



# **LAWRENCE SHERIFF SCHOOL RUGBY**

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## **HEALTH AND SAFETY POLICY**

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# **PART 1 THE POLICY**

## **1.1 INTRODUCTION**

This document has been prepared in accordance with the Health and Safety at Work Act 1974, and supports the Education Department Health and Safety Policy Statement. It is based on the Model Health and Safety Policy issued by the LEA.

## **1.2 SCHOOL POLICY STATEMENT**

Our policy is try to ensure that all reasonably practical steps are taken to secure the health, safety and welfare of everyone using the school premises. The procedures and arrangements set out in this document have been put in place to assist the school and those responsible to:

- (a) Establish and maintain a safe and healthy environment throughout the school.
- (b) Establish and maintain safe working procedures among staff and pupils.
- (c) Arrange to ensure safety and absence of risks to health when using, handling, storing and transporting articles and substances, and electricity at work.
- (d) Ensure there is sufficient information, instruction and supervision to enable all people and pupils to avoid hazards, to contribute positively to their own safety and health at work and to ensure that they have appropriate health and safety training.
- (e) Maintain a safe and healthy place of work, with safe access to and from the site.
- (f) Formulate procedures to be used if there is a fire or other emergencies and for evacuating the school.
- (g) Lay down procedures to be used if there is an accident.
- (h) Provide and maintain adequate welfare facilities.
- (i) Provide a system so that dangerous occurrences, accidents, defects and potential hazards are reported and recorded.
- (j) Teach safety where appropriate in the curriculum.
- (k) Promote partnership and co-operation between management and Trade Unions in matters of health and safety.

Signature of Chair of Governors \_\_\_\_\_

Signature of Headteacher \_\_\_\_\_

### **1.3 LEA POLICY STATEMENT**

**1.3.1** The Education Department's Health and Safety Policy statement may be summarised as follows:

It is the policy and intention of the Education Department to:

- Ensure the maintenance of sites, buildings, layouts and the work equipment to a reasonably safe level.
- Maintain reasonably safe systems of work and working environment.
- Notify in writing to all employees, their health and safety responsibilities.
- Provide, where necessary, appropriate information, instruction, training and supervision to ensure so far as is reasonably practicable, the health and safety of employees at work.
- Provide, maintain and ensure the use of appropriate protective clothing and equipment, in accordance with the Personal Protective Equipment Regulations 1992.
- Actively discourage violation of safety rules, regulations and unsafe practices by the application of appropriate disciplinary procedures.
- Comply with legal requirements, Codes of Practice and safe working procedures.
- Promote a safety culture within the Department which positively promotes and encourages safe working by all employees in all aspects of the Department's work.
- Encourage discussion and communication between Management, Health and Safety Representatives and Employees on Health and Safety matters, and to provide a formal Departmental Health and Safety Committee for this purpose.
- Provide relevant Health and Safety information literature, etc, to accredited Safety Representatives and recognised Trade Unions.
- Encourage and promote accurate and prompt reporting of accidents, and subsequent investigation.
- Consider at the tendering, planning and contract stages, for any works affecting education sites, means of eliminating/reducing risk of injury and damage.
- Ensure that no charge is levied on any employees in respect of anything done or provided, in pursuance of any specific requirements or relevant statutory provision.
- Liaise with Contractors working on projects commissioned by the Department to ensure so far as is reasonably practicable, they carry out their responsibilities for health and safety.
- Liaise with the County Health and Safety Advisor and other relevant staff on matters which affect corporate health and safety.

### **1.4 LOCATION OF THE POLICY**

The school's policy, with other health and safety information, shall be kept in the health and safety folders provided by the LEA and located in the Office.

The school will tell all members of staff about this information, its location and contents, except for personal and/or confidential matters which will be held by the Headteacher.

## **PART 2 ORGANISATION**

### **2.1 WHO IS RESPONSIBLE?**

The Health and Safety at Work Act 1974, requires elected members, governors, and employees according to their particular rôles, to take the initiative on certain matters.

