



Bridgewater High School



BRIDGEWATER HIGH SCHOOL

HEALTH & SAFETY POLICY

Policy Reference Number	A32
Written By	A Laing
Date	February 2015
Approved By	Site Management Committee
Name	A Gittins
Signature	<i>A Gittins</i>
Date	24.3.15
Review Date	February 2016

BRIDGEWATER HIGH SCHOOL

HEALTH & SAFETY POLICY 2015

Written by:	A. Laing	Date	February 2015	Policy ref	A32
-------------	----------	------	---------------	------------	-----

Section A Introduction – Statement of Intent

The Governing Body believes that ensuring the health and safety of staff, pupils and visitors is essential to the success of the school.

We are committed to:

- a) Providing a safe and healthy working and learning environment
- b) Preventing accidents and work related ill health as far as is reasonably practicable
- c) Assessing and controlling risks from curriculum and non-curriculum work activities
- d) Complying with statutory requirements as a minimum
- e) Ensuring safe working methods and providing safe equipment
- f) Providing effective information, instruction and training
- g) Monitoring and reviewing systems to make sure they are effective
- h) Developing and maintaining a positive health and safety culture through communication and consultation with employees and their representatives on health and safety matters
- i) Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable

The Governing Body will ensure that a Health and Safety Management System is put in place to ensure the above commitments can be met. All Governors, staff and pupils will play their part in its implementation.

Section B Statements and procedures - Organisation

INTRODUCTION

To comply with the Governing Body's Statement of Intent the school's normal management structure have had additional responsibilities assigned, as detailed below.

An organisational chart showing the school's health and safety management structure is shown in Part 3.

THE GOVERNING BODY

The Governing Body has the following responsibilities to ensure:

- a) A clear written policy statement is created which promotes the correct attitude towards safety in staff and pupils.
- b) A competent organisation is appointed to provide the Governing Body and the school through a Service Level Agreement with information, advice and guidance on all Health and Safety matters.
- c) Responsibilities for health, safety and welfare are allocated to specific people and those persons are informed of these responsibilities.
- d) Persons have sufficient experience, knowledge and training to perform the tasks required of them.
- e) Clear procedures are created which assess the risk from hazards and produce safe systems of work.
- f) Sufficient funds are set aside with which to operate safe systems of work.
- g) Health and safety performance is measured both actively and reactively.
- h) The school's health and safety policy and performance is reviewed annually.

THE HEADTEACHER

The Headteacher has the following responsibilities:

- a) To be fully committed to the Governing Body's Statement of Intent for Health and Safety.
- b) Ensure that a clear written local Policy for Health and Safety is created.
- c) Ensure that the Policy is communicated adequately to all relevant persons.
- d) Ensure appropriate information on significant risk activities is given to

visitors and contractors.

- e) Ensure appropriate consultation arrangements are in place for staff and their Trades Union representatives.
- f) Ensure that all staff are provided with adequate information, instruction and training on health and safety issues.
- g) Make or arrange for risk assessments of the premises and working practices to be undertaken.
- h) Ensure safe systems of work are in place as identified from risk assessments.
- i) Ensure that emergency procedures are in place.
- j) Ensure that equipment is inspected and tested to ensure it remains in a safe condition.
- k) Ensure records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, etc.
- l) Ensure arrangements are in place to monitor premises and performance.
- m) Ensure that all accidents are investigated and any remedial actions required are taken or requested.
- n) Report to the Governing Body annually on the health and safety performance of the school.

SCHOOL HEALTH AND SAFETY CO-ORDINATOR

The School Health and Safety Co-ordinator has the following responsibilities:

- a) Co-ordinate and manage the annual risk assessment process for the school.
- b) Co-ordinate the annual general workplace monitoring inspections and performance monitoring process.
- c) Make provision for the inspection and maintenance of work equipment throughout the school.
- d) Manage the keeping of records of all health and safety activities including management of building fabric and building services in liaison with the school's contractors.
- e) Advise the Headteacher of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors.
- f) Ensure that staff are adequately instructed in safety and welfare matters about their specific work place and the school generally.

- g) Manage the investigation of any accident which occur within the school.
- h) Carry out any other functions devolved to her by the Headteacher or Governing Body.

