

HEALTH AND SAFETY CODE OF PRACTICE

1. Introduction

Schools are now treated as another workplace and as the person in charge, the Head will be the first in line for the responsibility for the health and safety of everyone on the premises. This includes non-employees, a catch all category which takes in visitors, contractors and pupils, with special attention being paid to those, including pupils who may be especially at risk.

In future, policy will follow from, and not precede, a formal, written risk assessment. Its absence will be prima facie evidence of a failure to meet statutory duties; or, as the Health and Safety Executive (HSE) prefers, the purpose of written records is to demonstrate to inspectors, safety representatives and employees that adequate steps are being taken to control hazards.

2. New Regulations

Underpinning the new rules are the Management of Health and Safety at Work Regulations 1992 (SI No. 2051) which ask employers to identify risks and introduce appropriate protective and preventative measures as part of formal health and safety strategy supported by written policies and staff training.

Other directives will cover specialised topics like what makes a clean, warm, safe and healthy work environment, the use of visual display units (VDUs), protective clothing, load carrying and the use of tools. In time, more will follow. Common to all is a formal risk assessment followed by preventative and protective measures which can be procedural, managerial or physical.

3. Risk Assessments

Carrying out a risk assessment demands the identification of a risk, an appraisal of the probability of that risk occurring, a forecast of the likely consequences if it does occur, an evaluation of the options available to minimise the risk and, finally, the implementation of the best option. Only when this sequence is carried out has a school done all that is reasonably practicable to control the risk.

No risk assessment will be perfect or everlasting. Incidents, near misses and new circumstances will alter the risk and without regular updating and review these changes could be missed.

It is important that the school devises structures and procedures to implement their health and safety strategies. Procedures will be supported by a management structure, which allows policy to be implemented.

4. Competent Persons

These competent persons are not health and safety professionals, Heads of Area and other line managers will be deemed competent persons in assisting with implementation of safety legislation. They will be overseen by the Head and Governors on health and safety matters.

5. Emergency Plan

Emergency plans going beyond the termly fire drill and cover of other possible emergencies (such as chemical spillages, gas leaks) will take account of localised incidents involving individuals or small groups as well as the more general disasters involving everyone.

STATEMENT OF ORGANISATION & ARRANGEMENTS FOR ENSURING HEALTH & SAFETY (CODE OF PRACTICE)

Section I

1 Introduction- General Policy Statement

- 1.1 This is a Statement of Organisation and Arrangements (Code of Practice) for The Kingstone School. This does not replace the council's safety policy or the education department's safety policy but is in addition to them for the benefit of teaching and non-teaching staff and pupils.
- 1.2 This statement deals with those aspects over which the School has control and covers safety associated with the building structure, plant, fixed equipment and services for which other officers of the authority also have responsibility; it describes how the School is discharging its responsibilities in respect of pupils, visitors and other employees who are present on school premises in the internal organisation, management and discipline of the school in accordance with the Articles of Government.

Section 2

The Aim of the Statement

The aim of the statement is to ensure that all reasonably practical steps are taken to secure the health, safety and welfare of all persons using the premises:

- (a) to establish and maintain a safe and healthy environment throughout the school
- (b) to establish and maintain safe working procedures among staff and pupils
- (c) to make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances
- (d) to ensure the provision of sufficient information, instruction and supervision to enable all people working on site and pupils to avoid hazards and contribute positively to their own safety and health at work and to ensure that they have access to health and safety training as and when provided
- (e) to maintain a safe and healthy place of work and safe access and egress from it
- (f) to formulate effective procedures for use in case of fire and other emergencies and for evacuating the school premises
- (g) to lay down procedures to be followed in case of accident
- (h) to provide and maintain adequate welfare facilities.

Section 3

Responsibilities and Duties in Matters Concerned with Safety

STAFF

Staff responsibilities are detailed in the full Health and safety policy which can be found on the Kingstone intranet

3.1 The Governing Body

Is responsible for ensuring that Health and Safety Policy is effective and practicable and that arrangements are made within school for implementing the policy.

