

The Sandon School



HEALTH AND SAFETY POLICY

Last Adoption Date: July 2018

Next Review Date: Summer 2019

The Sandon School – Health and Safety Policy

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Statement of Intent

1. The Governing Board is committed to ensuring that high standards of health and safety are provided and maintained in order that there is a safe and healthy working environment for all staff, students, governors and visitors.
2. The Governing Board recognises that health and safety is a management responsibility of equal importance to service delivery and needs to be considered an integral part of the School provision.
3. This policy reflects our commitment to ensuring that health and safety is important to the School and that effective management of health and safety actively contributes to our success. The safety of both students and staff should underpin the whole culture and ethos of the School. Managers and staff at all levels are expected to embrace this commitment by ensuring high standards of health and safety in their area of responsibility as outlined in this policy and associated standards.
4. This policy sets out the key responsibilities of the Governing Board, Headteacher, Managers and Supervisors, the School's Health & Safety Co-ordinator and all staff. The Governing Board and senior staff will also consult on health & safety matters where appropriate and commit to the training of staff to the necessary levels.
5. This policy also outlines how health and safety is organised within the School and signposts all staff to the detailed arrangements for implementing this policy through risk assessments and standards. It is the responsibility of all staff to manage and minimise risks.
6. All staff have responsibilities under the Health and Safety at Work Act, and any breach of these could lead to prosecution of the School and/or individual staff. Failure to comply with the health and safety standards could also result in disciplinary action.
7. Reference to staff means all people working at the School including volunteers so far as appropriate. References to visitors include contractors, parents and all visitors to our site.

Staff

All staff at the School have the following responsibilities:

8. To take reasonable care of their own health, safety and welfare and others affected by their work.
9. To co-operate with the school by following safe working practices to meet their responsibilities for health & safety
10. To be aware of and to follow the schools policies, risk assessments and health and safety standards.
11. To undertake all tasks and to use work equipment provided correctly, in accordance with instructions or training and to wear appropriate clothing or Personal Protective Equipment where necessary.
12. To report any hazards, accidents, reportable diseases, ill health, dangerous occurrences and near misses to their Line Manager and/ or Business Manager in accordance with the School's health & safety incident reporting procedure.
13. To take part in health & safety training identified as necessary by their Line Manager or Headteacher.
14. To ensure that activities, where appropriate, are risk assessed at a planning stage and control measures implemented.
15. All staff are responsible for the effective supervision and safety of students under their care. This includes ensuring students are aware of and follow health & safety instructions and that safety education is delivered through formal and informal methods.

Governors

The Governing Board as the employer is responsible for health & safety and therefore ensuring compliance with current legislation as far as reasonably practical. This includes a legal duty as the controller of the premises. These duties include:

16. To ensure that the appropriate arrangements are made for health & safety to comply with statutory requirements and that these are taken into account when allocating resources.
17. To take reasonable steps to ensure that the School's buildings, grounds, equipment and materials are safe and do not put the health, safety and welfare of persons at risk whilst on the premises.
18. To ensure that the policies and procedures for recruitment, induction, staff development, performance management and capability used by the School include health & safety where appropriate.
19. To ensure that all staff have an appropriate workload in support of a reasonable work/life balance.
20. To ensure that a property consultant is used for major building works or demolition to ensure that the responsibilities under Construction, Design and Management (CDM) regulations are complied with.

21. To take an active role in monitoring health & safety by undertaking termly inspections and requesting reports on health & safety performance.
22. The Chair of Governors understands the educational visits system and will authorise higher risk visits eg, overseas, adventurous or residential.

Headteacher

The Headteacher is responsible for ensuring that:

23. The appropriate arrangements are in place for implementing the School's health & safety Policy.
24. The policy and arrangements are effectively communicated and implemented to all staff, governors, students and all visitors to site.
25. Trade Union representatives can carry out their functions and appropriate consultation takes place.
26. Staff are competent and have the capacity to carry out their role
27. There are arrangements are in place for managing risks arising from the School's activities or premises.
28. Systems are in place for monitoring and reviewing health & safety in School and that actions arising from monitoring results are carried out. This will include arranging for reporting to the Governing Board at least annually.
29. Accidents are reported and investigated using incident reporting procedures.
30. There is an adequate Incident Management Plan for dealing with emergencies which is updated annually.
31. Occupational Health Services are available.
32. There are adequate arrangements in place for the management of the premises on a day to day basis.
33. An Educational Visits Co-ordinator, who has attended a recognised training course, is appointed in School.