TEACHING/NON-TEACHING STAFF HOLDING POSITIONS OF SPECIAL RESPONSIBILITY

This includes Deputy Headteachers, Assistant Deputy Headteachers, Heads of Faculty, Heads of Departments, Clerical Managers/Supervisors, Premises Manager. They have the following responsibilities:

- a) Apply the school's Health and Safety Policy, any relevant LA , HSE or national Health and Safety Codes of Practice to their own department or area of work and be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements.
- b) Carry out regular health and safety risk assessments of the activities for which they are responsible.
- c) Ensure that all staff under their control are familiar with the health and safety Code of Practice, if issued, for their area of work.
- d) Resolve health, safety and welfare problems members of staff refer to them, or refer to the Health and Safety Coordinator any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- e) Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- f) Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.
- g) Contribute to the investigation of any accidents that occur within their area of responsibility.

CLASS TEACHERS

Class teachers are expected to:

- a) Exercise effective supervision of their pupils, to know the procedures for fire, first aid and other emergencies and to carry them out.
- b) Follow the particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant Code of Practice, if issued, and to ensure that they are applied.
- c) Give clear oral and written instructions and warnings to pupils when necessary.

- d) Follow safe working procedures.
- e) Require the use of protective clothing and guards where necessary.
- f) Make recommendations to their Headteacher or Head of Department on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- g) Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education.
- h) Avoid introducing personal items of equipment (electrical or mechanical) into the school without prior authorisation.
- i) Report all accidents, near misses, defects and dangerous occurrences in accordance with the school's reporting procedure.

SCHOOL HEALTH AND SAFETY REPRESENTATIVES

The Governing Body recognises the role of Health and Safety Representatives appointed by a recognised trade union. Health and Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time but, wherever practicable, outside teaching time. They will also be consulted on health and safety matters affecting all staff.

They are also entitled to certain information, e.g. about accidents and to paid time off to train for and carry out their health and safety functions. However, they are not part of the management structure and do not carry out duties on behalf of the Headteacher or Governing Body.

ALL EMPLOYEES

All employees have individual legal responsibilities to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions. In particular, employees must:

- a) Comply with the school's health and safety policy and procedures at all times – in particular procedures for fire, first aid and other emergencies.
- b) Co-operate with school management in complying with relevant health and safety law.
- c) Use all work equipment and substances in accordance with instruction, training and information received.
- d) Report to their immediate line manager any hazardous situations and defects in equipment found in their work places.
- e) Report all incidents in line with current incident reporting procedure.
- f) Act in accordance with any specific health and safety training received.
- g) Ask for advice and guidance on and health and safety or welfare matters when in any doubt or difficulty.

- h) To make constructive suggestions on health, safety and welfare matters and assist in eliminating hazards.
- i) Exercise good standards of housekeeping and cleanliness and store equipment and materials in a safe and orderly manner.
- j) Co-operate with appointed Trade Union Health and Safety Representative(s).

PUPILS

- a) Pupils, allowing for their age and aptitude, are expected to:
- b) Exercise personal responsibility for the health and safety of themselves and others.
- c) Observe standards of dress consistent with safety and/or hygiene.
- d) Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
- e) Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

Section C Additional Information & Guidance – Organisational Arrangements

The table below lists the organisational arrangements in school.

