

**THE FRIARY SCHOOL**  
**HEALTH, SAFETY AND SECURITY POLICY**

Issue No. 3  
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Review 2011

**This policy is designed to support all school aims and objectives.  
It is closely related to the theme 'Staying Safe' of the Every Child Matters  
agenda.**

**1. The Statement of Policy**

- 1.1 This policy statement supplements both the most recent general statement of policy issued by Staffordshire County Council and the more detailed statement issued by the Department for Children and Lifelong Learning.
- 1.2 The Governing Body and School Leadership Group of the Friary School recognise and accept their responsibilities both under civil and criminal law and also under Staffordshire's scheme of delegation for local management of schools. As responsible employers and/or persons in control of premises, the requirement to provide a safe, secure and healthy working environment for all employees is appreciated.
- 1.3 The school is committed to ensuring that risk assessments are undertaken, control measures implemented and systems are constantly monitored and reviewed.
- 1.4 In compliance with the Health and Safety at Work etc. Act, the Governing Body of the Friary School will ensure, as far as is reasonably practicable that:
  - 1.4.1 The premises are maintained in a safe and secure condition;
  - 1.4.2 Safe access to and egress from the premises is maintained;
  - 1.4.3 All plant and equipment is safe to use;
  - 1.4.4 Appropriate safe systems of work exist and are maintained;
  - 1.4.5 Sufficient information, instruction, training and supervision is made available and provided;
  - 1.4.6 Arrangements exist for the safe use, handling and storage of hazardous articles and substances;
  - 1.4.7 A healthy working environment is maintained including adequate welfare facilities.
- 1.5 In addition to the above commitment, the Governing Body also recognises its obligations to non employees. Where it is reasonably foreseeable that trainees, members of the public, contractors, etc., are or may be affected by the school activities being carried on within the school boundary or otherwise, the Governing Body will make the necessary information, instruction, training and supervision available to ensure the safety of those affected. As an educational institution which must set standards by example for its students,

this commitment is seen as especially important.

- 1.6 Within the financial restraints determined by the County Council, the Governing Body will ensure, through the School Leadership Group that appropriate resources are set aside from the total budget allocation for the policy statement to be properly implemented.
- 1.7 For the policy to be effectively implemented the school must have the full co-operation of employees and others who use the premises. Employees are reminded of their own duties:
  - 1.7.1 To take care of their own safety and that of others and;
  - 1.7.2 To co-operate with the Governing Body and School Leadership Group so that they may carry out their own responsibilities successfully.
- 1.8 All relevant Regulations, Codes of Practice and Standards will be complied with as necessary.
- 1.9 Consultation with employee representatives will be held as and when appropriate on matters affecting the health and/or safety of employees concerned.
- 1.10 A copy of this statement is available to every member of staff in the staffroom and in the main School Office. This policy statement and the accompanying organisation and arrangements will be revised as and when necessary. The next planned review is 2011.

## 2. Organisation and Responsibilities for Health, Safety, Welfare and Security

2.1 In order to ensure that health and safety issues are dealt with in accordance with the schools' policy, the following organisational structure has been accepted by the Governing Body. Duties and responsibilities have been assigned to Staff and Governors as laid out below.

### 2.2 The Governors

The Governing Body will comply with any directions issued by the LA concerning the health and safety of persons on school premises or taking part in school activities elsewhere. **The Governing Body is responsible for health and safety matters at a local level.** They accept that the delegation of funds from the Education Department carries with it some power of control and hence increased accountability. Where the spending decisions are controlled by the Governing Body, it accepts a share of the responsibility for the way in which health and safety issues are addressed. However, the LA will be informed of any issue which has significant health and safety implications and which cannot be resolved satisfactorily without LA involvement.

The Governors appreciate that they can only work within their allocation of the total education budget determined by County Council members and that they will only be accountable for deciding how the budget within their control is to be spent. The Governing Body has established arrangements for ensuring the requirements of this policy are properly implemented and that the policy remains effective and appropriate.

