

# Rugby High School

## HEALTH & SAFETY

### *POLICY STATEMENT*

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## 1. Health and Safety Policy Statement of Intent

Within our school we will meet all of the requirements set out in the School Health and Safety Policy. We will demonstrate our commitment to health, safety, welfare and wellbeing by recognising that effective health and safety management is equally as important as our other school objectives.

Through this statement of intent and the implementation of our School Health and Safety Arrangements we will ensure that we are meeting the Policy aims, objectives and requirements. We will actively strive for continual health and safety improvement by complying with the Policy and by working in consultation with managers, employees and other partners. We will achieve this by:

- Considering health and safety within our school planning activities.
- Establishing a proactive and positive health and safety culture.
- Encouraging ownership and responsibility at all levels.
- Ensuring that the health and safety related policies are complied with by having school and department specific procedures, documents, safe systems of work and arrangements that ensure the implementation of health and safety locally.
- Assessing and eliminating, reducing or managing the risks that arise out of activities/ processes/ and operations through the risk assessment process.
- Monitoring our school health and safety performance by reviewing arrangements and analysing accident trends to identify areas for improvement.
- Ensuring that health and safety is considered as part of our employee appraisal and supervision process.
- Ensuring that all employees within the school are made aware of this statement of intent and our arrangements.

..... Signature & Date Name  Chair of Governors	..... Signature & Date Name  Head Teacher
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*This statement of policy will be kept under review and any amendments made to it will be brought to the notice of all School employees.*

### a. Location of the Policy

The school's policy, with other health and safety information, shall be kept in the health and safety folders located in the School Business Manager's 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 RESPONSIBILITIES / ORGANISATION**

The Health and Safety at Work Act 1974 and accompanying legislation states that employers, persons in charge of premises and employees all have specific health and safety duties and responsibilities. This section details these specific health and safety roles and responsibilities and assigns them to the appropriate posts and functions.

### **2.1 Health & Safety roles and responsibilities**

Successful health and safety management depends on a systematic approach throughout the school so that health and safety becomes fully integrated with all other aspects of school management. A proactive health and safety culture will require strategic leadership from the Governing Body and Head Teacher with support from all staff.

This policy assigns roles and responsibilities to the School post holders as specified below:

### **2.2 Chair of Governors and Governing Body**

The Chair of Governors and Governing Body has overall responsibility throughout the School for implementing and achieving the objectives of the health and safety policy; and the preservation, development, promotion and maintenance of the School's health and safety management system. Health and safety matters will be considered within the school's decision making process (as set out within the School's policies and procedures, and any statutory provisions set out in legislation).

The Governing Body will delegate much of the day-to-day health and safety monitoring, reviewing and auditing of health and safety to the Head Teacher. In addition the Governing Body will conduct Health and Safety Audits in its own right.

The Governing Body will personally respond to any legal notice received by the HSE or other enforcing body.

The Governing Body is responsible for applying health and safety legislation; and making decisions that conform to legislation and other recognised health and safety standards and good practice. The Governing Body has collective health and safety responsibilities. Individually they will ensure that this health and safety policy is applied effectively within any areas that they have particular responsibility for. Therefore they are responsible for preserving, developing, promoting and maintaining the School's health and safety management system.

The Governing Body will ensure that adequate resources are made available to implement successful health and safety management and to conform to all relevant health and safety statutes. Therefore, health and safety matters will be considered and accounted for when making managerial decisions.

### **2.3 Head Teacher**

The Head Teacher has been appointed by the Governing Body as the responsible person for Health and Safety within the School. The Head Teacher will promote the adequate and proper consideration of health and safety to senior managers and employees within the School.

