



Health and Safety Policy

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INTRODUCTION

This policy document is written to ensure compliance with the provisions of the Health and Safety at Work Act 1974 and subsequent enabling legislations and Regulations.

It is broken down into three constituent parts:

1. General Statement of Health and Safety Policy, signed by the Chair of Trustees
2. Organisational arrangements for the management of health and safety responsibilities within the School
3. Local arrangements for the management of a range of health and safety issues.

The Health and Safety Policy forms part of the School's overall approach to the management of risk and therefore falls under the remit of the Risk Management Policy and associated Risk Register.

The Health and Safety Policy is, itself, then supported by supplementary documentation such as the Premises Management Policy, Risk Assessment Policy and associated Risk Assessments.

HEALTH AND SAFETY POLICY STATEMENT

The Board of Trustees of Tytherington School recognises and accepts that under the Health & Safety at Work, etc., Act 1974 (the Act) it has a legal responsibility to provide, so far as is reasonably practicable for the health, safety and welfare of all employees of the School and also it has certain duties towards pupils, the public, and people who from time to time use the premises of the School.

It is the responsibility of the Trustee Board to take all necessary steps to meet its responsibilities under the Act, Regulations made under the Act and approved Codes of Practice.

The trustees consider health and safety to be a matter of paramount importance in the school and will therefore take appropriate steps:

1. To provide and maintain safe and healthy places of work and systems and methods of work, with adequate facilities and arrangements for the welfare of all employees and pupils and to protect all employees, pupils and others (including the public) in so far as they come into contact with foreseeable work hazards.
2. To provide all employees and pupils with the information, instruction, training and supervision that they require to work safely and efficiently.
3. To develop safety awareness amongst all employees and pupils.
4. To provide a safe environment for all visitors to the school, bearing in mind that these visitors may not be aware of the risks arising from aspects of use of a school's facilities.
5. To encourage full and effective two-way consultation on health and safety matters between the trustees, Senior Leadership Team, teaching and support staff in the school.
6. To ensure that this Policy is used as a practical working document and that its contents are fully publicised.
7. To keep the details of this policy under constant review and in line with changing safety practices and current legislation.

The Board of Trustees accepts ultimate responsibility for Health & Safety within the School.

However, the trustees wish to remind employees that under Section 7 of the Act:

It shall be the duty of every employee while at work -

- To take reasonable care for their health and safety and of other persons who may be affected by their acts or omissions at work;
and
- As regards any duty or requirement on their employer or any other person by or under any of the relevant statutory provisions, to co-operate with them, so far as it is necessary, to enable that duty or requirement to be performed or complied with.

Any member of staff who fails to observe the requirements of any part of the Policy will be the subject of disciplinary proceedings in accordance with their Contract of Employment.

Signed Date
Chair of Trustee Board

ORGANISATION OF HEALTH AND SAFETY AT TYTHERINGTON

The general direction of health and safety at work is delegated by the Trustee Board to the Headteacher in respect of responsibility and authority for the effective execution of approved policies.

The general administration of health and safety at work (Health & Safety Co-ordination) is delegated to the Business Director.

The School is supported by an external Safety Adviser from EEF Ltd.

When a member of staff involved in the Health and Safety procedure is absent for a short period, they must report the expected length of their absence and a suggested suitable replacement to the Headteacher. For longer periods of absence, adequate substitution must be made in writing, with copies to the Headmistress and all affected employees.

RESPONSIBILITIES FOR HEALTH AND SAFETY

THE BOARD OF TRUSTEES

Ultimate responsibility for health and safety within the School rests with the Trustee Board. This is discharged through the following actions:

- To ensure there is an effective Health and Safety Policy for the School and periodically appraise its effectiveness.
- To ensure health and safety matters are reported to the Trustee Board, or a delegated Committee, on a regular basis.
- To ensure all levels of Management understand, actively support and implement the Health and Safety Policy and Procedures.
- To be aware of statutory legislation, common law and Codes of Practice affecting School activities (on and off site) and to ensure their ongoing compliance.
- To assess the risks to staff and others affected by School activities in order to identify and introduce the health and safety measures necessary to manage those risks.
- To inform employees about the risks and the measures put in place to manage them.
- To ensure that adequate health and safety training is provided.