The school will use its established lines of responsibility and organisation to authorise and give executive direction to its policy for health and safety. Specific responsibilities cannot be evaded by delegation to others.

The day to day responsibility for Health and Safety matters in schools shall be the Headteacher's. More detailed responsibilities are set out below.

### **2.2 ELECTED MEMBERS**

The Elected Members of the County Council are ultimately responsible for:

- the implementation of health and safety legislation;
- achieving the objectives of its Health and Safety policy;
- ensuring that adequate resources are made available to cater for the needs of safety, health and welfare.

The Chief Executive delegates the work required to meet those responsibilities to Chief Officers, Senior Managers, Head Teachers, Managers and Supervisors. Each of these levels of management, together with all supporting staff, has specific responsibilities which are identified in this document.

### **2.3 RESPONSIBILITIES OF THE GOVERNING BODY**

Meeting the increased health and safety responsibilities given to Governors as a result of the Education Reform Act (ERA) 1988, and Local Management of Schools (LMS) requires substantial care and attention.

The governing body accepts responsibility for the establishment, monitoring and review of all school level health and safety policies.

The governing body aims to provide a safe and healthy environment for teaching and non-teaching staff, pupils and visitors to the school. The governing body recognises that policies alone cannot prevent accidents or ensure safe and healthy working conditions. Only good working practice will ensure safety. All staff, whether employed by the LEA, governing body or others, will appreciate that their own safety, and that of all in the school, depends on their individual conduct as well as this policy.

The governing body will:

- (a) Ensure that all resourcing decisions take into account health and safety matters.
- (b) Delegate to the Headteacher a contingency budget to cover health and safety matters as appropriate to the school's scheme of internal delegation.
- (c) Ensure that job descriptions of new staff include general and specific responsibilities relating to health and safety.
- (d) Together with the Headteacher or named responsible person, ensure that pupils and their staff have suitable health and safety provision.
- (e) Ensure that safety standards for purchased goods and equipment are met.
- (f) Ensure that procedures exist for checking that items offered for sale by the school are safe.

- (g) Together with the Headteacher ensure that approved school journeys are arranged and supervised in accordance with the LEA's guidance.
- (h) Ensure that the school has appropriate monitoring systems.
- (i) Arrange for a school site health and safety committee to be established, on request from Safety Representatives and/or staff.

## **2.4 EMPLOYER'S LIABILITY** - For Aided Schools Only

Ecclesiastical Insurance Group

Policy Number               SS97000027  
 Name of policyholder       Gvnrs FTTB Lawrence Sheriff VA Grammar School

## **2.5 RESPONSIBILITIES OF ALL EMPLOYEES**

The Health and Safety at Work Act 1974 states:

"It shall be the duty of every employee while at work:

- to take reasonable care for the health and safety of herself/himself and of any other persons who may be affected by her/his acts or omissions at work, and
- as regards any duty or requirement imposed on her/his employer or any other person by or under any of the relevant statutory provisions, to co-operate with her/him so far as it is necessary to enable that duty or requirement to be performed or complied with."

The Act also states that:

"No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions."

To observe the laws and carry out the responsibilities to pupils and other visitors to the school, all employees are expected to:

- (a) Know the special safety measures and arrangements to be adopted in their own working areas and to ensure they are applied.
- (b) Observe standards of dress consistent with safety and/or hygiene.
- (c) Keep good standards of hygiene and cleanliness.
- (d) Know and apply the emergency procedures in respect of fire, bomb scare and first aid.
- (e) Not wilfully misuse, neglect or interfere with things provided for his/her own safety and/or the safety of others.
- (f) Co-operate with other employees in promoting improved health and safety measures.
- (g) Co-operate with the appointed safety representative and the enforcement officer of the LEA, the Health and Safety Executive or the Public Health Authority.
- (h) Report any hazard or malfunction in accordance with school procedure.
- (i) Follow all instructions, written or verbal, designed to ensure personal safety and the safety of others.