The Premises Committee of the Governing Body acts as the Governors' Health and Safety Committee.

### 2.3 The Headteacher

**Overall responsibility for the day to day management of health and safety in the school rests with the Headteacher.** As manager of the establishment and of all the activities carried on within it, the Head will advise Governors of the areas of health and safety concern which may need to be addressed by the allocation of funds. Matters requiring particular consideration by the Headteacher will include:-

- 2.3.1 Ensuring that there is an adequate system in place for the undertaking of risk assessment in compliance with the requirements of the Management Regulations 1999;
- 2.3.2 Ensuring that there is a management system for monitoring the effectiveness of health safety and security arrangements, which form part of this policy;
- 2.3.3 Adequate staffing levels for safe supervision;
- 2.3.4 The delegated responsibility for maintenance of the premises;
- 2.3.5 The purchase of equipment which meets appropriate safety standards;
- 2.3.6 The repair, maintenance and testing of school equipment;

- 2.3.7 The provision of appropriate protective clothing where necessary;
  - 2.3.8 The purchase and maintenance of first-aid materials and fire-fighting appliances;
  - 2.3.9 The funding of necessary safety training for staff;
  - 2.3.10 The arrangements for securing health and safety assistance from a competent source.
- 2.4 The Headteacher may choose to delegate to other members of staff any or all of the duties associated with the above matters. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Headteacher from the overall day to day responsibilities for health and safety within the establishment.
- 2.5 The Deputy Headteacher (Premises Development)

**The Headteacher will delegate to the Deputy Headteacher (Premises Development), the majority of the duties that are linked with the overall responsibilities of the Head. More specifically the Deputy Headteacher will:-**

- 2.5.1 Ensure that risk assessments are undertaken within departments and sections of the school and that control measures are implemented, and that assessments are monitored and reviewed;
- 2.5.2 Review this policy statement as necessary and ensure that the appropriate amendments are made as and when circumstances change;
- 2.5.3 Ensure that the correct procedure is followed for the reporting, recording, investigation and follow-up of accidents on the premises;
- 2.5.4 Formulate and review the arrangements for action to be taken in an emergency and ensure that all involved are informed of the arrangements;
- 2.5.5 Arrange for termly evacuation drills and weekly alarm tests etc.;
- 2.5.6 Advise the Director of County Property Services or other appropriate body of any defect in the state of repair of the building or its surrounds which is identified as being unsafe and take whatever local action is necessary to minimise the risk until repairs can be arranged;
- 2.5.7 Arrange for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe;
- 2.5.8 Co-ordinate the twice annual health and safety audit, ensuring all areas of the establishment and all activities are covered;
- 2.5.9 Report to the Headteacher any situation which is unsafe or hazardous to health and which cannot be remedied from within the resources available;
- 2.5.10 Ensure that all team leaders (those responsible for the supervision of others) are informed of the names and details of those persons appointed to provide competent health and safety assistance.

## 2.6 Assistant Headteacher (Professional Development Coordinator)

The Headteacher will delegate to the postholder the specific duties below.  
To :-

- 2.6.1 Oversee all arrangements for educational visits and school journeys;
- 2.6.2 Convene and oversee the work of the Staff Well-being Group;
- 2.6.3 Co-ordinate staff training on health and safety matters.

## 2.7 Team Leaders

**All Team Leaders (staff responsible for the supervision of others) are responsible to the Headteacher (via the Deputy Headteacher - Premises Development) for ensuring the application of this policy to all activities undertaken by their area and/or department.** They will also have responsibilities for ensuring that all relevant parts of the Authority's statement are observed and implemented by all subordinate members of staff in their respective departments. In particular, staff holding such positions of responsibility will:

- 2.7.1 ensure that risk assessments are undertaken within their sections and that control measures are implemented, and that assessments are monitored and reviewed;
- 2.7.2 ensure that appropriate safe working rules and procedures exist within the department and that these are brought to the attention of everyone concerned;
- 2.7.3 ensure that all accidents (including near misses) occurring within their department are promptly reported and recorded using the appropriate forms etc;
- 2.7.4 ensure that all accidents are investigated with a view to preventing a recurrence;
- 2.7.5 ensure that all staff within the department are aware of their specific roles in case of fire and/or emergency;
- 2.7.6 remove from use and inform the Site manager and Deputy Headteacher of any equipment/appliance which has been identified as being unsafe and which is in need of repair;
- 2.7.7 ensure that adequate levels of class supervision are available at all times;
- 2.7.8 carry out (in conjunction with other members of staff) the twice annual health and safety audit required of their areas of responsibility and provide a report to the Deputy Headteacher;
- 2.7.9 maintain or have access to an up-to-date library of relevant published health and safety guidance from sources including the LEA, CLEAPSS, DFE, BAALPE etc., and ensure that all subordinate staff are aware of and make use of such guidance;
- 2.7.10 identify specific staff health and safety training needs and inform the Assistant Headteacher (PDC) accordingly;
- 2.7.11 consult with all staff on any matters which may affect their health,

- safety and security whilst at work;
- 2.7.12 carry out departmental induction training including any specific information and .6training that may be necessary because of activities which are peculiar to the department;
- 2.7.13 ensure that levels of first aid provision remain adequate for the activities being undertaken;
- 2.7.14 resolve health and safety problems referred by members of staff within their department. Any problems that cannot be satisfactorily solved within the department must be referred to the Deputy Headteacher;
- 2.7.15 ensure (via subordinate staff) that all students are given the necessary health and safety information and instruction prior to commencing practical activities which may involve some risk;
- 2.7.16 ensure that good standards of housekeeping are maintained;
- 2.7.17 consult the Authority's Health and Safety Adviser or other appropriate officer when additional assistance becomes necessary.

## 2.8 All Teaching Staff

**Teaching staff are responsible for the health and safety and security of all students under their control** whilst involved in organised work activities both on site e.g. classrooms, laboratories, workshops etc., and off site e.g. school trips. Class teachers shall:

- 2.8.1 ensure effective supervision by only permitting practical work to be carried out by students after carrying out a risk assessment. The class size, the abilities of the students involved, the activities to be undertaken etc. will all need to be considered;
- 2.8.2 be aware of the school's health, safety and security policy and any local rules and arrangements which may apply specifically to the department concerned;
- 2.8.3 ensure that safety instruction is given to all students prior to commencing practical sessions;
- 2.8.4 know the location of the nearest fire fighting equipment and first aid box, and know the emergency procedures in respect of fire/first aid/bomb scare etc.;
- 2.8.5 ensure that pupils follow school/departmental safety rules and that protective equipment is worn where appropriate;
- 2.8.6 ensure that all personal protective equipment is suitable and in good condition prior to issue;
- 2.8.7 ensure safety devices e.g. machinery guards are in good condition and are used;
- 2.8.8 report any defective equipment to the Team Leader;
- 2.8.9 investigate all accidents (in conjunction with Team Leader), which occur through all activities organised/supervised by the Department;
- 2.8.10 propose for consideration by their Team Leader any improvements, which they consider, would improve health or safety or security standards within the department;

- 2.8.11 ensure that an agreed adequate level of supervision is available and that appropriate health and safety arrangements exist prior to taking school parties off site on educational visits.

## 2.9 Site Supervisors

**The Site Manager is responsible to the Headteacher via the Deputy Headteacher (Premises Development). Duties include:**