Overall trustee responsibility for health and safety currently lies with the Chairs.

THE HEADTEACHER

The Headteacher is responsible for supervising and monitoring the policy of Tytherington School in respect of health, safety and welfare of staff, pupils and visitors to the school premises, and in respect of all activities carried out both on the school premises, and off school premises where these are arranged under the auspices of the school.

In discharging these responsibilities, the following actions are delegated to the Business Director, who is the nominated Health and Safety Lead:

- To ensure that the Health and Safety Policy of the Governing Body is implemented, followed and monitored.
- To maintain, monitor and update the School 'Organisation of Health and Safety' hierarchy to ensure efficacy of implementation of health and safety arrangements
- To ensure that all procedures used are safe and in compliance with any relevant codes of practice and law, that instruction in safe practice is given and in particular that risk assessments are carried out in compliance with the Management of Health and Safety at Work Regulations;
- To ensure that all staff and pupils are adequately trained in, and visitors advised of, safe procedures.
- To investigate and keep a record of all accidents, incidents and near misses, and to report any serious instances to the Governing Body as soon as possible.
- To appoint a qualified Fire Officer, and to ensure that all fire legislation is complied with.
- To appoint qualified first aiders and to have first aid boxes checked at the start of each term, as a minimum
- To ensure the safe disposal of hazardous wastes, in compliance with regulations;
- To ensure, as far as possible, that preventative health measures are taken;
- To ensure the posting of warning and safety signs across the School site and to keep them up to date;
- To ensure commitment to continuous improvement in the management of health and safety.

SENIOR LEADERSHIP TEAM

It is the responsibility of SLT, as far as is reasonably practicable, to ensure that Heads of Department are adequately trained in Health & Safety, provided with sufficient resources to undertake their responsibilities, and monitored to ensure appropriate levels of Health & Safety compliance within their departments.

HEADS OF DEPARTMENT

Every Head of Department is responsible for ensuring, as far as is reasonably practicable, the health and safety of staff, pupils and visitors in their department, including the preparation of Risk Assessments, ensuring departmental inspections are carried out and alerting the Business Director to health and safety issues that may arise in the day to day life of the School.

EMPLOYEES

All members of staff and persons entering the premises are responsible for exercising care in relation to themselves, and others who may be affected by their actions. Those in charge of visitors should ensure, where appropriate that the visitors are made aware of, and follow the health and safety rules of the School.

All employees are responsible for:

- Making themselves familiar with the School Health and Safety Policy, Safety Rules and Safety Procedures.
- Making themselves familiar with the School fire safety and first aid procedures.
- Taking all due care for the health and safety of themselves, their fellow employees and pupils under their care.
- Observing School Safety Rules and Safe Working Practices at all times.
- Wearing and using appropriate protective equipment as required.
- Co-operating with the School in the implementation and observation of all statutory requirements.
- Not misusing or interfering with anything provided by the School in the interest of health and safety at work.
- Reporting all accidents or hazards outside their personal control to a member of the health and safety committee.

In addition to any disciplinary action which may be taken for breaches of personal responsibility for health and safety, in the case of breaches of statutory requirements, individuals may be held personally liable under the law.

PUPILS AND PARENTS

Pupils and parents are responsible for following the School's health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff.

CONTRACTORS

Contractors will agree health and safety procedures with the Business Director and/or Site Manager before commencing work on site. They will be required to provide evidence of satisfactory risk assessments and other health and safety measures before commencing work.

The following pages record local arrangements for specific health and safety issues.

ACCIDENTS AND INCIDENTS REPORTING

Accidents and near-misses are recorded on individual Accident Forms and passed to the Business Director. The School currently uses the Evolve online Accident Book.