Governing Body Stephen Whatmore, Chair of Governing Body	Overall responsibility for health and safety. Policy setting and formal policy documents, ensuring overall systems are in place and monitored as required.
Governing Body Committees Governing Body Committees <ul style="list-style-type: none"> - Scrutiny and Finance - Curriculum - Safeguarding - Students, Community and Stakeholders - Site Management - Human Resources 	Responsible for monitoring relevant areas within the school.
Head Teacher Tim Long	'Day-to-day' responsibilities for health and safety. Needs to determine how best to delegate some aspects of health and safety, including the roles listed below.
Health and Safety Co-ordinator Adrienne Laing, Strategic Director of Finance and Resources	Requires the competency (knowledge, ability, training, resources) in matters of health and safety to look after systems as stated in the individual responsibilities under the section on 'Organisation'.
Health and Safety Advice and Guidance Warrington Borough Council	Competent organisation required to be appointed via Service to provide advice and guidance via a Service Level Agreement
Safety Representative(s) Keiron Powell, Rob Glew, Stephanie Ellis, Paula King, Barry Edwards, Aaron Cawley	Union appointed normally, but good practice in any case. Safety committees should be made up of cross-section of management and staff, with SMT included.
First Aid Personnel Tony McCole, Lindsey Evans, Rebecca Booth, Carol Gorman, Aaron Cawley, Keiron Powell, Jane Key, Helen Flanagan, Alan Pinnington, Louise Hyde, Terry Finn, Gina Wright, Erika Lamb, Karen Barratt, Keith Steer, Karen Ormand, Phil Mann	Numbers should be such that the First Aid Regulations are met. Cover for holidays etc. Competence level and special training commensurate with risks.
Fire Officer Barry Edwards	Someone focusing on the requirement for fire precautions and controls. Arranging fire drills, alarm tests, service, maintenance, extinguisher training, sign compliance etc.
Site Security Officer Barry Edwards, Premises Manager	This role is important and very much linked to health and safety. Monitoring and reporting role, coordinating with any external security contractors.
Educational Visits Co-ordinator Roger Parker, Deputy Head Sue Smith, Cover Manager/ Personnel Support Officer	Someone who deals with all the issues with the respective LEA or GB and ensures applications, planning etc is carried out. See also section 9 of this handbook.
Risk Assessments Adrienne Laing, Strategic Director of Finance and Resources	All general and generic risk assessments and hazard identification under the MHSWR . Monitoring and reviewing. Upkeep of Health and Safety Manual. Provision of information from all types of risk assessment findings.
Fire Precautions Barry Edwards, Premises Manager	Service and maintenance of equipment and systems installed. Fire drills, alarm tests, upkeep of signs, fire risk assessments, fire extinguisher training. Liaison with Local Fire Officer. Checklists.
Emergency Procedures Adrienne Laing, Strategic Director of Finance and Resources	Including bomb scares/alerts, major accidents, chemical spillages, extreme weather (floods etc), gas leak etc. Evacuation procedures, routes, muster points. Contact details for senior staff outside normal hours.
Accident Investigation and Reporting Adrienne Laing, Strategic Director of Finance and Resources	Location of accident book(s). Responsible persons. Reporting under RIDDOR . Appropriate forms. Investigation team(s).

First Aid Arrangements Adrienne Laing, Strategic Director of Finance and Resources	Location of provisions. Responsibilities for upkeep of boxes, travel kits etc. Trained first aiders and (re-) certification. Appointed persons. Holiday and sickness cover. Communication systems.
Medicines Arrangements Tracey Hatton Andrew Thornton	Administration, record keeping, security of medicines, parental consents, safe disposal, specific hazards control and advice, labelling. Inhalers.
Hazardous Chemicals Barry Edwards, Premises Manager Melanie Barber, Head of Science Jo Garry, Head of Design Technology Tim Eden, Head of EPA	Storage, COSHH assessments, purchase control, inventory control, updating information. Checklists.
Premises Security Barry Edwards, Premises Manager	Visitors, intruders, unauthorised access, unauthorised personnel, alarm systems, video cameras, perimeter fencing, gates, external doors, windows, locking up procedures, opening up procedures. Checklists. Alarm call-out arrangements. Liaison with external security personnel, police etc.
Premises Maintenance Barry Edwards, Premises Manager	Including cleaning, internal and external checks and maintenance. Water, gas and other services. External buildings. Air conditioning plant etc. Upkeep of signs, car parks and route markings. Salting and gritting. Warning signs.
Work Equipment and Machinery Maintenance Barry Edwards, Premises Manager	Schedules and arrangements for service and maintenance of lifts and lifting equipment. Ladder and step-ladder inspection checks and maintenance. Fixed machinery. Boilers. Boiler rooms and checklists. General furniture and furnishings upkeep, replacement.
Electrical Equipment and Maintenance Barry Edwards, Premises Manager	Schedules and arrangements for service and maintenance of electrical installations. Portable appliance testing and visual inspections.
Recreational and Exercise Facilities Barry Edwards, Premises Manager Martin Turner, Head of PE	Schedules and arrangements for service and maintenance of equipment for PE, sports activities, internal and external.
Vehicle Maintenance Barry Edwards, Premises Manager Terry Finn, Senior Maintenance Officer	Minibuses, all vehicles owned or on hire or leased. Schedules and arrangements for service and maintenance, MOT, insurance and Tax.
Grounds Maintenance and Equipment Tony McCole, Groundsman	Schedules and arrangements for service and maintenance. Upkeep of any sports facilities, landscaped areas. Weed control. Lawn mowers and other powered, mobile equipment. External power tools. Hand tools. External pest control.
General Housekeeping Barry Edwards, Premises Manager	Pest control, accumulation of internal waste, clear access points and corridors, workplace cleanliness. Floor conditions, stairways and stairwells, slip and trip hazards, checklists.
Waste Management Barry Edwards, Premises Manager	Collection, correct separation, competent organisations for removal, environmental issues. Paperwork and legislation. Special waste arrangements. Clinical waste. Hazardous waste.
Health and Safety Training Adrienne Laing, Strategic Director of Finance and Resources	General training, induction training on health and safety, recording, training files, authorisation and certification.
Personal Protective Equipment Barry Edwards, Premises Manager Melanie Barber, Head of Science Jo Garry, Head of Design Technology	Purchasing, risk assessment, replacement, maintenance, spare parts, issue controls and recording. Respiratory Protective Equipment.
Manual Handling Barry Edwards, Premises Manager	Risk assessment, training, monitoring and reviewing. Manual handling aids and equipment, such as sack-barrows, trolleys.