- 2.9.1 arranging for the removal from service of any item of furniture, apparatus or equipment which has been identified as unsafe;
- 2.9.2 taking appropriate action when necessary to prevent injury to others on the site who might otherwise be exposed to unnecessary dangers, e.g. erect barriers around opened manholes etc.;
- 2.9.3 leading the twice annually health and safety audit;
- 2.9.4 seeing that period checks of equipment and alarm systems are carried out in accordance with their separate instructions;
- 2.9.5 making practical arrangements for the security of the premises and personnel;
- 2.9.6 ensuring that other site supervisory staff are adequately supervised;
- 2.9.7 identifying any particular health and safety training needs of supervisory staff in the team;
- 2.9.8 ensuring that members of the Site Team are not involved in activities outside their limitations;
- 2.9.9 ensuring that any personal protective equipment issued to team members is suitable for the task and that training is provided in the correct use of the equipment;
- 2.9.10 ensuring that all site supervisory staff work in accordance with safe working practices issued by the school, the Authority etc.;
- 2.9.11 Liaise with and monitor as far as is reasonably practicable, the activities of contractors (including catering and cleaning staff) visitors and others on the site to ensure that any risks to the health, safety and security of staff and others are kept to a minimum;
- 2.9.12 arranging for a weekly basic visual safety check of the school's minibuses;
- 2.9.13 good standards of general housekeeping around the site.

## 2.10 All Employees [including temporary & volunteers]

**All employees have general health and safety responsibilities both under criminal and civil law. Staff must be aware that they are obliged to take care of their own health, safety, welfare and security whilst at work along with that of others who may be affected by their actions.**

Employees must also co-operate with the governing body and senior management of the school so that they may fulfil any legal requirements placed on them as employers and/or persons in control of premises. All employees are required to:

- 2.10.1 comply with risk assessment;
- 2.10.2 report all defects in the condition of the premises or equipment of which they become aware;
- 2.10.3 report all accidents according to the procedures included in Part 3 of this document;
- 2.10.4 be familiar with the procedure to be followed in the event of a fire or other serious emergency (see Part 3);
- 2.10.5 make use of all necessary personal protective equipment provided for safety or health reasons;
- 2.10.6 where necessary, make use of all control measures made available to them, e.g. fume cupboards etc.;
- 2.10.7 follow all relevant codes of safe working practice and local rules;
- 2.10.8 report any unsafe working practices to the Deputy Headteacher (Premises).

2.11 Students [This section should be drawn to attention of all students by tutors on the first day of each school year]

**All students must be encouraged to follow all safe working practices and observe all school safety rules.** All students will:

- 2.11.1 follow all instructions issued by any member of staff in the case of an emergency;
- 2.11.2 ensure that they do not intentionally or recklessly interfere with equipment provided for safety purposes e.g. fire extinguishers etc.
- 2.11.3 inform any member of staff of any situation which may affect their safety.

2.12 Staff Safety Representatives

Health and safety at work law provides for the appointment of trade union safety representatives from amongst the employees. Where the governing body is notified in writing of such an appointment, the safety representative shall have the following functions:

- 2.12.1 to investigate potential hazards and to examine the causes of accidents in the workplace;
- 2.12.2 to investigate complaints by any employee he represents relating to that employees

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- 2.12.3 to make representations to the Headteacher via the Deputy Headteacher(Premises) on general matters affecting the health, safety, security and welfare of employees;
- 2.12.4 to carry out workplace health, safety and welfare inspections;
- 2.12.5 to submit items concerning the Health, Safety and Security of those they represent for consideration by the Premises Committee of the governing body (which acts as the school's HS&S committee);
- 2.12.6 to co-operate with his/her employers in promoting health and safety at work.

***None of the above functions given to a safety representative imposes any legal duty or liability whatsoever on that person. A safety representative is in no way obliged to carry out any or all of the above functions.***

2.12.7 Names of Trade Union appointed safety representatives:

<u>Name</u>	<u>Union</u>
Philip Arm	All teachers' professional associations

### 3. Health, Safety and Security Arrangements

The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements. Staff should be aware of their existence and consult them as appropriate. They are kept under review.