Health & Safety Co-ordinator

The Business Manager has been appointed as the Health & Safety Co-ordinator for the School and is responsible for ensuring that:

34. Arrangements for the effective co-ordination of health & safety throughout the School are established, including incident reporting and investigation.
35. There are arrangements in place for the effective communication of health & safety information to all staff, students, governors and all visitors to site.
36. Health & safety training is in place where appropriate and records of training are maintained.

37. Adequate arrangements are in place for; first aid, fire and emergency evacuation, emergency containment, reporting of health & safety incidents and concerns, other day to day health & safety procedures as needed.
38. Health & safety monitoring takes place and reports made to the Governing Board at least annually.
39. Appropriate risk assessments are in place where appropriate and control methods implemented.
40. The school is compliant with premises related standards and assessments.

Educational Visits Co-ordinator (EVC)

The School, in organising school visits beyond the school gates, recognises that it has a responsibility and its pastoral responsibilities cannot be delegated to an external provider. The Schools EVC procedures also include the Duke of Edinburgh Scheme. The School has appointed the Business Manager who, with the Headteacher, acts as an EVC who will:

41. Have undertaken a recognised training course, has sufficient and relevant experience in running/ attending visits, competence to train and monitor others and the authority to agree, or not, to visits.
42. Develop and implement a school procedure for the training, support, planning, monitoring and approval of school visits.
43. Assess each visit to ensure that leaders are competent (with reference to training and experience) and that Disclosure and Barring Service and safeguarding measures are in place.
44. Ensure that permission is sought from all parents/ carers for the student to take part in the visit and any specific medical or Special Educational Needs, those students with an Educational Health Care Plan or Disability or other vulnerability concerns are addressed prior to the visit.
45. Oversee the organisation of the visit and ensure that appropriate risk assessments are carried out and control measures are implemented.
46. Ensure that appropriate insurances are in place for all visits
47. Ensure that the appropriate procedures are in place for Duke of Edinburgh (DofE) expeditions where staff supervision and training must comply with DofE guidelines.
48. Keep records of individual visits and associated records eg, reports of any health & safety incidents.

Managers and Supervisors

All managers with management and supervisory responsibilities have responsibility for the implementation of this policy. Their responsibilities include:

49. Ensuring, in their area of control, that risk assessments are carried out, recorded and control measures implemented.

50. Ensuring relevant training is identified and undertaken by all staff in their area of control, including instruction and training on equipment, procedures, fire safety and evacuation procedures.
51. Ensuring those procedures are in place for any new staff.
52. Promoting risk awareness and the development of safe behaviour in their area to include staff and students.
53. Ensuring health & safety monitoring is undertaken in their area of control and any issues are raised with their Line Manager, Health & Safety Co-ordinator or Headteacher.

Students

Students have no particular responsibility in the implementation of this policy, but nevertheless are expected to:

54. Exercise personal responsibility for the safety of themselves and others.
55. Observe the safety rules of the School and in particular the instructions of staff given in an emergency
56. Not wilfully misuse, neglect or interfere with any item provided for safety.
57. Learn to understand and manage risk.
58. To understand and comply with the school's evacuation procedures.
59. Not bring into School any item that may be considered a danger to themselves or others.

Health and Safety Advice

60. The School has appointed Hansam Ltd as their competent health & safety adviser
61. The service offered by Hansam Ltd includes:
 - Access to standards, generic risk assessments and guidance. These standards are based on legislation, industry standards and best practice and produced by competent health & safety advisers.
 - Access to a telephone support desk for queries.
 - Further support is available on request.

Health & Safety Monitoring

The School has established the following systems to discharge its responsibility for health and safety monitoring in the establishment.