The Head Teacher will present a report to the Governing Body on the health and safety performance of the School, which will include:

- Accident statistics
- Setting performance related targets and objectives
- Measuring health and safety performance
- Provision of an effective Health and Safety process
- Monitoring of Health and Safety to include:
  - Auditing
  - Inspection
  - Accident recording and investigation
  - Review of performance
  - Training

**Under the direction of the Governing Body, the Head Teacher will:**

1. Ensure that satisfactory health and safety standards are maintained through effective management and risk assessment processes;
2. Ensure that when making decision/arranging new projects for the school, health, safety, welfare and wellbeing issues are considered and dealt with fully;
3. Ensure that adequate health and safety communication channels exist within their area of control;
4. Ensure that adequate resources are provided to maintain health, safety and welfare, and manage these resources on a risk priority basis;
5. Work proactively to promote a positive safety culture;
6. Ensure that procedures exist and are effectively implemented to identify and provide the information, instruction, training and supervision needed to ensure health and safety;
7. Seek to proactively develop and improve Health and Safety within their area of responsibility;
8. Ensure procedures are in place for the reporting and recording of accidents and incidents, and near miss investigation and taking appropriate action to prevent recurrence within the statutory time scales;
9. Review and monitor accidents and incident statistics to identify trends and areas of high risk. Provide support and resources to ensure adequate controls are put in place to prevent recurrence, and to ensure continual health, safety and wellbeing improvement;
10. Ensure that their employees understand and accept their individual responsibilities regarding health and safety and are adequately trained to carry out their responsibilities;
11. In conjunction with Senior Leadership Team/ health and safety representatives, monitor and review the health and safety targets and priorities in line with the overall school objectives; and ensure the provision of adequate resources to achieve compliance;

12. Ensure that health and safety arrangements and performance are formally evaluated, monitored and reviewed at least on an annual basis;
13. Ensure that the Governing Body is consulted, along with employees' representatives, and that professional health and safety advice is sought, prior to changes in accommodation and working practices;
14. Ensure that the Governing Body is informed of any breach of health and safety statutory requirements; and immediately when there is Health and Safety Executive (HSE) involvement;
15. Ensure that safe systems of work are fully discussed, recorded, implemented and reviewed with the appropriate employees concerning:
  - Current work activities
  - Planning new activities, methods of work etc.
  - Design/acquisition of new buildings, plant and equipment
16. Ensure that informal tours of the workplace are carried out to proactively identify good and poor health and safety performance. This will demonstrate visible management commitment to health and safety within the school..
17. Ensure that a formalised workplace inspection regime is in place to identify hazards and to take appropriate action;
18. Ensure that contractors receive an induction to the premises/ area they are working, including emergency evacuation. This will provide the contractors with information/ awareness of the hazards within the area of work, action to be taken, and the monitoring of their activities;
19. Ensure consultation takes place between managers from other employers, organisations and appropriate employees' safety representatives, when sharing premises;
20. Consult and seek advice where necessary; and
21. Provide clear leadership on health and safety and set a personal example.

#### **2.4 Senior Leadership Team, Deputy Head Teacher, Assistant Heads, Department Heads**

All managers are responsible for managing health and safety in their area of responsibility. Departmental policies will specify the roles and responsibilities required by managers to ensure legal compliance and best practice. They will:

- 1 Comply with the school health and safety policies and relevant departmental policies;
- 2 Ensure that risk assessments are undertaken for work activities/ processes/ and operations;
- 3 Eliminate the risk or reduce to the lowest possible level by managing the risk effectively;
- 4 Ensure that all employees are familiar with the relevant risk assessment findings, control measures, safe systems of work, and local arrangements;
- 5 Set up and maintain safe, healthy working conditions;
- 6 Provide all new starters with a health and safety induction;