The Business Director maintains an annual log of all reported accidents and near-misses.

The Business Director reviews each Accident Form and for serious incidents will undertake an appropriate investigation, recording the findings of such investigations in the log and taking appropriate remedial action as required.

The School will comply with the requirements to report certain accidents and injuries, in compliance with the current RIDDOR Regulations. The Business Director will be responsible for the completion and submission of any such reports. Such incidents will be reported to the HSE as soon as is reasonably practicable and in any event within 10 days of the incident,

ADMINISTRATION OF MEDICINES

The School has separate First Aid and Medical Need Policies which detail the management arrangements for this area of operation.

Medication is only administered to pupils when the parental consent form has been completed.

The medicine will be administered by one nominated member of staff for each pupil and appropriate records kept by the Pastoral Team.

Medicines are only administered during school time when they have been prescribed by a child's GP or other relevant medical professional.

Medicines are kept in a locked cupboard in the Pastoral Team office

The only exceptions to this are asthma medication and 'epipens' (following discussion with parents) which may be kept in appropriate locations, out of the reach of other pupils, as appropriate

The doses administered during the school day are to be kept to the minimum, e. g. a course of antibiotics requiring four doses a day - only one dose (lunchtime) will normally need to be administered at school.

ASBESTOS

The School will seek to comply with the current Asbestos Management Regulations.

The School has completed a comprehensive site survey and has documented the known presence of asbestos across the School site in an Asbestos Register.

The School has drafted an Asbestos Management Plan to manage the containment and removal of asbestos on the site

Site staff have been briefed on the known locations of asbestos and the actions to take if it is disturbed. The Site Manager will inform any contractors of the presence of asbestos (if any known) in their area of work.

If any asbestos is disturbed, the work being undertaken must immediately cease and remain so until the area is declared safe.

CONTRACTORS

The Business Director, Business Manager and Site Manager will be responsible for the selection of appropriate contractors for any work required on site that cannot be carried out by School Site staff.

The Site Manager will be responsible for the management of contractors whilst they are working on the School site.

The School has created a Permit To Work Form which must be completed by any contractor before they commence work on the School site. The Site Manager will retain copies of these Permits once the work has been completed.

The contractor may be required to provide appropriate Risk Assessments and Method Statements relevant to the work undertaken. These must be approved by the Site Manager before work commences, and copies will be retained in School.

CONTROL OF HAZARDOUS SUBSTANCES

The use of hazardous substances in school will be kept to a minimum.

The Business Director and Site Manager (with appropriate support from other staff or external consultants) will maintain a Register of COSHH Assessments completed for all hazardous substances used on site. The Assessments should be completed by the relevant Head of Department and/or Site staff and circulated to all employees who work with the hazardous substance.

All chemicals, and other materials, deemed to be hazardous, will be kept securely and safely in designated areas of the School, and in accordance with instructions on the product label. A log will be kept by the Site Manager of the locations of such storage areas. The maintenance of these areas will be the responsibility of the relevant Head of Department.

The use of such hazardous materials be under the strict control of the relevant Head of Department and will be subject to individual arrangements within that Department.

Staff will be provided with personal protective equipment where necessary.

Any hazardous substances will be safely disposed of in accordance with their specific disposal procedures.

The School holds radioactive materials and has appointed a Radiological Protection Supervisor (RPS) and Advisor to manage these materials safely. Separate documentation is maintained by the RPS to document procedures and rules for these materials.

DISPLAY SCREEN EQUIPMENT

The School will seek to comply with the current Display Screen Equipment (DSE) Regulations.

The School has a template DSE Risk Assessment that is completed by any staff member whose role in School brings them under the remit of the Regulations.

The School undertakes annual reviews of these risk assessments to ensure that the continued usage of equipment, and its location of operation, remains safe and any impact on staff health and safety is minimised.

For members of staff provided with portable devices (e.g. laptops, tablets), guidance on their use will be issued periodically by the IT Support Team.