- (j) Conduct themselves in an orderly manner and refrain from any form of inappropriate behaviour.
- (k) Use the provided safety equipment and/or protective clothing.
- (l) Avoid improvisation in any form which could create unnecessary risks to health and safety.
- (m) Maintain, or ensure safe maintenance, of tools and equipment, reporting any defect in accordance with school procedure.
- (n) Attend training courses to further the needs of health and safety as required.
- (o) Report all accidents, assaults and “near misses” in accordance with school procedures whether injury is sustained or not.

## **2.6 RESPONSIBILITIES OF THE HEADTEACHER**

The Headteacher is the person initially and ultimately responsible to the Chief Education Officer for achieving the objectives of the Department’s Health and Safety policy in his or her school.

The Headteacher shall:

- (a) Ensure that the school meets as far as is reasonably practicable, the requirements of the health and safety legislation.
- (b) Ensure that all staff know, accept and are trained to discharge their responsibilities regarding health and safety.
- (c) Ensure staff and pupils comply with agreed procedures
- (d) Advise the CEO and the governing body on the resources and action required to meet statutory requirements, County Council/Departmental procedures etc.
- (e) Liaise termly with the governing body on health and safety matters in the school.
- (f) Encourage and promote a positive health and safety culture in the school.
- (g) Be the focal point for day to day references on safety and give advice or indicate sources of advice.
- (h) Co-ordinate the implementation of the approved safety procedures in the school.
- (i) Have established and maintained a suitable health and safety programme to eliminate accident potential so far as practicable.
- (j) Receive health and safety guidance and establish procedures to disseminate safety information concerning the school to all employees including temporary/supply staff.
- (k) Ensure that, before introducing any change which may affect the health and safety of employees at work, there is adequate consultation with the governing body, LEA, appropriate specialist support staff and employees’ Safety Representatives.
- (l) Ensure that Safety Representatives, where appointed under statutory regulations, can effectively carry out the duties required by those regulations.
- (m) Ensure that accidents and hazards are:
  - recorded;
  - reported as appropriate to the LEA and/or Health and Safety Executive;
  - reported to the specialist school staff;
  - followed by appropriate remedial action.

- (n) Ensure that the advice of appropriate specialist school staff is sought to assist or clarify any health and safety matter.
- (o) Regularly make, or arrange for, an inspection of premises, places of work and working practices.
- (p) Ensure that:
  - (i) recommendations or reports presented to the establishment by specialist support staff and other external organisations, eg the Health and Safety Executive, are communicated to the school's management structure and to the relevant Safety Representatives;
  - (ii) such reports are followed up so that the required action or policy decisions are taken.
- (q) Ensure that proper concern is shown for the health and safety of everyone at the school who is not an employee, including students, pupils, visitors, etc.
- (r) Ensure that workers at the school and hirers of the facilities undertake to conduct themselves according to the statutory requirements and safety procedures so that no-one is put at risk.
- (s) Ensure that:
  - (i) all fire fighting and fire prevention equipment and facilities are maintained to the required standard, keep appropriate records and make employees familiar with the operation of such equipment;
  - (ii) conduct regular evacuation drills at least once per term, test fire alarms weekly and make all employees and persons using the school aware of the emergency procedure;
  - (iii) keep clear of obstruction all fire escape doors, alarm call points, and escape routes at all times and check that escape doors can be readily opened from the inside.
- (t) Ensure adequate first aid cover is provided. (Further guidelines will be issued separately by the LEA).
- (u) Ensure that all approved items of first aid equipment are available under the control of a responsible person or trained first aider, and that all employees know where they are.
- (v) Review annually and make recommendations for improving the procedures on:
  - (i) providing first aid in the school;
  - (ii) the emergency procedures;
  - (iii) all safety procedures.
- (w) Take appropriate action when any hazard is reported to him/her and stop any practices or the use of any plant, tools, equipment, machinery, etc, he/she considers to be unsafe until he/she is satisfied they are safe.
- (x) Maintain contact with, and seek advice from, appropriate agencies.
- (y) Ensure all statutory registers are maintained.
- (z) Ensure the maintenance of safe access to and from the site.
- (aa) Ensure that so far as is reasonably practicable, no plant, equipment or process under the school's control pollutes the atmosphere.
- (bb) Where appropriate, arrange a school site health and safety committee in accordance with the guidelines in the health and safety folder.