- 7 Audit and monitor safe working practices and procedures;
- 8 Ensure that procedures and training programmes are set up and maintained for all employees;
- 9 When designing, buying and using new plant and equipment ensure that health, safety and wellbeing is considered as part of the risk assessment process;
- 10 Ensure that new, reviewed or changed processes and services are assessed for risks before they are put into practice;
- 11 Ensure that accidents, incidents and near misses are reported and investigated, where necessary, so that appropriate action can be taken to prevent a recurrence;
- 12 Ensure that contractors and other people's activities (for example, employees from other schools) are monitored;
- 13 Ensure that all employees, including safety representatives, are able to carry out their responsibilities, and encourage them to work with managers to promote an attitude of safe working across the School;
- 14 Ensure that a formalised workplace inspections regime is in place to identify hazards and to take appropriate action;
- 15 Ensure that contractors receive an induction to the premise/ area in which they are working. This will provide the contractors with information/ awareness of the hazards within the area of work, action to be taken, and the monitoring of their activities;
- 16 Ensure consultation takes place between, other organisations and appropriate employees' safety representatives, when sharing premises.

## **2.5 Employees**

**Definition:** All School employees will include students, volunteers, agency workers and contract workers, for the terms and reference of this policy.

All employees, including those with managerial responsibilities, have an important role to play in effective health and safety management. All employees have a responsibility to:

- 1 Take reasonable care, while at work, to ensure that they do not endanger either themselves or anyone else who might be affected by their actions or omissions.
- 2 Co-operate with their employer or other person in respect of their health and safety duties and follow all instructions (written and verbal) to protect their own and other people's health and safety.
- 3 Not misuse or interfere with any safety equipment and/or protective clothing provided and avoid improvisation in any form, which could create unnecessary risks to health and safety.
- 4 Ensure that plant and equipment is in a safe condition, before use and acquaint themselves with all relevant processes, materials and substances and use as advised. Report any defects, loss or damage to their manager.
- 5 Be aware of their capabilities and competence, both physically and mentally and inform a manager if they feel unable to continue with their duties.
- 6 Behave appropriately at all times in the workplace and not get involved in any horseplay.

- 7 Avoid taking short cuts or changing work activities, which could create unnecessary risks to their health and safety. Use all safety equipment and/or personal protective equipment that is provided.
- 8 Report all accidents, incidents (including incidents of violence, diseases and dangerous occurrence), near misses, as well as unsafe methods of work, unsafe conditions/tools/ plant/ equipment/ premises/ appliances/ practices, and concerns about health, safety or wellbeing to their manager, even if an injury was not sustained.
- 9 Be familiar with any health and safety policies, procedures, risk assessments or any other health and safety documentation, applicable to them and their work. Follow all instructions therein (whether verbal or written).
- 10 Be appropriately dressed for their working environment and activity.
- 11 Be aware of the First Aid provision at their workplace and understand the fire/emergency evacuation and fire prevention procedures, position of fire alarms and equipment and participate in drills as required.
- 12 Take part in health and safety training and development as necessary.
- 13 Take part in health surveillance programmes, as required.
- 14 Set a good personal example in respect of health and safety.
- 15 Make suggestions to improve health and safety.



### **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 (Section 2 – Responsibilities / Organisation). 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 DEFECTS REPORTING PROCEDURE**

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

The arrangements for reporting defects on a day to day basis are set out in this section.

- 3.1.1 Any member of the school staff who discovers any defect shall report it either through the email system; [caretaker@rugbyhighschool.co.uk](mailto:caretaker@rugbyhighschool.co.uk).
- 3.1.2 The report shall then be acted on by the Caretaker who is responsible to the School Business Manager.
- 3.1.3 The person responsible (Business Manager) will take the necessary steps to:
  - a) have the defect rectified, within a reasonable period of time, and record the details on the system.
  - b) remove the hazard or reduce the risk of injury to an acceptable level, pending corrective action including if necessary informing staff and pupils of the hazard and/or taking the equipment/area concerned out of use.
- 3.1.4 If the defect is likely to affect the 'normal' running of the school, the School Business Manager will inform the Headteacher who shall inform the EFA and Governing Body.
- 3.1.5 Once the defect has been repaired/item taken back into use, the date that this occurs shall be entered on the system.
- 3.1.6 In order to monitor the action that has been taken and / or any delays in work being carried out, the defects register shall be checked weekly by the School Business Manager and a report produced for the Governors' Finance and Premises Standing Committee Meetings, at which recent defects should be identified and outstanding works discussed.