Display Screen Equipment Adrienne Laing, Strategic Director of Finance and Resources	Risk assessment, training, work stations and related furniture. Equipment selection. Replacement policies. Arranging eye tests.
Noise at Work Adrienne Laing, Strategic Director of Finance and Resources	Risk assessment, equipment purchasing and construction materials recommendations, training, arrangements for measuring noise levels and exposure. Information and instruction.
Construction Contractor Control Barry Edwards, Premises Manager	Dealing with all health and safety requirements for premises modifications, alterations, building work. Contractor approval checks, competency, method statements, risk assessments. Signing off finished work. Information on construction materials, manuals etc. Layout diagrams. Liaison with LEA/GB.
General Service Contractor Control Barry Edwards, Premises Manager	Cleaning contractors, general deliveries, maintenance and servicing, inspection etc.
Catering Contractor Control Adrienne Laing, Strategic Director of Finance and Resources	Catering contractors
General Site Management – Upper site Roger Parker, Deputy Head	Overall management of site
General Site Management – Lower site Tracey Hatton, Deputy Head	Overall management of site
Laboratory Safety Melanie Barber, Head of Science	Authorised personnel and entry to area. Responsible person, specific rules and precautions etc. Checklists. Risk assessments and safe systems of work
Food Technology Liz Simon, Head of Technology	Authorised personnel, cleanliness and hygiene specific rules and precautions etc. Use and condition of all kitchen equipment. Servicing and maintenance. Floor and worktop conditions. Checklists. Risk assessments and safe systems of work
Arts and Crafts Tim Eden, Head of EPA	Kilns and ovens. Selection and control of materials. Authorised personnel. Specific rules and precautions etc. Checklists. Risk assessments and safe systems of work
Premises Workshops Barry Edwards, Premises Manager	Machinery and equipment. Authorisation of users and entry to area. Floor conditions. Leaks, oil spillages. Specific rules and precautions etc. Checklists. Risk assessments and safe systems of work
Drama, Dance & Music Tim Eden, Head of EPA	Safety and maintenance control of staging, lighting, instruments, seating etc. Risk assessments and safe systems of work
Design and Technology Liz Simon, Head of Technology	General upkeep of equipment and selection and control of materials. Risk assessments and safe systems of work
Physical Education Martin Turner	General upkeep and safety issues of flooring, lighting and equipment. Risk assessments and safe systems of work
Adventurous Activities Alan Pinnington, D of E Coordinator	Risk assessments and safe systems of work. Maintenance of all equipment and overall management of activities.
ICT Alan Pinnington, Head of ICT and Business Simon Maney, Assistant Headteacher (Strategic ICT)	General upkeep and safety issues of flooring, lighting and equipment. Risk assessments and safe systems of work
SEN Andrew Thornton, SENCO	Care of vulnerable students, management of designated provision, personal evacuation plans

Section D Key documents/legislation and web links
School Organisational Charts (School Handbook)
1974 Health and Safety at Work Act and associated legislation
WBC – Health and Safety advice and guidance