.5.2 The Caretaker / Site Manager must ensure he/ she is familiar with the School's Safety Policy and that cleaning staff (contractual) are equally aware of any implications of the policy as it affects their work activities e.g. storage of equipment and substances
 - 2.5.3 The Caretaker / Site Manager must report to the Headteacher any defects, hazards or problems that arise
 - 2.5.4 The Caretaker / Site Manager is responsible for ensuring that everything received from suppliers for direct school use is accompanied by adequate information and instruction prior to use. This complies with Section 6 of the Health and Safety at Work Act
 - 2.5.5 The Caretaker / Site Manager is responsible for ensuring that all staff under his / her direct control are adequately informed, instructed and trained in using all equipment and substances prior to use
 - 2.5.6 The Caretaker / Site Manager must inform the Headteacher whenever contractors are due to enter the school to undertake maintenance, service or works contracts
 - 2.5.7 The Caretaker / Site Manager must be familiar with codes of practice, regulations and guidance appropriate to their work
- 2.6 Kitchen Supervisor / Cook



- 2.6.1 The Kitchen Supervisor / Cook must be familiar with the School's Safety Policy in relation to their own work activities
- 2.6.2 He / she must work in conjunction with any Policy Statement, codes of practice and guidance issued by their direct officers
- 2.6.3 He / she will ensure that all Kitchen staff are instructed and informed to work in accordance with this document
- 2.6.4 He/ she should be familiar with the Food Safety Act 1990 and the implications as far as the school is concerned
- 2.6.5 The Kitchen Supervisor / Cook must inform the Headteacher or designated person on any potential hazard or defects
- 2.6.6 New employees or part time Kitchen assistants must be made aware of Health and Safety practices and procedures in the Kitchen
- 2.7 Safety Representatives
 - 2.7.1 The Safety Representative will be encouraged by the Headteacher to fulfil his / her duties as well as being released for any appropriate training
 - 2.7.2 The Safety Representative will be entitled to inspect the school in accordance with agreed Trade Union procedures and will consult at regular intervals with the Headteacher on Health and Safety matters
 - 2.7.3 The Safety Representative has the right to receive any subsequent reports regarding accidents, injuries and any inspections carried out by the HSE or other authoritative bodies
- 2.8 School Staff and Employees
 - 2.8.1 All staff and employees must be made aware of what is expected of them and in particular to the department in which they work Departmental procedures and practices must be clearly defined with adequate instruction and training provided as necessary
 - 2.8.2 All staff and employees have a responsibility under the Health and Safety at Work Act to report any possible defects, hazards or problems to the Headteacher or the designated person
 - 2.8.3 All staff and employees will be given access to the School's Health and Safety Policy and make themselves familiar with all documents relating to Health and Safety in the school. They should pay particular attention to any codes of practice, regulations or guidelines which relate to their particular work activities
 - 2.8.4 Copies of the School's Health and Safety Policy will be available at all times in the school office, staff room and Headteacher's office
- 2.9 Specialist Advisers

The Governors recognise that there will be occasions when the school will require specialist advice. This is initially provided by the Health and Safety Department of Children and Young Peoples Services.



- 3.1 The Governors recognise that the way forward in achieving effective management of the School's Health and Safety Policy and the arrangements necessary to fulfil this obligation is through the "Premises Health and Safety committee" which meets at least 3 times a year.
- 3.2 General Matters
- 3.2.1 Accident Reporting
The reporting procedure will be in accordance with the policy laid down by the and detailed in the Accident Report Book. All staff should be made aware of this procedure
- 3.2.2 First Aid Provision
The arrangement for first aid in the school will be in accordance with the guidelines laid down by the with first aid boxes regularly available, particularly in high risk areas
- 3.2.3 Fire Precautions
The arrangements for general fire safety will be laid down in the Safety Policy. The school will be responsible to record tests, visits by fire brigade officers and fire drills
- 3.2.4 Housekeeping
It is essential to make regular inspections of departments in order to maintain tidy work areas, adequate storage and cleaning arrangements which conform to requirements
- 3.2.5 Risk Assessments
Are carried out in an appropriate way on an annual basis and incorporate all areas of the schools and activities. These shall also include Pregnancy, injuries and other circumstances.
- 3.3 Training Arrangements
Training must always be viewed as a constant requirement based on the ability to recognise who requires it and when. New employees / entrants and supply staff will require either a level or awareness relevant to their task or a more in-depth training programme
New technology, legislation, regulations and standards are all factors which determine a fresh approach to training requirements and re-training for existing staff
- 3.3.1 There are various categories of training requirement in schools. They can be identified as induction training, specific "hands on" training or just general informative and awareness training
- 3.3.2 Induction Training
This will apply to new employees or transfer of employees to other departments when appropriate. They will need to be shown over the department, be made aware of safety policies and procedures including fire precautions, first aid and welfare arrangements
- 3.3.3 Specific Training
This is a "hands on" approach where it is recognised by the Governors that employees will require an accepted level of competence to perform their activities
- a) Resistant Materials/Graphics/Manufacturing