#### **3.2 MONITORING ARRANGEMENTS**

- 3.2.1 The Governing Body recognise the importance of monitoring health and safety matters. Monitoring will be carried out in a number of ways:
  - (a) The Governors will be provided with regular 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/School Business Manager/Department Heads

3.2.2 The Governors and Headteacher will ensure that all reasonable inspection facilities and information are provided on request, Inspectors of the Health and Safety Executive (HSE) 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 Teachers / Non-teaching staff / pupils and visitors as follows:

#### **3.3.1 Staff**

- (a) Staff members receive a copy of the Health and Safety Policy on induction and have signed a form to indicate that they have received and read those documents which relate to themselves and their work.
- (b) All documentation referred to in (a) above is kept in the staff room, is available in the shared area of the schools filing system and on the website.
- (c) The caretaker will provide or arrange for "Toolbox talks" and training as required by staff.

The only exception to this is where information is better kept at department/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.

- (d) New documentation arriving 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 health and safety folders referred to in (b) above. The circulation form will be kept on file with the document.

#### **3.3.2 Students**

It will be the responsibility of Teachers to ensure that students are made aware of existing and new health and safety information.

#### **3.3.3 Visitors / Contractors**

The Headteacher / School Business Manager shall ensure that visitors and contractors are informed of any health and safety arrangements which may affect them during their visit (including any Asbestos on site).

### **3.4 ACCIDENT REPORTING AND MONITORING PROCEDURES.**

All accidents, serious or minor that occur in the conduct of the school's activities should be recorded on the school accident form and reported to the HSE as required by RIDDOR. All near misses should also be recorded. Where necessary, parents / guardians or other persons should be notified of the accident.

In all cases the School Business Manager will review the cause of the accident and if remedial work is required this will be recorded through the defect procedure to log the work.

### **3.5 FIRST AID**

The Headteacher is responsible for ensuring that there are adequate numbers of staff trained to administer first aid and act as appointed persons. Training courses must be approved by the Health & Safety Executive (HSE).

Further details are included in the First Aid Policy.

### **3.6 MEDICATION**

There exists a separate Medical Policy which covers all aspects of medication.

### **3.7 SMOKING**

There is a No Smoking policy throughout the school premises.

### **3.8 STRESS / WELFARE**

There is a separate Stress at Work policy: copies available from the Headteacher's PA or downloadable from the school website.

### **3.9 FIRE PRECAUTIONS**

In the event of an emergency, the instructions displayed in the classrooms or offices must be followed. Any evacuation must occur in silence. It may be necessary to issue instructions as the evacuation takes place; therefore any unnecessary noise may detract from a safe and speedy evacuation. The evacuation point is on the field at the rear of the school. Designated staff or in their absence, designated deputies will take registers.

All fire safety equipment will be tested /serviced by reputable companies annually. Fire alarm tests will be organised weekly by the School Business Manager in conjunction with the Caretaker. The tests will be carried out from a different point each week and recorded.

Fire evacuation drills and tests will be conducted as defined in the schedule in Appendix 1.

A fire risk assessment has been completed and is located in Caretaker's office.

### **3.10 ELECTRICITY AT WORK**

Portable appliances are contracted to be P.A.T. tested annually. P.A.T registers will be held by the School Business Manager.

Ad hoc equipment arriving in the school will be tested before being used on the premises by the School Business Manager.

The services of a qualified electrician are engaged for all electrical work other than minor work, e.g. changing light bulbs.

Stage lighting will be inspected annually

### **3.11 C.O.S.H.H (Control of substances hazardous to health)**

The use of less hazardous substances is encouraged where possible. Heads of Departments where applicable will maintain a file of C.O.S.H.H. data sheets. All COSHH purchases are carried out through a central point and staff must not bring in products from home. Copies will be made available to the School Business Manager who will maintain a master file for the school. All staff have been made aware of hazardous substances in order to identify COSHH substances. Relevant staff have been provided with and advised on the use of Personal Protective Equipment. Unwanted or spilt waste is disposed of appropriately.

