

# OUSEDALE SCHOOL

## HEALTH AND SAFETY AT WORK POLICY

### 1.0 STATEMENT OF INTENT

The Governing Board notes the provisions of the Health and Safety at Work, etc. Act 1974, which states that it is the duty of every employer to ensure, so far as is reasonably practicable, the health, safety and welfare of employees, and, which states that it is the duty of every employer to conduct his or her business in such a way as 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.

The aim of the Governing Board is “To provide a safe and healthy working and learning environment for staff, pupils and visitors.” To this end the Governing Board and management of the school will:

- ensure that adequate resources, training and communication opportunities are provided to discharge this aim
- bring this Policy to the attention of employees
- encourage staff to report any health and safety concerns
- comply with relevant legal requirements, codes of practice and regulations
- identify and eliminate risk wherever possible, and where risk cannot be eliminated it will be mitigated through implementation of control measures

The arrangements outlined in this statement and the various other safety provisions made by the Governing Board cannot prevent accidents or ensure safe and healthy working conditions. The Governing Board believes that only the adoption of safe methods of work and good practice by every individual can ensure everyone's personal health and safety. The Governing Board will take all reasonable steps to identify and reduce hazards to a minimum but all staff and pupils must appreciate that their own safety and that of others also depends on their individual conduct and vigilance while on the school premises or while taking part in school-sponsored activities.

### 2.0 PROCEDURE

#### 2.1 Duties of the Governing Board

2.1.1 In the discharge of its duty the Governing Board, in consultation with the Head, will

- (i) 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 practices which

are relevant to the work of the school.

- (ii) ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school
- (iii) Periodically assess the effectiveness of this policy and ensure that any necessary changes are made
- (iv) identify and evaluate all risks relating to:
  - 1. accidents
  - 2. health
  - 3. school-sponsored activities, including work experience
- (v) identify and evaluate risk control measures in order to select the most appropriate means of minimising risk to staff, students and others
- (vi) create and monitor the management structure.

2.1.2 In particular, the Governing Board undertakes to provide:

- (i) a safe place for staff and students to work including safe means of entry and exit
- (ii) plant, equipment and systems of work which are safe
- (iii) safe arrangements for the handling, storage and transport of articles and substances
- (iv) safe and healthy working conditions which take account of all appropriate:
  - 1. statutory requirements
  - 2. codes of practice whether statutory or advisory
  - 3. guidance whether statutory or advisory
- (v) supervision, training and instruction so that all staff and students can perform their school-related activities in a healthy and safe manner
- (vi) necessary safety and protective equipment and clothing together with any necessary guidance, instruction and supervision
- (vii) adequate welfare facilities.

2.1.3 So far as is reasonably practicable the Governing Board, 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:

- 1. this policy
- 2. all other relevant health and safety matters
- 3. instruction and training to be given so that they may carry out their duties in a safe manner without placing themselves or others at risk.

## **2.2 Duties of the Head**

2.2.1 The Headteacher has overall responsibility for the strategic direction of Health and Safety.

2.2.2 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.

2.3 The Board and Headteacher have delegated responsibility for implementing Health and Safety Policy at Ousedale School.

2.3.1 The Head will:

- (i) be aware of the basic requirements of the Health and Safety at Work Act 1974 and any other health and safety legislation and codes of practice relevant to the work of the school
- (ii) ensure, at all times, the health, safety and welfare of staff, students and others using the school premises or facilities or services or attending or taking part in school-sponsored activities
- (iii) ensure safe working conditions for the health, safety and welfare of staff, students and others using the school premises and facilities
- (iv) 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
- (v) ensure systems of risk assessment are in place to allow the prompt identification of potential hazards
- (vi) carry out periodic reviews and safety audits on the findings of the risk assessment
- (vii) identify the training needs of staff and students and ensure, within the financial resources available, that all members of staff and students who have identified training needs receive adequate and appropriate training and instruction in health and safety matters
- (viii) encourage staff, students and others to promote health and safety
- (ix) ensure that any defects in the premises, its plant, equipment or facilities which relate to or may affect the health and safety of staff, students and others are made safe without delay
- (x) encourage all employees to suggest ways and means of reducing risks
- (xi) collate accident and incident information and, when necessary, carry out accident and incident investigations
- (xii) monitor the standard of health and safety throughout the school, including all school-based activities, encourage staff, students and others to achieve the highest possible standards and discipline those who consistently fail to consider their own well-being or the health and safety of others

- (xiii) monitor first aid and welfare provision
- (xiv) monitor the management structure, along with the governors

2.3.2 The Site Manager, with the support of the Finance Manager, will be the focal point for day-to-day matters on Health and Safety.