3.2 The Joint Headteacher(s)

The ultimate responsibility for day to day school safety organisation and activity rests with the Joint Headteacher(s).

3.3 Senior & Support Staff

The Extended Services Manager

- is the focal point of day to day matters on safety and will give, or indicate sources of advice on Health and Safety.

The School Matron

- will regularly review the provision of First Aid
- will deal with matters relating to health/welfare emergencies
- will process and administer accident books and accident forms
- will collate statistical information on accident trends

The Site Manager

- will monitor and advise on safety matters with regards to the full school premises and extended service provisions along with monitoring and advise to caretaking and site staff
- will supervise contractors and ensure all workers on site follow Health and Safety procedure

The Extended Services Team

- Will ensure that all hirers and community users of the site are aware of their responsibilities and the health and safety arrangements.

3.4 Obligation of all Employees

The Health and Safety at Work Act 1974 states: "It shall be the duty of every employee while at work:

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

The Act Also states:

"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".

In order that the laws be observed and responsibilities to pupils and other visitors to the school are carried out all employees are expected:

- (a) to know the special safety measures and arrangements to be adopted in their own working areas and to ensure they are applied
- (b) to observe standards of dress consistent with safety and/or hygiene
- (c) to exercise good standards of housekeeping and cleanliness
- (d) to know and apply the emergency procedures in respect of fire and first aid
- (e) to use and not wilfully misuse, neglect or interfere with things provided for his own safety and/or the safety of others
- (f) to co-operate with other employees in promoting improved safety measures in their school
- (g) to co-operate with the appointed safety representatives and the enforcement officer of the Health and Safety Executive or the Public Health Authority.

3.5 Teaching and Non-teaching Staff Holding Posts/Positions of Responsibility

These staff; including the Facilities Manager, Senior Management Team Curriculum Team Leaders and, where appropriate, Subject Team Leaders:

- (a) have general responsibility for the application of the authority's safety policy to their own subjects or area of work and are directly responsible to the Joint Headteacher(s) for the application of existing safety measures and procedures within that subject area of work. Advice or instructions given by the authority and the Joint Headteacher(s), including the relevant parts of this statement, shall be observed.

(b)

These staff include the Extended Services Manager, Group Catering Managers, Site Manager, Nursery Manager and Heads of Year.

- (b) shall, where necessary, establish and maintain safe working procedures including arrangements for ensuring, as far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances, (eg chemicals, boiling water, duplicating fluid, guillotines)
- (c) shall resolve any health and safety problem that any member of staff may refer to them and refer to the Joint Headteacher(s) any of these problems for which they cannot achieve a satisfactory solution within the resources available to them
- (d) shall carry out a regular safety inspection of the activities for which they are responsible and, where necessary, submit a report to the Joint Headteacher(s)
- (e) shall ensure, as far as is reasonably practicable, the provision of sufficient information, instructions, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own safety and health at work
- (f) shall, where appropriate, seek the advice and guidance of the relevant Advisor or Officer of the authority
- (g) shall propose to the Joint Headteacher(s) requirements for safety equipment and additions or improvements to plant, tools, equipment or machinery which are dangerous or potentially so.