Employees who have recourse to use, instruct and operate dangerous machinery in woodwork, metalwork etc., will be required to hold the appropriate certificate.

b) Science

Employees will be required to be trained in biological hazards and be familiar with the COSHH Regulations 1988

c) First Aid

The school should have persons certified in first aid

List of First Aiders and First Aid Box Locations Attached

3.4 Statutory Requirements

3.4.1 Control of Substances Hazardous to Health (COSHH)

The Governors recognise the need for the school to carry out risk assessment of all areas in accordance with the Regulations

3.4.2 Working in conjunction with the school chemical lists and the COSHH package supplied by CLEAPSS Senior Staff will ensure assessments have been carried out and that further monitoring is done as required

3.4.3 The Management of Health and Safety at Work Regulations 1992 made under the EC directive and which came into force on 1st January 1993, make it a legal requirement to carry out risk assessments with chemicals and operations involving mechanical and electrical hazards

3.4.4 The Governors recognise there will be occasions to refer to outside specialists for the checking of ventilation, dust extraction, fume cupboards etc. This is done through the Norfolk Property Services Department. Provision will be made to ensure these checks will take place every 14 months in compliance with the Regulations of the HSE

3.5 Checking of Portable Electrical Equipment

Portable electrical equipment should be inspected regularly by a competent person. This is done via the audio visual services department. It is recommended that daily visual inspections are made by users and that half yearly inspections are made by a nominated person Performed on a biannual basis.

3.6 Plant Machinery / Equipment

3.6.1 The Governors recognise the requirement in determining safety requirements for:

- a) adequate and correct guarding of machinery
- b) general inspection of plant, machinery and equipment
- c) storage and transportation of toxic substances etc.
- d) disposal of waste substances and chemicals

3.6.2 It is recognised that certain items of machinery will require to be checked and certificated. This is done via the Norfolk Property Services Department.

3.6.3 Senior Staff will be responsible for defining safe systems of work for cleaning and maintaining plant machinery and equipment

3.6.4 Senior Staff will be required to select and provide suitable protective clothing / equipment and of the correct type



3.7 General

No new or donated equipment should be used on the premises until it has been cleared by a competent person.

3.8 Contractors on Site

3.8.1 All contractors entering or working on school premises will be the responsibility of the Headteacher or designated person

3.8.2 It must be conveyed to all known contractors the person and point of contact at the school and the safe working arrangements in compliance with the School Safety Policy

3.9 Arrangements for Safety Representatives

3.9.1 Headteachers and / or Senior Staff will liaise and communicate to Safety Representatives problems, hazards and defects pertaining to specific activities

3.9.2 Any specific requirements for immediate action will be taken after consultation with the Headteacher

3.1 Additional Information

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The arrangements described below are the minimum standards that will be achieved to maintain a safe environment, both for staff, students and others visiting the school

Additional information is contained in the Safety Manual. The School Safety Officer will keep the manual up to date and bring to the attention of the Headteacher, the arrangements for staff to receive training on issues of Health and Safety

If staff have any concerns about Health and Safety, they should ensure they contact the Health and Safety Officer, or their Line Manager

3.10.1 Accidents

School procedure, accident reporting and investigation – by whom and to whom

3.10.2 Contractors

All contractors will abide by the School's safety and emergency procedures. Everyone books in and out when on site.
Asbestos register

3.10.3 Control of Substances Hazardous to Health (COSHH)

Caretakers and cleaners to store all substances in a safe manner and kept out of the reach of children. All staff are not to bring unauthorised chemicals into the school. COSHH assessment to be conducted by trained member of Science Staff and recorded.