2.3.3 The Head, in conjunction with the Personnel Manager, has responsibility for ensuring all staff understand and comply with the Health and Safety Policy.

2.3.4 The Head will ensure that an emergency evacuation plan is prepared to cover all foreseeable major incidents which could put at risk the occupants or users of the school. This plan will indicate the actions to be taken in the event of a major incident, and the responsibilities of key members of staff, so that everything possible is done to:

1. save life
2. prevent injury
3. minimise loss

A risk register will identify any areas which need further consideration and action.

2.3.5 The plan will be agreed by the Governing Board and be regularly rehearsed by staff and students. The plan will be clearly documented in the health and safety section of the staff handbook and reviewed on a yearly basis prior to its publication in the staff handbook.

2.3.6 As becomes necessary the Head will ensure the emergency plan is adapted to address any emerging risks to school users. This includes the incorporation of any advice or guidance issued nationally, for example in relation to a pandemic.

## **2.4 Duties of Leaders and Managers**

2.4.1 All Middle Leaders, Subject Leaders (at the Olney campus), TLR holders and Associate staff with line management responsibilities will make themselves 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 their area of responsibility.

2.4.2 In addition to the general duties which all members of staff have, they will be directly responsible to the Head or the member of staff nominated by the Head to have overall day-to-day responsibility for the implementation and operation of the school's health and safety policy within their relevant departments and areas of responsibility.

2.4.3 They will take a direct interest in the school's health and safety policy and in helping other members of staff, students and others to comply with its requirements

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

- (i) safe methods of working exist and are implemented throughout their department and that, where appropriate, changes to working practices are risk assessed e.g. new equipment, new event
- (ii) health and safety regulations, rules, procedures and codes of practice are being

applied effectively, including school protocols based on government guidance.

- (iii) staff, students and others under their jurisdiction are instructed in safe working practices
- (iv) new employees working within their department are given instruction in safe working practices
- (v) regular safety inspections are made of their area of responsibility as required by the Head
- (vi) risk assessments are completed, recorded and regularly reviewed especially in Science, Art, PE and DT.
- (vii) positive, corrective action is taken where necessary to ensure the health and safety of all staff, students and others
- (viii) all plant, machinery and equipment in the department in which they work is adequately guarded and in good and safe working order
- (ix) 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
- (x) appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the department in which they work
- (xi) toxic, hazardous and highly flammable substances in the department in which they work are correctly used, stored and labelled
- (xii) they monitor the standard of health and safety throughout the department in which they work, encourage staff, students 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
- (xiii) all the signs used meet the statutory requirements
- (xiv) all health and safety information is communicated to the relevant persons
- (xv) they report, as appropriate, any health and safety concerns to the appropriate individual.

## **2.5 Duties of Site Manager**

2.5.1 The Site Manager will ensure that:

- (i) school buildings and plant are maintained in accordance with the Health and Safety Policy.
- (ii) records of servicing and maintenance are retained and kept up-to-date,
- (iii) contractors engaged are reputable and can demonstrate a good health and safety record and are made aware of relevant local health and safety rules and procedures

- (iv) safe systems of work are developed and implemented, including school protocols based on government guidance.
- (v) risk assessments are completed, recorded and regularly reviewed
- (vi) they communicate with staff on health and safety issues relating to building maintenance and the work of contractors.
- (vii) they encourage staff to report hazards and raise health and safety concerns
- (viii) statutory examinations are planned, completed and recorded
- (ix) any safety issues that cannot be dealt with are referred to the relevant member of SLT
- (x) welfare facilities provided are maintained in a satisfactory state
- (xi) agreed safety standards are maintained particularly those relating to housekeeping
- (xii) they react promptly to notifications of Health and Safety issues especially those identified in the general risk assessment.