Staff who are covered by the Regulations are entitled to an eyesight test, paid for by the School upon request and at regular intervals, by a qualified optician. A discretionary payment may also be made towards the cost of corrective eyewear if required specifically for DSE use.

EDUCATIONAL VISITS

The School will seek to comply with current Department for Education guidance on Educational Visits.

The School has a separate Educational Visits Policy and a member of SLT who has the Educational Visits Co-ordinator responsibility and maintains appropriate documentation under this Policy.

Risk Assessments will be completed where required for off-site visits and activities. This will include the assessment of adequate staffing requirements.

The nominated Visit Leader will ensure they have a School mobile phone, first aid kit, student medical needs information and parental contact details. At least one qualified first aider should accompany every visit.

Please see separate documentation for further information.

ELECTRICITY

The School will seek to comply with current regulations on the safe use of Electricity at work.

The School has in place an on-going programme of annual fixed electrical wiring inspection and testing and the Site Manager maintains appropriate certificates and records of these tests.

The School also has an annual programme for the inspection and testing of portable electrical appliances. Records of all such tests are held by the Site Manager, with tests being carried out internally by Site Staff. Only suitably trained staff should check plugs or other electrical connections or carry out PAT tests.

The School will make reference to HSE and other good practice guidance in the scheduling of testing of such equipment.

All staff are responsible for using and handling electrical equipment sensibly and safely. Pupils and volunteers should only use or handle such equipment under the supervision of a staff member. Any potential electrical hazards should be reported immediately to the Site Manager.

Permanently installed electrical equipment should be connected to an electricity supply via a dedicated isolator switch and be adequately earthed. Isolator switches should be labelled to identify which equipment they are connected to.

EMERGENCY PROCEDURES

The School has a separate Emergency Plan which addresses health and safety emergencies.

The School also has separate Emergency Closure procedures in place should bad weather (eg snow) cause the School to either close during the day or not open in a morning.

These documents contain details of relevant emergency contacts.

FIRE SAFETY

The School will seek to comply with current Fire Safety Regulations and relevant best practice guidance in this area of health and safety.

The School has a separate Fire Safety Policy, Fire Risk Prevention Policy and also Fire Evacuation procedures and reference should be made to these documents for further information.

The fire alarm is a loud continuous bell. It is tested weekly by Site staff and quarterly by an external contractor.

The School has engaged an external consultant to undertake and periodically review its Fire Risk Assessment, copies of which are retained by the Business Director and the Site Manager.

The Business Director is the School's appointed Fire Officer and has received specialist training in this area.

The School undertakes planned, but unannounced, fire evacuation drills on a termly basis and the records of these evacuations, along with any further unplanned evacuations, are maintained by the Business Director.

FIRST AID

The School will seek to comply with the current Regulations on first aid provision.

The School has completed a separate First Aid Policy which documents both policy and procedures in this area, and this document should be consulted for further information.

The School has completed a first aid Risk Assessment to ascertain the required minimum number of first aiders on site and the location and number of first aid kits.

The Educational Visits Policy makes reference to the use of first aid kits on visits and trips away from the School site.

The School engages St John Ambulance to provide basic first aid training to designated staff on a periodic basis. The School also provides key members of staff with advanced first aid and paediatric first aid training on a similar periodic basis. The Business Director maintains records and copies of certificates for all such training.

The School has a defibrillator and a number of staff have received specific training in its use. It is stored in the School Reception area.

GAS SAFETY

The installation, maintenance and repair of gas fittings on site must only be carried out by a competent Gas Safety registered engineer.

Gas pipework, appliances and flues will be regularly maintained by a competent person.

All rooms containing gas appliances will be regularly checked to ensure they have suitable and sufficient ventilation.

LEGIONELLA AND WATER HYGIENE

The School will seek to comply with the current Legionella Regulations.

The School has engaged Rock Compliance to undertake and maintain a Legionella Risk Assessment and to complete regular servicing and maintenance of water pipework and shower facilities. The risk assessment will be reviewed and updated periodically and also when significant changes have been made to the water system and/or School buildings.