62. **Audit:** The School will ensure that a health & safety audit of the establishment is carried out at termly intervals.
63. **Audit:** The school will ensure that recommended monitoring will take place of legionella (monthly) and the asbestos register (twice per annum).

64. **Audit:** May be carried out by the Insurance company, DfE or other statutory bodies on any part of our operation; records are retained in inspection file.
65. **Audit:** A catering audit is carried out at least annually by LBA Safety. Ad hoc inspections may also take place by the Environmental Health Officer (EHO); records are held in the inspection file.
66. Reports: the school will comply with all requests for health and safety information from bodies such as the DfE.
67. **Internal Monitoring:** The School will ensure that an internal health & safety audit is carried out by the Business Manager and the curriculum areas on rotation. Advice will be sought from Handsam as appropriate.
68. **Governor Monitoring:** the governors responsible for health & safety will monitor the Schools health & safety procedures, incidents and performance. They will report to the Governing Board.
69. **Health and Safety Incident Investigation:** The School has an internal system for reporting incidents. The incident numbers and details are reviewed by the School's Senior Management. Serious incidents are reviewed by a senior member of staff and the findings reported to the Governing Board.
70. **Other Monitoring:** There are systems in place within the school which ensure that the following monitoring is also carried out:
- Monitoring of contractor operations under the School's control.
 - Routine checks on equipment and electrical, gas, mechanical and other services, contained within the Premises Improvement Plan in line with statutory or industry requirements.
 - Hazard reporting system which is reviewed at least termly by Senior Managers and Governors to assess the types of issues being identified and whether they are being dealt with effectively.

Fire Evacuation/ Emergency Containment

71. The School will ensure that a fire drill is undertaken at least termly. A record will be kept of the exercise and notes taken of any areas for improvement or concern. A full risk assessment for fire safety is undertaken annually; this includes the scheduled testing of alarms and equipment. Training will be given for Emergency Containment.

First Aid

72. The School will ensure that there are adequately trained first aid staff. All first aid matters are covered in the Medical Policy and first aid procedures; these are provided to all staff and available via ispace.

Accident Reporting

73. All accidents (or near misses) in School should be reported via the accident/ incident reporting form. This will also be used to report necessary accidents via Reportable Injuries, Diseases and Dangerous Occurrences Regulations. This form is also used for reporting incidents using reasonable force.

Consequences of Non Compliance with the School's Health and Safety Policies and Standards

74. It is a requirement for all staff to fulfil their responsibilities as outlined in this policy. Where there is a failure to comply with the Policy, whether observed in routine activities or through established health & safety monitoring systems, an appropriate response is required to hold managers and staff to account and remedy the failure. A number of options are available depending on the severity of the circumstances:
- As part of the normal line management process
 - Through performance reviews
 - For serious breaches, through disciplinary action. If sufficiently serious, this could include dismissal for gross misconduct.

The School's HR policies give full details on disciplinary and misconduct procedures.

Review

This policy will be well publicised. It will be reviewed at least every year. It was adopted by the Governing Body on 2 July 2018.