- Accident Reporting, Recording & Investigation  
*[See Accident policy]*
- Asbestos  
*[Asbestos Record System Manual kept in Main School Office]*
- Contractors  
*[Selected under County Council guidelines. Liaison on Health and Safety issues as appropriate to the nature of the contract. Contractors are subject to the school's Health and Safety Policy]*
- Curriculum Safety [including out of school learning activity/study support]  
*[Teaching staff undertake written risk assessments prior to commencing hazardous activities. Staff pay regard to any safety publications adopted by the school e.g. "Safety in PE". See Visits Policy]*

- Drugs & Medications  
*[See Policy for Administration of Medicines in School. See policy on Substance Abuse]*
- Electrical Equipment [fixed & portable]  
*[Staff give brief visual inspection before each use. Portable appliances tested annually by specialist contractors. Fixed electrical testing is arranged by LA at least once every 5 years. Defective equipment notified immediately to the Site Manager]*
- Fire Precautions & Procedures [and other emergencies incl. bomb threats]  
*[See 'Emergency Evacuation Procedure'. Fire alarm tested weekly. Emergency lighting and maintenance of fire extinguishers by contract. All staff see that fire exits are kept clear]*
- First Aid  
*[Coordinated through the Reprographics department.]*
- Glass & Glazing  
*[All glass in doors, side panels to be safety glass, all replacement glass to be of safety standard. Assessment records kept by site supervisors]*
- Hazardous Substances  
*[Rules, hazard data sheets, risk assessments are maintained by all relevant departments. Training available as appropriate - see team leaders]*
- Health and Safety Advice  
*[Provided by Health & Safety Adviser, Education Personnel & Corporate Services, Staffordshire LA, Occupational Health Unit, Fire Service etc.]*
- Housekeeping, cleaning & waste disposal  
*[Staffordshire LA procedures are followed. Cleaning is by County Contract. Waste disposal including recycling is organised by the Site Manager]*
- Handling & Lifting  
*[Lifting/handling risk assessments identify precautions to minimise manual handling tasks, staff training in manual handling]*
- Jewellery [Annual notification to parents in end-of-year letter]  
*[Reinforced by all staff]*
- Lettings/shared use of premises  
*[See Lettings Policy. Fire Safety Certificate renewed annually. Public Entertainment Licence held. See Administration Officer]*
- Lone Working  
*[Safe working practices/rules for staff who work alone are in the course of development]*

- Maintenance / Inspection of Equipment  
*[Various procedures in place e.g. extraction systems, PE equipment, D&T machines, lifts & lifting equipment, pressure cookers, autoclaves, fire alarm, emergency lighting, fire extinguishers]*
- Monitoring the Policy  
*[Completion of bi-annual H&S checklist overseen by Site Manager. Accident statistics and trends compiled by First Aider. Termly reports to Governors via Premises Committee.]*
- Personal Protective Equipment (PPE)  
*[Provided free of charge where risk assessment determines to be necessary]*
- Reporting Defects  
*[To site manager without delay. Remove defective item from use or disable when safe to do so]*
- Risk Assessments  
*[Modified County Generic Assessments adopted for 'standing' activities. Separate assessments carried out for 'one-off' activities]*
- School Trips/ Off-Site Activities  
*[See Visits Policy]*
- School Transport  
*[See Minibus policy]*
- Smoking  
*[School is a no-smoking environment. See smoking policy]*
- Staff Consultation  
*[Issues of concern and suggestions for health and safety improvements may be raised directly with the staff H and S representative (Phil Arm) or with the Deputy Head (Premises) ]*
- Staff Health & Safety Training and Development  
*[Staff induction and thereafter as appropriate]*
- Staff Well-being / Stress  
*[Staff Well-being Group. Personal support via PDC]*
- Supervision [including out of school learning activity/study support]  
*[Criminal clearance procedures. See visits policy for off-site education]*
- Use of VDU's / Display Screens  
*[Staff aware of recommendations for safe working practice]*
- Violence to Staff / School Security

*[See Violence at Work Policy. Visitors sign in and wear identity. All staff wear identification badges. Procedure for prompt securing of building at end of school day. Restricted access during lettings and holidays. Comprehensive cctv system and security alarm]*

- Working at Height

*[Only trained staff may work at height. See Site Manager]*

- Work Experience

*[See Work Experience Policy]*