3.10.4 Communicating Health and Safety Information

General safety information and the statutory poster to be displayed on the notice board located at the Staffroom. Further information is contained in the Safety Manual, a copy of which is available in the school office.

3.10.5 Electrical Equipment



- All portable electrical equipment will be tested by the AVS Section periodically. All staff are to inspect electrical equipment before and after use. No unauthorised equipment is to be brought into the school
- 3.10.6 First Aid and Medication
First aid boxes are located at School Reception, PE, Food Studies and Science Department. All children requiring first aid treatment are to report to the front of school. Details of injury must be recorded in the school accident book. No medication will be given to students without the Headteacher's authorisation
- 3.10.7 Fire Prevention
Annex A states the school fire / emergency procedure. The school Fire Officer is to conduct a fire practice once per term. Fire alarms to be tested weekly by Site Manager / Caretaker. All drills and tests to be recorded. All flammable materials to be correctly stored
- 3.10.8 Field Trips and Visits
A member of staff to be nominated by the Headteacher as co-ordinator. Parents advised of visits, students briefed and put into groups etc. Risk assessments to be carried out, recorded and helpers briefed
- 3.10.9 General Housekeeping
All materials and equipment to be put away and stored safely after use. Clearing, maintenance and repair activities should not be carried out in the presence of students. All walkways, paths, stairways etc., to remain clean and unobstructed to provide a safe means of access
- 3.10.10 Ladders and Access Equipment
To be checked every six months by the Site Manager and results recorded. Faulty equipment will not be used until repaired.
Staff training to be made available for all staff on an annual basis.
- 3.10.11 Lifting and Manual Handling
If required, staff are to carry out a manual handling risk assessment before lifting / moving equipment, furniture etc. Where possible, staff are to work in pairs or mechanical equipment to be used
- 3.10.12 Personal Protective Equipment
Appropriate PPE, where provided, for use by pupils and staff, must be worn and used correctly. Any faults to be reported to the teacher in charge
- 3.10.13 PE Activities



- Supervision, conduct and use of equipment to be used within the guidelines laid down in the manual, and BAALPA publications
- 3.10.14 Risk Assessments
All staff are to carry out appropriate risk assessments of the activities they undertake, record and where necessary, inform other colleagues and the Headteacher
- 3.10.15 Supervision of Students during Non-Curriculum Time
Supervision ratio during play / lunch break will be 2 : 200. The Headteacher is responsible for appointing and briefing staff for supervision duties, Welfare duties and responsibilities
- 3.10.16 Smoking
All smoking is prohibited on school premises and during school visits / field trips
- 3.10.17 Security
All visitors are to report to the school reception, to book in and out. All visitors will be escorted whilst on school premises
- 3.10.18 Premises, Health and Safety Committee
The Committee will conduct inspections and monitor the maintenance of the premises, develop and implement appropriate safety procedures
- 3.10.19 Swimming
During swimming activities, the staff / pupil ratio will be not greater than 1 : 20. Transport arrangements will be in line with LEA guidance
- 3.10.20 Transport
At all times, whenever vehicle transport is required to be used by the students and staff, all passengers, regardless of age, will be provided with one seat each, and seat belts will be worn
- 3.10.21 Training
All staff employed at, or by the school, will receive appropriate instruction and training to carry out all tasks / activities requested of them
- 3.10.22 VDU / DSE Users
Regular users to have a risk assessment of their workstation and appropriate measures taken to minimise any hazard / risk. Appropriate information and training provided
- Eye Test Policy
- 3.10.23 Violence to Staff
Please refer to Behaviour Management Policy which is managed by the Behaviour for Learning Manager.