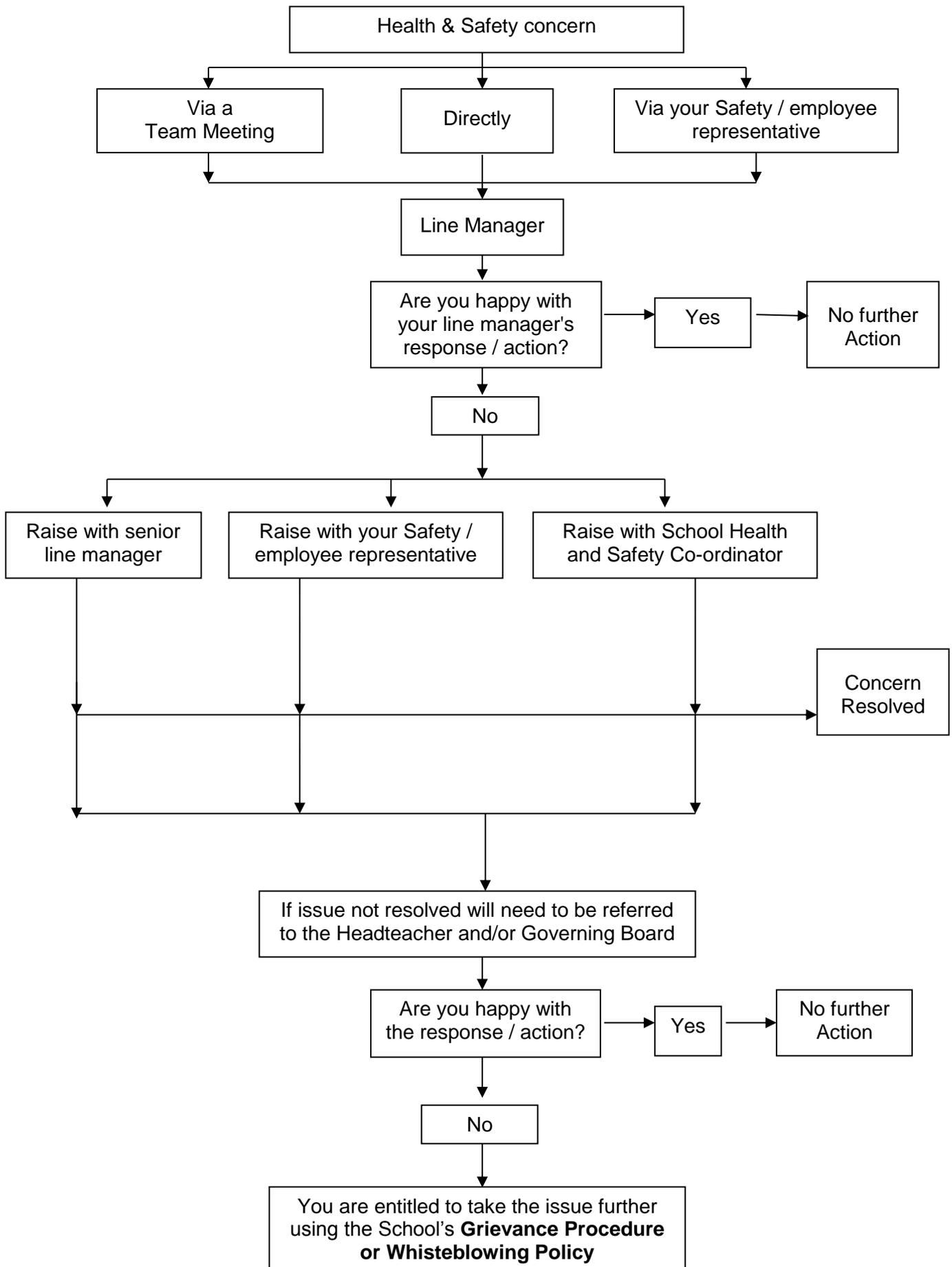
Appendix 1: Health and Safety Local Arrangements Notice

School:	The Sandon School
Headteacher:	Mr J C Wincott / Mr Weaver from 01.09.2018
School Health and Safety Coordinator:	Mrs K L Bayley
Educational visits co-ordinator:	Mrs K L Bayley (Supported by Leadership Team)
TU H& S Representative / Employee Rep:	Miss S Johnson
Report Health and Safety incidents to:	Business Manager – Mrs K L Bayley
Report hazards to:	Business Manager – Mrs K L Bayley Site Manager – Mr D Bloxham
Person responsible for H&S inspections:	Mrs K L Bayley
Person responsible for co-ordinating fire evacuation and emergency containment:	Mr J C Wincott /Mr Weaver from 01.09.2018 Mrs K L Bayley
Fire marshals:	One member of support staff (plus alternate) for each area of the School. See fire evacuation clipboard
Fire assembly point(s):	Main School playground (safe area by Woodhill Rd entrance)
Day and time of weekly fire alarm tests	Tuesday 6:30am
First aiders / appointed persons:	<p>4 Day Assessment</p> <p>Mrs Williams Mrs Hart Mr Bloxham Mrs Peel Mrs Savino Mrs Hay Mrs Murray</p> <p>First Aid in the Outdoors</p> <p>Mr Wincott Miss Peaty Mrs Bayley Miss Elms Mrs Hampton Mrs Searle Miss Duncan</p>
	Location:
Incident / Accident report forms	Business Manager's Office
Hazard forms	All hazards to be reported immediately to Business Manager/ Site Manager
Health and Safety Standards and Information relevant to School / curriculum area	In Blue file in each curriculum area, iSpace