3.6 Special Obligations of Class Teachers

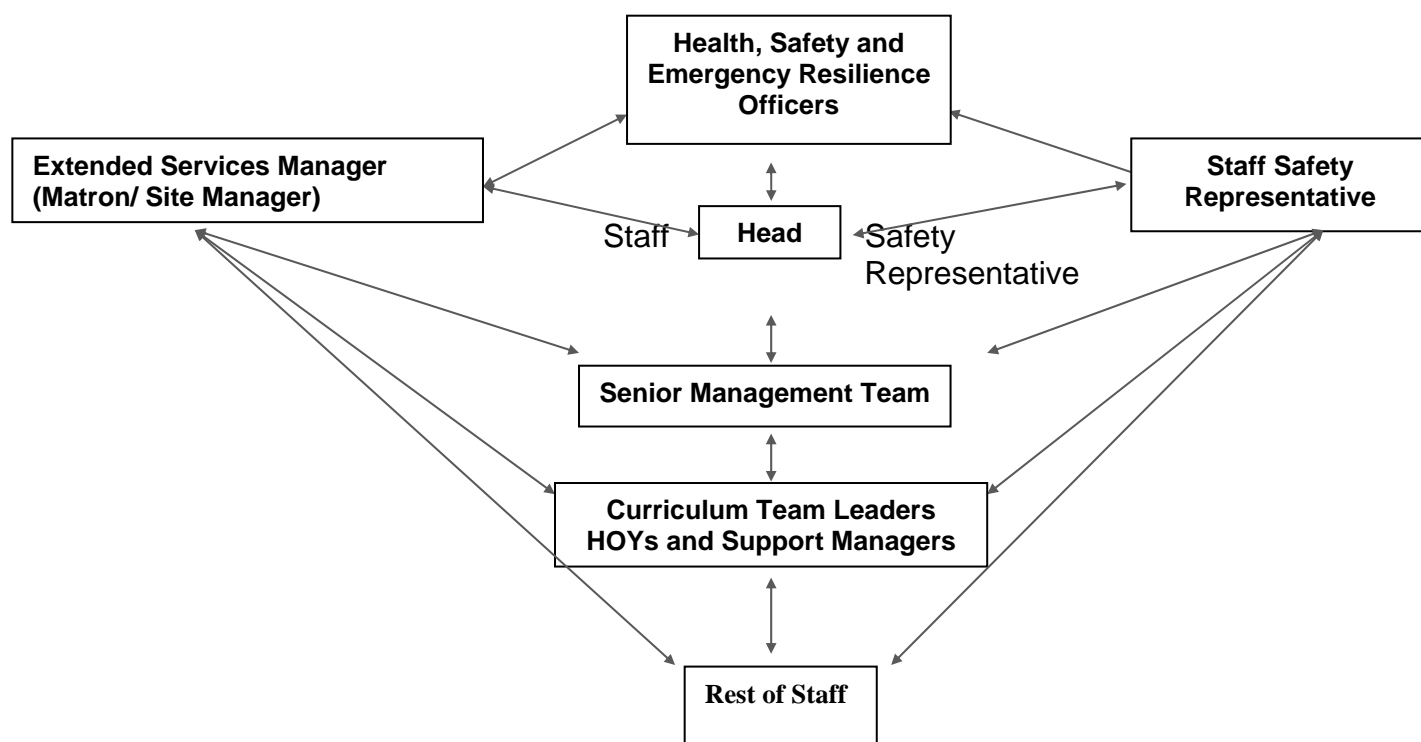
The safety of pupils in classrooms, laboratories and workshops is the responsibility of class teachers; teachers have traditionally carried responsibility for the safety of pupils when they are in their charge. If for any reason, eg the condition or location of equipment, the physical state of the room or the splitting of a class for practical work, a teacher considers he cannot accept this responsibility. They should discuss the matter with their immediate line manager before allowing practical work to take place.

Class teachers are expected:

- (a) to exercise effective supervision of the pupils and to know the emergency procedures in respect of fire, bomb scare and first aid, and to carry them out
- (b) to know the special safety measures to be adopted in their own special teaching areas and to ensure that they are applied
- (c) to give clear instructions and warning as often as necessary
- (d) to follow safe working procedures personally
- (e) to call for protective clothing, guards, special safe working procedures, etc. where necessary
- (f) to make recommendations to their immediate line manager eg on safety equipment and on additions or improvements to plant, tools, equipment or machinery which are dangerous or potentially so.

3.7 Communication of Information on Health & Safety Matters

Good communications between all parties, and the understanding of one another's health and safety issues are essential. The diagram below shows how an effective system may work.



Staff in charge of areas/rooms are the same as for emergency procedures.

