

# TASKER MILWARD VC SCHOOL

## HEALTH AND SAFETY POLICY

Issue No	Author/Owner	Date Written	Approved by Governors on	Comments
Issue 1	HT	12.11.03	July/ 04	1 <sup>st</sup> issue
Issue 2	MTJ	Oct 2011	1 <sup>st</sup> Nov 2011	
Reviewed	MTJ	Oct 2012	Nov 2012	

### CONTENTS

#### PART 1 - STATEMENT OF INTENT

#### PART 2 - ORGANISATION

- General Statement
- Responsibilities of the Governing Body
- Responsibilities of the Head
- Responsibilities of the School Health & Safety Co-ordinator
- Responsibilities of Heads of Department / other staff holding positions of special responsibility
- Responsibilities of Class Teachers
- Responsibilities of School Health and Safety Representatives
- Responsibilities of All Employees
- Responsibilities of Students

#### PART 3 - PROCEDURES AND ARRANGEMENTS

- Introduction
- Risk Assessments
- Emergency Procedures
- Health and Safety Training
- Inspection and Testing of Plant and Equipment
- Monitoring

Appendix 1: Health and Safety Organisational Chart

Appendix 2: Qualified First Aiders

Appendix 3: Accident and Incident Reporting

Appendix 4: Qualified Minibus Drivers

## **PART 1 - 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 and maintaining 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 activities, both on and off site.
- d) Complying with all relevant statutory health & safety provision
- e) Ensuring that the school premises, facilities and equipment are safe
- f) Providing effective information, instruction, training and supervision
- 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 resources are made available for health and safety issues, so far as is reasonably practicable
- k) A commitment to publicising this policy, and keeping it under review

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.

**Name** \_\_\_\_\_ **Signature** \_\_\_\_\_  
**Date:** \_\_\_\_\_ (Chair of Governors)

## **PART 2 - ORGANISATION**

### **General Statement**

The governing body of Tasker Milward School notes the provisions of the **Health and Safety at Work Act 1974 (s.3(1))** which states that it is the duty of every employer to ensure, so far as is reasonably practicable, that persons who are not in his or her employment but who may be affected by it are not exposed to risks to their health and safety, and accepts that it has a responsibility to take all reasonably practicable steps to secure the health and safety of pupils, staff and others using the school premises or participating in school sponsored activities. It believes that the prevention of accidents, injury or loss is essential to the efficient operation of the school and is part of the good education of its pupils.

To comply with the Governing Body's Statement of Intent the school's normal management structure have had additional responsibilities assigned, as detailed below.

An organisational chart showing the school's health and safety management structure is attached at Appendix 1.

### **Responsibilities of the governing body**

In the discharge of its duty the governing body, in consultation with the Head, will:

- a) Make itself familiar with the requirements of the **Health and Safety at Work Act 1974** and any other health and safety legislation and codes of practice which are relevant to the work of the school.
- b) Ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school.
- c) Periodically assess the effectiveness of this policy and ensure that any necessary changes are made.
- d) Responsibility for health, safety and welfare are allocated to specific people and those persons are informed of these responsibilities.
- e) Identify and evaluate all risks relating to accidents, health and school-sponsored activities (including work experience).
- f) Identify and evaluate risk control measures in order to select the most appropriate means of minimising risk to staff, pupils and others.
- g) Create and monitor the management structure.

So far as is reasonably practicable the governing body, through the Head, will make arrangements for all staff, including temporary and voluntary staff and helpers and those on fixed term contracts to receive comprehensive information on:

- a) this policy
- b) all other relevant health and safety matters

- c) the instruction and training that will be given to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk.

### **Responsibilities of the Head**

As well as the general duties which all members of staff (see below), the Head has responsibility for the day-to-day maintenance and development of safe working practices and conditions for teaching staff, non-teaching staff, ancillary staff, pupils, visitors and any other person using the premises or engaged in activities sponsored by the school. The Head will take all reasonably practicable steps to fulfil this responsibility through the heads of the appropriate departments, senior members of staff, teachers and others as appropriate.

The Head is required to take all necessary and appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times.