Appendix 2: Getting help on Health and Safety

Contacts	Name(s)	Contact No. / email
Health & Safety advice	Handsam Ltd	0844 335 1737
Health & Safety advice in School	Mrs K L Bayley	Ext 106
Asbestos / legionella / contractor management advice	Refer to Site Files	
Educational Visits Adviser	Handsam Ltd	
ECC Counselling Service (Confidential service)	Occupational Health Centre	Tel: 01245 434225
Other contacts		
School's Property Consultant	Ingleton Wood LLP	
School's food safety advisor	LBA Safety	
Occupational health advice	Essex County Council	
School Nurse	Please contact via school reception.	
Essex Health Protection Agency (Infection control advice):	0845 1550069 EHPTinfo@essexhpa.nhs.uk	

Appendix 3: How to raise a Health & Safety concern



Appendix 4 – Health and Safety Policy

Management of Radioactive Sources

The School science department holds radioactive sources and therefore the Governing Board is deemed to be a 'radiation employer'. As a 'radiation employer' it is necessary to consult with and appoint where necessary a *Radiation Protection Adviser (RPA)*. The Criteria of Competence for RPA's is set by the Health & Safety Executive.

The Schools RPA is Handsam Ltd, through CLEAPSS, (Consortium for Local Education Authorities Provision of School Science). The School subscribes to CLEAPSS through Essex County Council.

The School is required by CLEAPSS to appoint a Radiation Protection Officer to act as a link between the School and the RPA / CLEAPSS on radiation matters.

Handsam Ltd have been appointed as the Schools RPO. Handsam RPO will:

- Keep central records of the sources held by the School;
- Keep records of who the School RPS's is;
- Ensure RPS's are informed of any information or guidance on managing radioactive sources;
- Undertake a visit to the School from time to time to monitor practice and procedures (check records are accurate, sources appropriately stored, source use log kept, leak checks carried out and general source management).

The Science Department adheres to the CLEAPSS Guide L93 – Managing Ionising Radiations and Radioactive Substances in Schools, etc (September 2008).

In accordance with Guide L93, the School has appointed a member of the Science Teaching staff as Radiation Protection Supervisor (Schools) (RPS's) who has the relevant qualifications / competence as outlined in Section 2 of L93 to undertake the role. The name of the School's RPS's is **Mr Anwar Mismar**.

The full duties of the Schools Radiation Protection Supervisor (Schools) are contained in Section 2.3.2 of L93 (September 2008).

RPS(s)'s specific duties include:

- Informing the Schools RPO when any new sources are acquired;
- Consulting with the Schools RPO on the disposal or the transfer of sources to another establishment;
- Informing the Schools RPO when any sources have been disposed of or transferred.
- Informing the Schools RPO if the establishment appoints a new RPS(s);
- Providing information on sources held when requested to do so by the Schools RPO;
- Informing the Schools RPO of any incidents involving the establishment's sources, e.g. spill, leak or loss.

The contact details for the Schools RPO are:

- Handsam Ltd. 7 The Oaks Business Park, Clews Road, Oakenshaw, Redditch, Worcestershire. B98
- Telephone: 0844 335 1737
 - E-mail: <mailto:info@handsam.co.uk>

Appendix 5 – Health and Safety Policy

School Catering arrangements

The School manages and delivers its own in-house catering service and therefore has access to competent food safety advice.

The Schools competent food safety adviser is LBA Safety.

LBA Safety
Holderness
High Garrett
Braintree
CM7 5NT

info@lbasafety.co.uk

01376 339829
07949651918

The School follows all policies and procedures recommended by LBA Safety, a full annual audit is undertaken and supplementary follow up visits the results of which are held in the School kitchen.

All staff are trained to CIEH Level 2 food safety and have undertaken a CIEH Level 2 Health and safety course. All training files including those for Safe Systems of Work (SSOW) are held in the school kitchen.