### **3.12 ACCESS EQUIPMENT**

Heads of Departments will assess the need for access equipment within their departments and where necessary carry out a risk assessment before allowing any steps or ladders to be used by their staff. All access equipment must be checked before use. The School Business Manager will ensure that all access equipment in use in the school is inspected annually and undertake any remedial action that is required. Working at heights training will be arranged for all staff using ladders. Staff should be advised on appropriate footwear.

### **3.13 RISK ASSESSMENTS**

The school recognises the need to carry out and share all risk assessments. Every department head will undertake risk assessments for their specific areas covering all foreseeable hazards. These assessments will be reviewed annually. Copies of all risk assessments for the school will be kept in a master folder by the School Business Manager. Each department will also keep their own set.

Risk assessments for expectant mothers will be undertaken as soon as the Personnel Manager is advised of the pregnancy.

Every Off-Site visit / trip must be risk assessed by the lead member of staff (see 3.15 below).

### **3.14 MANUAL HANDLING**

Every department head will undertake risk assessments for their specific areas where any manual handling is likely to take place. The school will provide periodic training on manual handling as necessary.

### **3.15 EDUCATIONAL VISITS / OFF SITE ACTIVITIES**

All off-site activities must be authorised by the Headteacher before any commitments are entered into. Governors' approval is needed for residential visits.

The Headteacher has been designated the school's Educational Visits Coordinator (EVC) assisted by an Administrative Support Assistant.

All Off-Site Activities must comply with the school's Off-Site Activities Policy. Copies of the Off-Site Activities Policy are available, in the staff handbook and on the website.

### **3.16 MINIBUSES**

Please refer to the School Minibus Policy.

### **3.17 WORK EXPERIENCE PUPILS**

Students will be provided with a general induction to health and safety in the workplace before embarking on their work experience placements. The school will request that proper inductions are carried out by the workplace provider at the commencement of the placement. Teachers visiting students will check to see that this has been done.

Specific risk assessments need to be undertaken covering all foreseeable hazards to ensure pupil safety.

A file on the work experience placement should be kept which should include information of employer's staff who will be monitoring / supervising the placement.

### **3.18 PE EQUIPMENT**

All PE equipment will be inspected annually.  
afPE 2012 Safe Practice in Physical Education and Sport guidance on safe use of the equipment must be followed/adopted at all times

### **3.19 PONDS / CONSERVATION AREAS**

The school will arrange for the appointed Contractor to carry out routine maintenance of these areas.

### **3.20 SPORTS PITCHES / PLAYING FIELDS**

The Contractor appointed by the school will maintain these areas. The Contractor shall comply with all relevant legal provisions, whether in the form of Orders, Regulations, Statutes, Statutory Instruments, Codes of Practice, Byelaws, Directives or the like, to be observed and performed in connection with the Services provided under the Contract.

The school will undertake a triennial tree survey and take action accordingly.

PE department staff will carry out visual inspections of these areas before use. Any evidence of animal fouling should be reported to the Caretaker for action.

### **3.21**

#### **CONTRACTORS & VISITORS**

All visitors / contractors to the school will sign the Visitors' book recording their arrival and departure. They will wear the Visitor's Badge while on the premises provided by the Receptionist who will also draw their attention to the Fire and Health & Safety Notices displayed.

The asbestos register is made available to contractors on site and they should sign to record that they have read the relevant parts of the document. The register is located in the Caretaker's office.

All contractors working for the school must provide copies of their risk assessments and method statements

### **3.22 DISPLAY SCREEN EQUIPMENT (DSE)**

It is the responsibility of Heads of Departments to carry out risk assessments for their staff using workstations. The Business Manager will issue instructions on the safe use of DSE. The school will fund the cost of eye tests for staff who work with computers.