In particular, the Head will:

- a) Ensure at all times the health, safety and welfare of staff, pupils and others using the school premises, facilities or services, or attending or taking part in school sponsored activities.
- b) Ensure safe working conditions for the health, safety and welfare of staff, pupils and others using the school premises and facilities.
- c) Ensure safe working practices and procedures throughout the school including those relating to the provision and use of machinery and other apparatus so that all risks are controlled.
- d) Consult with members of staff, including the safety representatives, on health and safety issues.
- e) Arrange systems of risk assessment to allow the prompt identification of potential hazards.
- f) Carry out periodic reviews and safety audits on the findings of the risk assessment.
- g) Identify the training needs of staff and pupils and ensure, within the financial resources available, that all members of staff and pupils who have identified training needs receive adequate and appropriate training and instruction in health and safety matters.
- h) Encourage staff, pupils and others to promote health and safety.
- i) Ensure that equipment is inspected and tested to ensure it remains in a safe condition.
- j) Encourage all employees to suggest ways and means of reducing risks.
- k) Ensure that all accidents are investigated and any remedial actions required are taken or requested.
- l) Ensure that emergency procedures are in place.
- m) Monitor first aid and welfare provision.
- n) Report to the Governing Body annually on the health and safety performance of the school.

## **Responsibilities of the School Health & Safety Co-ordinator**

The School Health and Safety Co-ordinator has the following responsibilities:

- a) To co-ordinate and manage the annual risk assessment process for the school.
- b) To co-ordinate the annual general workplace monitoring inspections and performance monitoring process.
- c) To make provision for the inspection and maintenance of work equipment throughout the school.
- d) To manage the keeping of records of all health and safety activities including management of building fabric and building services in liaison with Building Maintenance and other contractors.
- e) To advise the Headteacher of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors, and ensure the correct procedures are put in place to correct such situations or activities.
- f) To ensure that staff are adequately instructed in safety and welfare matters about their specific work place and the school generally.
- g) Carrying out any other functions devolved to her by the Headteacher or Governing Body.

## **Responsibilities of Heads of Department / other staff holding positions of special responsibility**

This includes members of the Senior Leadership Team, Heads of Departments, Network Manager, Technicians and Caretakers.

In addition to the general duties which all members of staff have (see below), they will be directly responsible to the Head or the member of staff nominated by the Head for the implementation and operation of the school's health and safety policy within their relevant departments and areas of responsibility. They will take a direct interest in the school's health and safety policy and in helping other members of staff, pupils and others to comply with its requirements.

As part of their day-to-day responsibilities they will ensure that:

- a) Safe methods of working exist and are implemented throughout their departments.
- b) Health and safety regulations, rules, procedures and codes of practice are being applied effectively.
- c) Staff, pupils and others under their jurisdiction are instructed in safe working practices.
- d) New employees working within their department are given instruction in safe working practices.
- e) Regular safety inspections are made of their area of responsibility as required by the Head or as necessary.
- f) Positive, corrective action is taken where necessary to ensure the health and safety of all staff, pupils and others.

- g) All plant, machinery and equipment in the department in which they work is in good and safe working order and adequately guarded.
- h) All reasonably practicable steps are taken to prevent the unauthorised or improper use of all plant, machinery and equipment in the department in which they work.
- i) Toxic, hazardous and highly flammable substances in the department in which they work are correctly used, stored and labelled.
- j) They monitor the standard of health and safety throughout the department in which they work, encourage staff, pupils and others to achieve the highest possible standards of health and safety, and discipline those who consistently fail to consider their own well-being or the health and safety of others.
- k) All the signs used meet the statutory requirements.
- l) All health and safety information is communicated to the relevant persons.
- m) They report, as appropriate, any health and safety concerns to the school Health and Safety Co-ordinator.

### **Responsibilities of 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 department Health and Safety documents and to ensure that they are applied, e.g. CLEAPPS regulations.
- c) Give clear oral and written instructions and warnings to pupils when necessary.
- d) Follow safe working procedures.
- e) Require the use of protective clothing and guards where necessary.
- f) Make recommendations to the Head of Department on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- g) 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.
- h) Do not introduce personal items of equipment (electrical or mechanical) into the school without prior authorisation.
- i) Report all accidents, defects and dangerous occurrences to their Head of Department.

### **Responsibilities of 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 and to paid time off to train for and carry out their health and safety functions. However, they are not part of the management structure and do not carry out duties on behalf of the Headteacher or Governing Body.

### **Responsibilities of All Employees**

They should:

- a) Take reasonable care of their own health and safety and any other persons who may be affected by their acts or omissions at work.
- b) As regards any duty or requirements imposed on their employer or any other person by any relevant statutory provision, co-operate with him or her to enable that duty or requirement to be performed or complied with.