## **2.7 RESPONSIBILITIES OF CLASS TEACHERS**

The class teacher is responsible for the safety of pupils in classrooms, laboratories and workshops; teachers have traditionally carried this responsibility.

If for any reason, eg the condition or location of equipment, the physical state of the room or the splitting of a class for practical work, a teacher considers she/he cannot accept this responsibility, she/he should discuss the matter with the Headteacher/Head of Department before allowing work to take place.

Class teachers are expected to:

- (a) Set a good example by adopting good health and safety practices, and procedures.
- (b) Supervise the pupils and ensure that they know the emergency procedures in respect of fire, bomb scare and first aid and any special safety measures for the teaching area/activity.
- (c) Give clear instructions and warning as often as necessary (notices, handouts, etc, are not enough).
- (d) Ensure that pupils' bags, coats, etc, are safely stowed away.
- (e) Include all relevant aspects of safety in the curriculum, if necessary in special lessons.
- (f) Request/Obtain protective clothing, guards, special safe working procedures, etc, where necessary and ensure their use.
- (g) Make parents/volunteers aware of safety procedures in the classroom/work area.
- (h) Recommend to the Headteacher/head of department, improvements on safety equipment and additions or improvements to plant, tools, equipment or machinery which are dangerous or potentially so.

## **2.8 RESPONSIBILITIES OF POST-HOLDERS**

Under the direction of their management, post-holders are responsible for the detailed adoption of the school's policy and they shall:

- (a) Be directly responsible to the Headteacher for the implementation of existing policies and safety measures, regulations and procedures within that department/area of work. They should follow the advice or instructions given by the LEA and the Headteacher, including the relevant parts of this statement.
- (b) Ensure that all persons reporting to them know, accept and discharge their responsibilities under the school's Health and Safety policy.
- (c) Ensure that the areas for which they are responsible are maintained to high standards, carry out a regular safety inspection of the areas and activities for which they are responsible and, where necessary, submit a report to the Headteacher/other named person.
- (d) Ensure that they draw the attention of the line manager to any breach of statutory regulations or Departmental procedures which cannot be dealt with.
- (e) Ensure that they report and investigate all accidents occurring within their areas of work.
- (f) Ensure that they make available in a safe condition all necessary plant, tools and equipment.
- (g) Ensure they maintain safe access to and from their places of work.
- (h) Ensure the necessary protective clothing or equipment is issued and used in their areas.

- (i) Ensure that so far as is reasonably practicable, no plant, equipment or process under their control pollutes the atmosphere.
  - (j) Where necessary, seek the appropriate Health and Safety advice of the relevant advisor or officer of the Authority.
  - (k) Establish and maintain safe working procedures including arranging to ensure, as far as is reasonably practicable, the safety and absence of risks when using, handling, storing and transporting articles and substances, (eg chemicals, boiling water, duplicating liquid, guillotines).
  - (l) Resolve, promptly, any health and safety problem referred to them by a member of staff or pupil and refer any of these problems, for which they cannot achieve a satisfactory solution within their resources, to the Headteacher/other named person.
  - (m) Ensure, as far as is reasonably practicable, they provide sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own safety and health.
  - (n) Recommend to the Headteacher/other named person safety procedures, practices and equipment and additions or improvements to plant, tools, equipment or machinery which are dangerous or potentially so.
  - (o) Ensure that all donated equipment is safe for use, if necessary seeking specialist advice.
- NB The Head of Department and/or professional tutor will make student and supply teachers aware of their responsibilities as these rules apply also to them.