PUPILS

The pupils are expected:

- (a) to exercise personal responsibility for the safety of self and class-mates
- (b) to observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear, and other items considered dangerous)
- (c) to observe all the safety rules of the school and in particular the instructions of teaching staff given in an emergency
- (d) to use and not wilfully misuse, neglect or interfere with things provided for their safety

N.B. All pupils and parents should be made aware of the contents of this section.

VISITORS

Regular visitors and other users of the premises, (eg delivery men from specific companies), should be required to observe the safety rules of the school. All visitors must report to Reception in South Building. In particular parents helping out in school should be made aware of the health and safety arrangements applicable to them through the teacher with whom they have prime contact. All visitors are required to wear an identification badge.

Section 4

Arrangements for Health and Safety

1 Supervision of Pupils - details of existing arrangements will be found in other sections of the **Staff Handbook** i.e.

- (a) commencement/end of the school day (responsibility for pupils on the premises is only accepted for 10 minutes on either side of these hours - see **Duty System**)
- (b) break-times
- (c) midday arrangements
- (d) pupils taking medicines as part of a course of treatment - supervision by Matron
- (e) transport - see **Bus Duties/School Bus**
- (f) the movement of children between different parts of the building - see **Duties** and **Pupil Guidelines**
- (g) the action of pupils in science laboratories, technology rooms and other practical rooms, including the gym - see **Area/Subject Policies**
- (h) car parking - see **Notes to Parents/Guidelines to Staff and Pupils**
- (i) the presence on site of contractors
- (j) school journeys - see separate document and check list.

2 Provision of First Aid

First aid boxes are provided at suitable points around school and full details are available by referring to the separate First Aid Policy which can be found on the Kingstone intranet.

3 Fire and Emergency Procedures

3.1 Illness or Accident

It is the duty of all members of staff to carry out the procedures as prescribed in the separate First Aid Policy and Policy for Supporting Children with Special Needs which can be found on the school intranet.

Accident Forms As soon as possible after an incident, every occurrence must be fully and accurately reported on the appropriate accident form and where applicable, accident book. Where possible, detailed statements should be obtained from witnesses. Accident forms are obtainable from and returnable to Matron. All accidents must be investigated by the appropriate line manager with forms completed in full.

From time to time it will be necessary for Matron to review the provision of first aid in the school. Procedures will be reviewed by the Extended Services Manager and where necessary recommendations may be brought to the Joint Headteacher(s) attention for improving the procedure.

Pupils and staff should be familiar with all appropriate arrangements.

3.2 Personal Safety at Work

It is the duty of all members of staff to carry out the procedures as prescribed in the personal safety at work – code of practice document issued by BMBC – Health and Safety Unit. A copy of this can be found on the Kingstone intranet.

All Employees must:-

- not put themselves at risk and seek to avoid situations which they perceive to be dangerous.
- advise their managers of situations which they perceive to be dangerous.
- report all incidents of violence and aggression and any reports of a safety observation they may have.

CONCLUSION

It is the responsibility of everyone to make these arrangements work. This will ensure, as far as is reasonably practicable, that working conditions are safe and that the working life of everyone is accident free.

If an improvement or prohibition notice is served by an enforcement officer, (eg Factories Inspector or Environmental Health Inspector), the Joint Headteacher(s) will immediately advise the Chief Education Officer. If a prohibition notice is issued with immediate effect the activities specified will cease forthwith.

Any member of staff noticing a failure to comply with this statement of organisation and arrangements or other advice/guidance issued by the authority or the Joint Headteacher(s) in pursuance of the safety policy must immediately report the circumstances to the Joint Headteacher(s). The Joint Headteacher(s) will then initiate appropriate remedial action. If it proves impossible for the Joint Headteacher(s) to resolve the matter, they will then report the matter to the Senior Education Officer (Finance and Development). If no action is seen to be taken, the Joint Headteacher(s) will be consulted again, and if still no action is taken the member of staff should report the circumstances to the safety representative at the school or one of the officers mentioned above.

Hazardous situations should also be reported immediately and the same procedure followed.

Suggestions by any member of staff to improve standards of health and safety are welcomed by the Joint Headteacher(s).