All staff are expected to familiarise themselves with the health and safety aspects of their work and to avoid conduct which would put them or anyone else at risk.

In particular all members of staff will:

- a) Be familiar with the safety policy and any and all safety regulations as laid down by the governing body.
- b) Ensure health and safety regulations, rules, routines and procedures are being applied effectively by both staff and pupils.
- c) See that all plant, machinery and equipment is in good and safe working order and adequately guarded.
- d) Not make unauthorised or improper use of plant, machinery and equipment.
- e) Use the correct equipment and tools for the job and any protective equipment or safety devices which may be supplied.
- f) Ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled.
- g) Report any defects in the premises, plant, equipment and facilities which they observe.
- h) Take an active interest in promoting health and safety and suggest ways of reducing risks.

### **Responsibilities of Students**

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.

## **PART 3 - PROCEDURES AND ARRANGEMENTS**

### **Introduction**

The following procedures and arrangements have been adopted to ensure compliance with the Governing Body's Statement of Intent.

### **Risk Assessments**

General Risk Assessment - will be co-ordinated by the School Health and Safety Co-ordinator following appropriate guidance.

Maternity Risk Assessment - will be carried out by the School Health and Safety Co-ordinator following appropriate guidance.

Curriculum Activities - Risk Assessments for Curriculum activities will be carried out by relevant Heads of Department and subject teachers using Health and Safety regulations for Technology, Science, PE, Art, and Drama.

Fire - A fire risk assessment will be carried out by the School Health and Safety Co-ordinator and reviewed annually.

Manual Handling - will be carried out by the School Health and Safety Co-ordinator following appropriate guidance.

Computers & Workstations - will be carried out by the School Health and Safety Co-ordinator following appropriate guidance.

Hazardous Substances - School Health & Safety Co-ordinator will identify hazardous substances which are not covered by curriculum risk assessments and ensure assessment is carried out following appropriate guidance.



## **Emergency Procedures**

**Fire and Evacuation -** Full details in Fire and Evacuation Procedures document.

**First Aid -** First Aid resources are available in both receptions, Technology, PE and Science.

A list of all qualified First Aiders is located in Appendix 2.

In the event of needing first aid, either:-  
Send the injured person to the nearest office if appropriate, or phone either reception and they will get a first aider to you as soon as possible.

### **Transport to hospital:**

If an ambulance is required, call "999". No casualty should be allowed to travel to hospital unaccompanied. A member of SLT will designate an accompanying adult in emergencies where parents cannot be contacted.

It may be appropriate in less severe cases to transport a pupil to a casualty department without using an ambulance, but this should always be on a voluntary basis and only if parents are not available in the case of pupils. If a member of staff uses their own car for these purposes, they must ensure that they have obtained specific cover from their insurance company. Also a member of staff should not transport a pupil to hospital alone.

Where a person leaves the school site to go direct to hospital, by ambulance or car, then the first aider must make sure the Health & Safety Co-ordinator is made aware.

**Accident & Incident Reporting – See Appendix 3**

**Gas Leaks -** Any member of staff discovering a suspected gas leak should alert the Caretaker and the School Health and Safety Co-ordinator immediately. These people will make an informed judgement whether they immediately evacuate the building and liaise direct with the Headteacher.

If there is a slight smell of gas, the first action should be to check that all gas appliances are switched off. This may clear the smell of gas. Windows should be opened.

If there is still a smell of gas alert the Caretaker immediately.

Chemical Spills -

All Science teachers and technicians should follow guidance in the department Health and Safety documents.

## **Health and Safety Training**

General Health and safety training will be provided to all new employees as part of the induction process.

Further area specific Health and Safety Training will also be carried out where appropriate.

Minibus Training:- All drivers who passed their test pre 1997 and have D1 on their licence will undertake the Mydis training provided by the Transport department of Pembrokeshire County Council.

All drivers who passed their test post 1997 will be required to take a full D1 test.

A current list of qualified minibus drivers is located in appendix 4.

## **Inspection and Testing of Plant and Equipment**

Statutory Inspection: All plant and equipment requiring statutory inspection will be inspected by appropriate contractors through the Building Maintenance Service Level Agreement.

Portable Electrical Appliances: Inspection and testing of portable electrical appliances is carried out under the Building Maintenance Service Level Agreement.