## **2.9 RESPONSIBILITIES OF VISITORS/VOLUNTEERS/HIRERS**

Regular visitors and other users of the premises, will be required to observe the safety rules of the school. The Headteacher/other named person will ensure that visitors are informed of health and safety matters which may affect them during their visit.

Parents helping out in school will be made aware of the health and safety arrangements applicable to them by the teacher to whom they are assigned.

Groups of people who regularly hire the premises will be made aware of safety arrangements through the hiring conditions.

## **2.10 SCHOOL RULES CONCERNING PUPILS**

Parents and guardians are requested to encourage their children, who are pupils at this school, to:

- (a) Conduct themselves in a manner which is considerate to their own safety and the safety of others.
- (b) Observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear and other items considered dangerous).
- (c) Observe all the safety rules of the school and in particular the instructions staff give in an emergency.
- (d) Not wilfully misuse, neglect or interfere with equipment provided for their safety.

The Welcome Booklet will make all pupils and parents aware of the contents of this section.

## **2.11 HEALTH AND SAFETY OFFICER**

A Health and Safety Officer will be nominated by the Headmaster whose function is:

- (a) To liaise on behalf of the Headmaster in all matters relating to health and safety within the school.
- (b) To administer the day to day running of the defect reporting system.

The Health and Safety Officer has no additional duties other than those of all employees, as laid down in sections 7 and 8 of the Health and Safety at Work Act 1974. They do not carry legal liability for either their activities or omissions as a safety representative.

### **PART 3 ARRANGEMENTS**

The arrangements and procedures laid down in this section of this Safety Policy, have been devised in order to assist those responsible to meet their duties as laid down in the preceding section. The Health and Safety Manual contains details of other arrangements, and is an extension to this part of our policy document.

#### **3.1 HEALTH AND SAFETY DEFECT REPORTING PROCEDURE**

The governing body will ensure that regular reports of accidents and dangerous occurrences are provided by the headmaster, and that any necessary alterations to working practices and procedures are implemented.

The arrangements for the reporting of defects on a day to day basis are set out below.

- 3.1.1** Any member of the school staff who discovers any defect shall complete a 'Health and Safety - Defect Report Form'.
- 3.1.2** This form once completed will be passed directly to the designated Health and Safety Officer who will record the report and allocate it a Defect Report Number from the Defect Report Summary Sheet in the Green Health and Safety Folder. The reports will be filed in the main office along with the Safety Folders.
- 3.1.3** The Health and Safety Officer will then pass a copy of the report to the Bursar/Headmaster and will liaise with them to ensure that the defect is rectified.
- 3.1.4** The Health and Safety Officer will also liaise with the initiating department to ensure that the temporary corrective action is sufficient to ensure a safe working environment, and that the risk of injury has been reduced to an acceptable level. This may necessitate the removal of a piece of equipment permanently until a replacement is available.
- 3.1.5** If the defect is likely to affect the normal running of the school the Headmaster shall inform the designated Governor.
- 3.1.6** Once the defect has been repaired/item taken back into use, the date that this occurs shall be entered on the Report form and signed as cleared by the Health and Safety Officer.
- 3.1.7** In order to monitor the action that has been taken and/or any delays in work being carried out. The Report Folder will be checked periodically by the Headmaster, and produced at termly intervals at the Premises Sub-Committee at which recent defects should be identified and outstanding work discussed.
- 3.1.8** Blank Defect Report Forms will be held in all departments, and will be issued through the Heads of Department meetings.

#### **3.2 MONITORING ARRANGEMENTS**

- 3.2.1** The governing body recognises the importance of monitoring health and safety matters. Monitoring will be carried out in a number of ways:

The Governing Body purchases Warwickshire Education Services' Subscription Service for Premises, who supply advice, guidance and information on health and safety issues.