## **2.6 Duties of Staff planning or running an Educational Visit or Journey**

- 2.6.1 Staff must follow the school's procedures as set out in its Educational Visits and Journeys policy when both planning and running a visit or journey.
- 2.6.2 The policy will pay due regard to health and safety and the identification and mitigation of risk during the planning and running of a visit or journey.

## **2.7 Duties of All Members of Staff**

- 2.7.1 All staff will make themselves familiar with the requirements of the Health and Safety at Work, etc. Act 1974 and any other health and safety legislation and codes of practice which are relevant to their work and the work of the department in which they work. They should:
  - (i) take reasonable care of their own health and safety and any other persons who may be affected by their acts or omissions at work
  - (ii) as regards any duty or requirements imposed on his or her employer or any other persons by or under any of the relevant statutory provisions, co-operate with him or her so far as necessary to enable that duty or requirement to be performed or complied with.
- 2.7.2 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.
- 2.7.3 In particular all members of staff will:
  - (i) be familiar with the health and safety policy and any and all safety regulations as laid

down by the Governing Board

- (ii) ensure health and safety regulations, rules, routines and procedures are being applied effectively by both staff and students, including school protocols based on government guidance.
- (iii) see that all plant, machinery and equipment is adequately guarded and in good and safe working order
- (iv) not make unauthorised or improper use of plant, machinery and equipment
- (v) use the correct equipment and tools for the job and any protective equipment or safety devices which may be supplied
- (vi) ensure that substances that are hazardous to health and/or safety and highly flammable substances are correctly used, stored and labelled
- (vii) report any defects in the premises, plant, equipment and facilities which they observe
- (viii) report, if they develop, any of the following infections, diseases or symptoms:
  - skin infections
  - severe respiratory infection (e.g. pneumonia, TB)
  - severe diarrhoea
  - jaundice, hepatitis, chicken pox, measles, mumps, rubella, HIV, leptospirosis
  - COVID-19 symptoms
- (ix) take an active interest in promoting health and safety and suggest ways of reducing risks.

## **2.8 Students**

### **2.8.1 All Students must**

- (i) co-operate with Teachers and school staff on health and safety matters;
- (ii) Not interfere with anything provided to safeguard their own health and safety;
- (iii) take reasonable care of their own health and safety; and report all health and safety concerns to a Teacher or other member of staff.

## **2.9 Hirers, Contractors and Others**

2.9.1 When the premises are used for purposes not under the direction of the Head then the principal person in charge of the activities for which the premises are in use will have responsibility for safe practices.

2.9.2 The Head or the co-ordinator will seek to ensure that hirers, contractors and others who use the school premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times.

2.9.3 When the school premises or facilities are being used out of normal school hours for a school-sponsored activity then, for the purposes of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and will comply with the requirements of this

section.

- 2.9.4 When the premises are hired to persons outside the employ of the Governing Board, it will be a condition for all hirers and others using the school premises or facilities that they are familiar with this policy, that they comply with all safety directives of the Governing Board and that they will not without the prior consent of the Governing Board:
1. introduce equipment for use on the school premises
  2. alter fixed installations
  3. remove fire and safety notices or equipment
  4. take any action that may create hazards for persons using the premises or the staff or students of the school.

- 2.9.5 All contractors who work on the school premises are required to ensure safe working practices by their own employees under the provisions of the Health and Safety at Work, etc. Act 1974 and must pay due regard to the safety of all persons using the premises in accordance with ss.3–4 of the Health and Safety at Work, etc. Act 1974.

- 2.9.6 In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe the Head will take such actions as are necessary to prevent persons in his or her care from risk of injury and may wish to consult with the Health & Safety Executive for guidance and possible enforcement of the legislation.

- 2.9.7 The Governing Board draws the attention of all users of the school premises (including hirers and contractors) to s.8 of the Health and Safety at Work, etc. Act 1974, which states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.

## **2.10 Visitors**

- 2.10.1 All visitors are required to sign in at the reception. Visitors will be collected from reception by the member of staff concerned or escorted to the appropriate area of the School.