Equipment Maintenance: Heads of Department will be responsible for ensuring that maintenance of equipment for their areas of the curriculum is identified and implemented.

## **Monitoring**

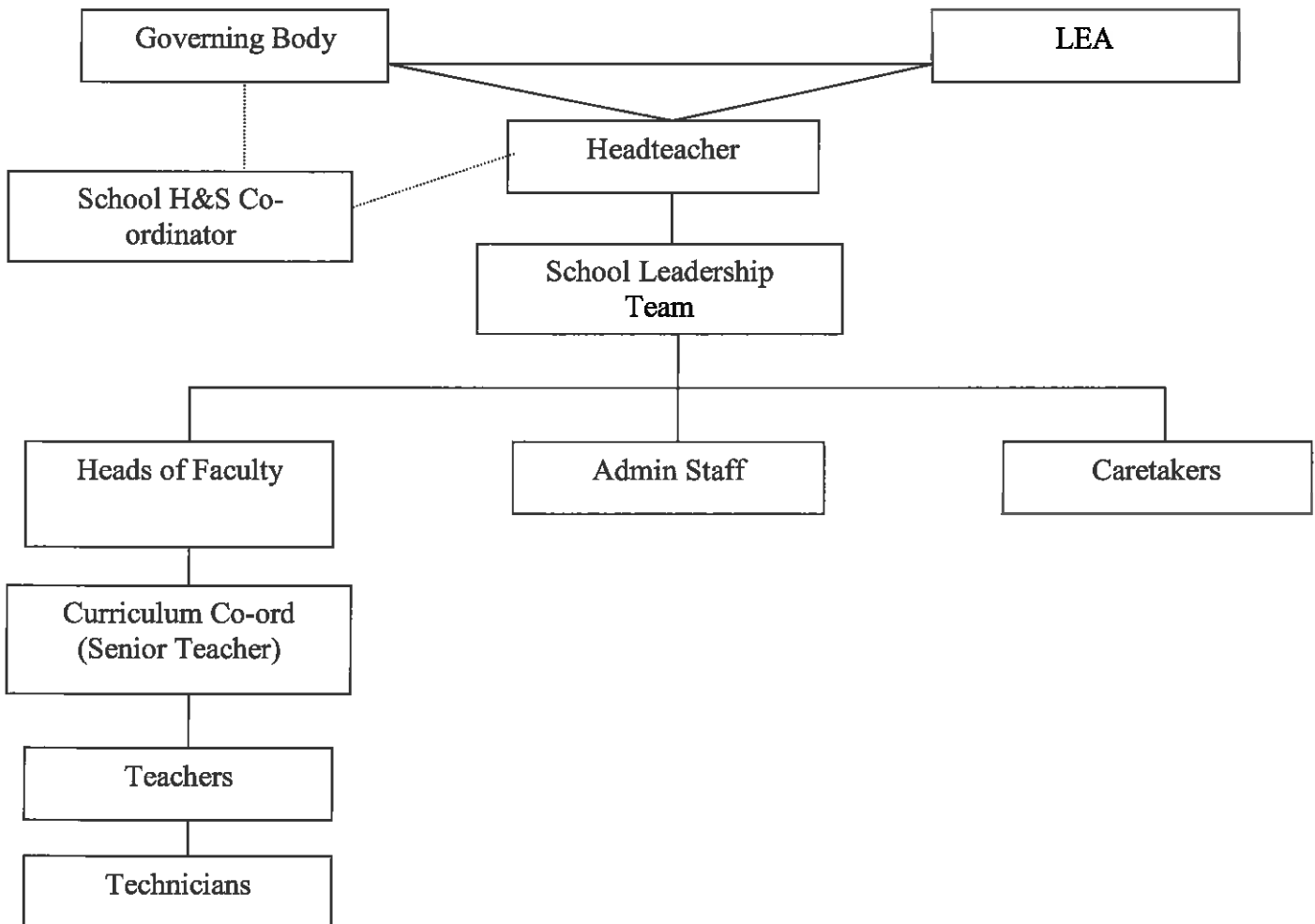
The policy will be monitored on a regular basis by the Headteacher and the Health and Safety Committee and reported to the School Leadership Group, the Local Education Authority and the school governors as appropriate at least annually.