- (a) The governing body premises sub-committee will call for annual reports on:
- accidents/incidents
  - results of internal or external health and safety
  - inspections
  - maintenance reports
  - complaints, hazards and defects reports
  - reviews of any procedures carried out by the Headteacher
- (b) The Headteacher shall provide such reports as required by the governing body as part of his/her management of the school.
- (c) A governor on behalf of the governing body shall carry out a termly visual inspection of the school and report any issues which arise to the Headteacher.
- (d) Safety Representatives, as appointed by staff, shall be allowed time to inspect/monitor the school and report any issues which arise to the Headteacher.
- (e) The LEA's Health and Safety Officer or his/her representative shall inspect the site on a regular basis and report back any issues, as may other LEA Officers.
- 3.2.2** To help this process, the governing body will ensure that all reasonable inspection facilities and information are provided on request to officers of the LEA, Inspectors of the Health and Safety Executive and any other bona fide health and safety officials.

### **3.3 HEALTH AND SAFETY INFORMATION DISSEMINATION PROCEDURE**

Information and instructions on health and safety matters are available/given to teaching and non-teaching staff, pupils and visitors as follows:

#### **3.3.1 Staff**

- (a) Staff have been informed about all of the existing information held on the school site.
- (b) All documentation referred to in (a) above is kept in or with the school health and safety folders which are located in the school office. These folders are readily available for staff for reference purposes at any time. The only exception to this is where information is better kept at a site/subject area level. In this case staff involved shall be informed of its location and the information shall be kept on annex files. The master file will include a note on the content and location of annex files. (The amount of information on annex files should be kept to the minimum as ideally all information should be kept in one place).
- (c) New documentation arriving at the school will be copied. The original will be held on file and the copy circulated to appropriate staff. Staff will be required to sign a form to indicate that they have read the document concerned. After circulation the document will be put in the school's health and safety folders referred to in (b) above. The circulation form will be kept on file with the document.
- (d) The Headteacher will determine the circulation of each document and ensure that all named staff have signed the circulation form before the document is put into the health and safety file.

#### **3.3.2 Pupils**

It will be the responsibility of teaching staff to ensure that pupils are made aware of existing and new health and safety information. This responsibility will be split between the class teachers, (general health and safety arrangements), and staff with a specialisation (curriculum determined arrangements).

#### **3.3.3 Visitors**

The Headteacher/other named person shall ensure that visitors are informed of any health and safety arrangements which may affect them during their visit.

### **3.4 SAFETY COMMITTEE**

The Headteacher/other named person will chair the committee and all appointed safety representatives will be members. The procedures for school site safety committees contained in the Health and Safety Folders will be followed wherever possible.

## **ATTACH AS APPENDICES:**

<b>1</b>	<b>Health and Safety Information Circulation Form</b>	lab\zstaff\humphrie\h&s3.doc
<b>2</b>	<b>Health and Safety Defect Report Form</b>	lab\zstaff\humphrie\h&s2.doc
<b>3</b>	<b>Health and Safety Defect Report Form Summary Sheet</b>	lab\zstaff\humphrie\h&s4.doc
<b>4</b>	<b>Fire Precautions</b>	lab\zstaff\humphrie\fireprec.doc
<b>5</b>	<b>First Aid and Accident Reporting</b>	lab\zstaff\humphrie\firstaid2.doc
<b>6</b>	<b>Medication</b>	lab\zstaff\humphrie\medicati.doc
<b>7</b>	<b>Electricity at Work</b>	lab\zstaff\humphrie\electric.doc
<b>8</b>	<b>Control of Substances Hazardous to Health (COSHH)</b>	lab\zstaff\humphrie\coshh2.doc
<b>9</b>	<b>Health and Safety Policy on Smoking</b>	lab\zstaff\humphrie\smoking.doc
<b>10</b>	<b>Access Equipment</b>	lab\zstaff\humphrie\accesseq.doc