The School Site Staff undertake regular monitoring and testing of water temperatures at taps and sinks and the Site Manager maintains records of these tests and is responsible for arranging any appropriate remedial action as required.

The Site Manager maintains a register of all water taps and records of those deemed safe to drink from. Such taps are appropriately labelled as a source of safe drinking water.

LIFTS, LIFTING AND MANUAL HANDLING

The School will seek to comply with current Regulations in this area.

The School has lifts, located next to the Sports Hall and in the Jubilee Building, and they are inspected periodically by specialist engineers, in association with the School's insurers.

The School maintains a Ladder Register and complies with associated regulatory requirements with regards to ladder storage and inspection. Contractors working at height must provide their own ladders, lifting equipment and safety equipment.

The School also makes use of stair-carrier equipment for movement of heavy items around School, and the usage of this equipment is limited to those staff who have been trained to use it.

With regards to manual handling, pupils and staff must only lift equipment and other items within their own capability and must engage others to assist where necessary.

The School will ensure that proper mechanical aids and lifting equipment are available and that staff are trained in how to use them properly.

Training in the principles and practices of manual handling, including risk assessments in this area, will be provided periodically to pupils and staff as appropriate.

Any activities that involve working at height, and hence are covered under the Working at Height Regulations, will be properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work safely and efficiently.

Staff working at height must wear appropriate clothing and footwear. Staff are prohibited from working at height if they are also lone working.

Students are prohibited from any work at height.

Any ladder or lifting equipment used to work at height must be visually checked prior to use and any safety concerns reported immediately to the Site Manager.

LONE WORKING

Lone working may involve working late on site, home or off-site visits or even single occupancy offices.

If lone working is to be undertaken, a Departmental colleague or member of the Site Staff must be informed about where the lone working is to be carried out and its likely duration.

Potentially dangerous activities should not be undertaken when working alone. If there are any doubts about the task to be performed then the task should be postponed until other staff members are available.

Lone workers must ensure that they are medically fit to work alone and will be required to undertake a lone worker risk assessment with their line manager prior to commencing any such activities.

PLANT AND EQUIPMENT MAINTENANCE

The School will seek to comply with all current Regulations in this area.

The Site Manager will be responsible for the arrangement of appropriate inspection and testing of School plant and equipment.

This will include, but is not necessarily limited to, the following:

- Electrical equipment
- Gas appliances
- Glazing
- Lifting equipment
- Local exhaust ventilation
- Playground equipment
- Pressure systems

Liaison with Heads of Department and other staff will be undertaken where appropriate to ensure that these procedures can be carried out efficiently and safely.

The Site Manager will maintain a schedule of all such maintenance as well as records of all such inspections and tests. All equipment and machinery will be maintained in accordance with the manufacturer's instructions. Maintenance schedules will outline when extra checks may be required.

Equipment is stored in appropriate storage containers and areas. Containers are labelled with the correct hazard signage where appropriate and with content details.

Pupils are taught how to carry and set up PE equipment safely and efficiently. Staff check the equipment is set up correctly prior to use.

When new equipment is purchased, it must be checked prior to its first use to ensure it meets the needs and standards for School equipment. Any concerns about the condition and/or safety of School equipment should be reported to the Site Manager.

RISK ASSESSMENT

The School will seek to comply with current Regulations and best practice guidance in this area.

The School has in place a separate Risk Assessment Policy detailing policy and procedures for this area of health and safety.

Heads of Department and other senior staff are responsible for the preparation, and periodic updating, of risk assessments relevant to their area of operation within School.

The Business Director and Site Manager maintain a comprehensive set of risk assessments that cover a range of activities within School, and taking place on the School site and copies are also held centrally for reference purposes.

The Business Director will arrange for appropriate training for staff, on a periodic basis, in the principles and practice of risk assessment.

SCHOOL SECURITY

The School will seek to comply with regulatory requirements and best practice guidance in this area.