The LEA or the governing body, as the case may be, and the Head should be concerned to ascertain that staff are carrying out the duties ascribed to them, that all physical safeguards are in place and functioning and that procedures are operating effectively. They may do this by:

- a) Monitoring accident and maintenance reports and comments received from staff, pupils and parents.
- b) Carrying out inspections.
- c) Reviewing the minutes of meetings of the Safety Committee and action which followed from them.

## Appendix 1

### HEALTH AND SAFETY ORGANISATIONAL CHART



## Appendix 2

### Certificated (First Aid at Work qualified) First Aiders:

Surname	First Name	Department	Date Awarded	Date Expires
Barlow	Andy	PE	29/1/2009	28/1/2012
Beasley	Julie	Admin	14/05/2010	14/05/2013
Cecil	John	History/Hoy	22/09/2010	22/09/2013
D'Arcy	Tom	Cover Supervisor	19/01/2009	19/01/2012
Esmond	Diane	Cover Supervisor	12/10/2010	12/10/2013
Hough	Angela	Admin	31/01/2011	31/01/2014
Martin	Sarah	Science - Tasker	21/09/2011	21/09/2014
Simmons	Jocelyn	Science - Milward	31/01/2011	31/01/2014
Spearing	Michael	Cover Supervisor	22/01/2010	21/01/2013
Treiber-Johnson	Margaret	Business Manager	22/01/2010	21/01/2013

### Certificated (Emergency First Aid for Schools qualified) First Aiders:

Surname	First Name	Department	Date Awarded	Date Expires
Dixon	Anna	LSA	25/1/2010	24/01/2013
Kinder	Mary	Librarian	19/1/2011	19/1/2014
Spearing	Janice	LSA	25/01/2010	24/1/2013
Waygood	Ting	LSA	3/12/2010	3/12/2013

### Certificated in Basic First Aid:

Surname	First Name	Department	Date Awarded	Date Expires
Williams	Nia	Technology	11/2/2009	10/02/2012

## **Appendix 3**

### **Accident & Incident Reporting**

**Incident Reporting:-** All incidents are to be recorded on the incident report form, located in the document repository on the school intranet. Once completed this form is to be passed to the School Health and Safety Co-ordinator and stored securely to ensure that personal details remain confidential.

**Accident Reporting:-** All accidents are to be recorded in the accident books, located in both reception offices or within departments where necessary.

**Investigation of Incidents and Remedial Action:-**  
A member of the senior leadership team will investigate all incidents and make appropriate recommendations to the business manager to prevent a recurrence.

**Reporting:-** The Health and Safety Co-ordinator is responsible for recording and reporting of incidents to County Hall and the HSE where required. Also to maintain accurate records.

## Appendix 4

### Qualified Minibus Drivers:

Name	Date Passed	Renewal Required By
Allen Ruth	13/10/2009	13/10/2013
Barlow Andy	01/07/2009	01/07/2013
Berrigan Mel	21/09/2009	21/09/2013
Butler Clair	18/11/2009	18/11/2013
Clapperton Kelly	29/03/2010	01/04/2014
Elcock Kevin	18/11/2009	18/11/2013
Evans Graham	22/09/2009	22/09/2013
Griffiths Phil	06/10/2009	06/10/2013
Griffiths Tom	03/03/2011	03/03/2015
Hammett Scott	18/11/2009	18/11/2013
Harris Peter	18/11/2009	18/11/2013
Haynes Maggie	18/11/2009	18/11/2013
Himsworth Martin	02/12/2009	02/12/2013
Howell Pam	21/09/2009	21/09/2013
Jones Gillian	01/07/2009	01/07/2013
Jones Richard	18/11/2009	18/11/2013
Llewellyn Anthony	12/09/2011	12/09/2014
Lloyd Jo	01/09/2009	01/09/2013
Mackie Kath	06/10/2009	06/10/2013
Martin Sarah	08/10/2010	08/10/2014
Morrell Sandy	13/10/2009	13/10/2013
Parry Christine	22/09/2009	22/09/2013
Sharpe Sarah	02/12/2009	02/12/2013
Spearing Michael	29/09/2009	29/09/2013
Spencer Christina	22/09/2009	22/09/2013
Thomas Alan	02/12/2009	02/12/2013
Treiber-Johnson Margaret	29/09/2009	29/09/2013
Warren Hilary	06/10/2009	06/10/2013
Waygood Ting	21/09/2009	21/09/2013