- 2.10.2 Hirers of the School premises must use plant, equipment and substances correctly and use the appropriate safety equipment. They will be made aware of their obligations in relation to health and safety when making the booking

- 2.10.3 Whilst on site, all visitors and contractors must wear a visitor's badge. Cleaning contractor's employees must wear an identifiable uniform or an identity badge at all times. Temporary teaching staff on cover duties will be required to indicate their presence by reporting to reception.

- 2.10.4 If a member of staff meets someone on site who they do not recognise and is not wearing a visitor's badge, they must, if they do not feel threatened, enquire if the person needs assistance and escort them to reception. .

- 2.10.5 If directing unidentified visitors to reception or off site staff should check with reception that the person(s) did arrive or leave the site via the 2222/7777 Emergency telephone number system. Reception will immediately notify SLT if unidentified visitors do not arrive or don't leave the site.

- 2.10.6 If an intruder is uncooperative in going to the reception or leaving the site, or a member of staff feels threatened, or is threatened with violence or a violent attack takes place,

immediate help from the Police should be sought by telephone (2222/7777 Emergency who will then call the Police as necessary).

### **3.0 Staff Consultative Arrangements**

3.0.1 The Governing Board, through the Head, will make arrangements for agenda items on health and safety matters to be incorporated into existing consultative groups, namely the staff forum. As a group, the nominated representatives of each accredited trade union or staff association will be invited to join the forum.

### **3.1 ARRANGEMENTS**

#### **3.1.1 Codes of Practice and Safety Rules**

3.1.2 In consultation with the Governing Board(where appropriate) and taking into account the requirements of this statement the staff forum will approve (where necessary) codes of practice for the observation of safety requirements in school.

3.1.3 From time to time the Health and Safety Executive and other regulatory or advisory bodies, such as Consortium of Local Education Authorities for the Provision of Science equipment (CLEAPSS), will issue codes of practice on particular topics for the guidance of Heads and others who are in control of educational premises, who will normally incorporate such codes into their health and safety policy and procedures if deemed appropriate. If the Head considers the inclusion of all or any such documents into this policy to be inappropriate, he or she will be required to demonstrate to the satisfaction of the Governing Board that he or she has already introduced codes of practice and methods of working which achieve a similar or higher standard of health and safety.

### **3.2 Risk Assessment**

3.2.1 The Head will ensure that a 'competent person' is appointed from professional Health and Safety consultants to provide assistance on Health and Safety issues.

3.2.2 The Health and Safety consultant/'competent person' is primarily engaged to provide Ousedale with the following services:

- completion of the general risk assessment that forms the basis of our risk management programme
- development of our documentation to ensure it is relevant and fit for purpose
- a consultant visit(s) to train relevant staff and support our implementation of this policy
- advise the school what it needs to do in order to comply with all Health and Safety requirements including the completion of risk assessments

### **3.3 First Aid**

3.3.1 The arrangements for first aid provision, in line with the first aid policy, will be adequate to cope with all foreseeable major incidents.

3.3.2 At the discretion of the Governing Board other staff will be given such training in first aid techniques as is required to give them a basic, minimum level of competence. This level will be agreed by the Governing Board after seeking appropriate advice. The number of such trained but un-certificated first aiders will be determined by the Governing Board as that being sufficient to meet the needs of all foreseeable circumstances.

- 3.3.3 Supplies of first aid material will be held at various locations throughout the school. These locations will be determined by the Head. They will be prominently marked and all staff will be advised of their position. The materials will be checked regularly and any deficiencies made good without delay.
- 3.3.4 Adequate and appropriate first aid provision will form part of the arrangements for all out-of-school activities.
- 3.3.5 A record will be made of each occasion any member of staff, student or other person receives first aid treatment either on the school premises or as part of a school-related activity

### **3.4 Review**

- 3.4.1 The Governing Board will review this policy statement annually and update, modify or amend it as it considers necessary to ensure the health, safety and welfare of staff and students.

Approved by Finance & Premises Committee – 25 November 2020  
To Full Governing Board – 7 December 2020  
Date of Next Review – Nov 2021