The School site is mainly bounded by a secure perimeter fencing with access being through locked gates and the key-coded Reception area.

Staff and authorised visitors are issued with an individual pass card that will allow time-controlled access onto and from the site.

The School has also drafted a Lockdown Procedure to be instigated in the event of an intruder gaining access to the School site. Training has been provided to both staff and pupils on the implementation of this procedure.

All staff and authorised visitors are issued with a lanyard on which to display their photo identity pass card. It is a requirement of the Staff Code of Conduct that this is worn and displayed at all times whilst on the School site. Staff are encouraged to challenge any unaccompanied visitor not wearing a visitor lanyard.

The Site Manager and Site Staff are responsible for the security of the School site in and out of normal working hours. They are also responsible for undertaking visual inspections of the site, intruder and fire alarm systems.

SLIPS, TRIPS AND FALLS

The School will comply with best practice advice in this area and recognises that it is a major source of potential accident and injury.

The potential for slips, trips and falls within School has been risk assessed and appropriate controls have been put into place. Such controls include close liaison with cleaning staff over procedures for mopping and cleaning floors, the provision of absorbent floor mats and regular hazard spotting inspections to maintain clear walkways, corridors and other routes around the School buildings and grounds.

STAFF CONSULTATION AND TRAINING

Informal consultation takes place through periodic staff meetings and briefings either with all staff, or appropriate smaller groupings.

Staff are provided with health and safety training as part of the induction process. Any staff working in high risk environments are also given additional training.

Periodic training is provided to staff either internally, or by the use of external consultants (such as St John Ambulance) to deliver specialist training.

Records of staff training are held by the HR staff and are updated on an annual basis.

STAFF WELLBEING

The School has access to an external Occupational Health provision and may refer staff to this service in cases of long-term sickness absence, in accordance with its Staff Attendance Management Policy.

The School is committed to promoting high levels of health and wellbeing for its staff and recognises the importance of identifying and reducing workplace stressors through risk assessment. Systems are in place within the School for responding to individual concerns and monitoring staff workloads.

A member of SLT is assigned responsibility for staff wellbeing to ensure a high focus in this area and there is at least one staff wellbeing survey per year.

The HR staff will undertake a risk assessment to review any individual and generic health and safety issues whenever a member of staff falls pregnant. Appropriate measures will then be put in place to control any risks identified.

The School has a zero-tolerance approach to violence against staff, from either pupils, visitors or other staff. A separate risk assessment has been carried out on this subject and appropriate control measures have been put into place. However, if any incidents of aggression, violence or near misses do occur, they must be reported to a member of SLT immediately.

Smoking or vaping is not permitted anywhere on the School site.

VEHICLES

The School will seek to comply with current Regulations and best practice guidance in this area.

The School operates its own minibus fleet and has in place a separate Minibus Policy which documents policy and procedures in this area.

A separate risk assessment has been completed with regards to vehicle movements on and around the School site and appropriate control measures have been put into place.

WORKPLACE SAFETY

The School will seek to comply with current Regulations and best practice guidance in this area.

The School complies with the national smoking ban and such practice is prohibited across all areas of the School buildings and grounds.

The Business Director and Site Manager will liaise with appropriate Heads of Department and other staff to ensure specific safety issues relating to individual areas of the School buildings and grounds are addressed in an efficient and timely manner.

This may include, but is not limited to, the following areas:

- Adequate heating and lighting in all areas
- Adequate ventilation in all areas, but specifically in labs and workshop areas
- Emergency cut-off switches for labs and workshop areas
- Safe storage provision for hazardous materials
- Adequate sound insulation for individual curriculum areas
- Adequate construction and maintenance of School buildings and grounds

The School follows national guidance produced by Public Health England when responding to infection control issues. We will therefore encourage staff and pupils to follow this good hygiene practice where applicable. Further information is contained within the School's Infection control Policy.

As part of any risk assessment undertaken in School, the requirement for the use or issue of personal protective equipment will be considered.