



WEOBLEY HIGH SCHOOL

HEALTH AND SAFETY POLICY

1. Health and Safety Policy Statement

Weobley High School (WHS) believe that excellence in the management of Health and Safety is an essential element within its overall business plan – a good health and safety record goes hand in hand with high achievement in academic and quality standards.

People are the most important asset to this School, whether they are staff members or pupils, therefore we are totally committed to ensuring their health, safety and welfare at all times. From an economic point of view, the School believes that prevention is not only better, but cheaper than cure. From a legal perspective, the School is committed to ensuring that it complies with all relevant health and safety legislation. Where it is reasonably practicable to do so, the School will strive to go beyond the requirements of legislation.

The School is committed to on-going monitoring and review processes, so that continual improvement in the management of health and safety can be achieved. Our general intentions are:

- ✓ To provide adequate control of the Health and Safety risks arising from our Schools activities;
- ✓ To consult with our employees on matters affecting their Health and Safety;
- ✓ To provide safe plant and equipment;
- ✓ To ensure safe handling and use of substances;
- ✓ To provide information, instruction and supervision for employees and pupils;
- ✓ To ensure all employees are competent to do their tasks and to give them adequate training;
- ✓ To prevent accidents and cases of work related ill health;
- ✓ To maintain safe and healthy working conditions: and
- ✓ To review and revise this policy at regular intervals.

Signed: *P Avery* (original kept by the Clerk to Governors)

Position: Chair of Governors

Approved by Governors on: 2nd December 2015

Review Date: December 2016

2. Organisation

2.1 Overall and final responsibility for Health and Safety is that of:

- Headteacher – (appendix 1 shows how Health & Safety responsibilities flow through the School), in the absence of the Headteacher the responsibility falls to the Deputy Head.

2.2 Day-to-day responsibility for ensuring this policy is put into practice is delegated to:

- School Business Manager in conjunction with the Caretakers. This is achieved by the creation of key health and safety documents i.e risk assessments, DSE, accident reporting, site checks etc.

2.3 To ensure that health and safety standards are maintained and improved, the following people have responsibility in the following areas:

- School Business Manager acts as the school's Health & Safety co-ordinator
- Fire and Risk Management Services as our Health & Safety Advisers via Contract.

3. Employees Duties

All Weobley High employees are required to:

- ✓ Co-operate with the Headteacher and Governing Body on health and safety matters;
- ✓ Not interfere with anything provided to safeguard their health and safety;
- ✓ Take reasonable care of the health and safety of themselves and others; and
- ✓ Report all health and safety concerns to a responsible person (as detailed in this policy statement).

Non-compliance with health and safety rules and procedures can result in disciplinary action.

4. Risk Assessment

In accordance with the Management of Health and Safety at Work Regulations 1999, the School will carry out risk assessments of all activities that present a risk to employees or others. These risk assessments will be carried out in line with Health and Safety Executive guidance and the procedure for doing so is as follows:

- a. identify the significant hazards involved in our work activity, or off-site visits, including residential trips and adventure activities;
- b. decide who might be harmed and how;
- c. evaluate the level of risk and decide if existing precautions are sufficient, or if more needs to be done;
- d. record the significant findings of the assessment;
- e. review the assessment when things change, or there is reason to believe that it is no longer valid.

4.1 Risk assessments will be undertaken by/ kept at:

- School Business Manager and a central risk register is kept in School Business Manager's Office (electronic copies are on the Finance drive U:/Health and Safety)
- Subject Leader for each subject area where risk assessment is deemed necessary as part of the curriculum, e.g. art, D&T, PE, science etc.

4.2 List of Risk Assessments:

A central list of Risk Assessments is always available in School Business Managers Office where staff can easily access information on risks and the necessary control measures. Risk Assessments will be reviewed annually by the School Business Manager for administration and premises. Approval for the required action to remove or control risks will be given by the Headteacher.

4.3 Consultation with Employees:

The School will consult with its employees in accordance with the Safety Representative and Safety Committees Regulations 1977 and the Health and Safety (Consultation with Employees) Regulations 1996. Consultation with employees over Health and Safety matters will be provided by emails, memo's, meetings (if required) and direct consultation with necessary personnel.

5. Accidents, First Aid and Work Related Ill-Health

5.1 First Aid Needs Assessment and supporting Medical needs:

A First Aid Needs Risk Assessment detailing risk and provision of equipment and suitable trained staff has been undertaken and is within the Health and Safety file in the School Business Manager's office. As per the guidance the school has adequate certificated first aiders and it is necessary that all Front Office personnel are fully qualified. Some other nominated members of staff have also undertaken forms of First Aid training and can be called upon if the need arises. With an incident in school, all first aid is administered via the Front Office. All school trips have a qualified first aider in attendance.

5.2 All accidents/incidents and work related ill-health are recorded in the accident/incident record file, which is kept in the Front Office and updated by the first aiders who administer the necessary first aid and authorised by the Headteacher.

5.3 Responsibility for reporting accidents, diseases and dangerous occurrences under the RIDDOR regulations to the enforcing authorities is that of the School Business Manager / Nicholas O'Sullivan. Weobley High School will notify Fire and Risk Management Services, by scanning in a copy of the completed Accident Report, and emailing to accidents@fandrms.co.uk and accidents@herefordshire.gov.uk within 72 hours of the occurrence.

5.4 Our trained First Aiders administer medicines for chronic or long-term conditions with written authorisation indicating dosage and timings from parents/guardians. Medicines are stored in a locked cupboard. Staff record the time medication is given and sign the record sheet.

5.5 If a student has medical or care needs which require a care plan, this will be provided in line with The Children and Families Act 2014 and overseen by the SENCO where further appropriate documentation including risk assessments or accessibility needs will be produced if required.

5.6 Medication for asthma is stored in a cupboard in the school's Front Office. The school also has an asthma policy/administering medicine.

NB. All accident books and copies of accident forms should be kept at school for at least five years after the date of entry.

6. Safe Handling and use of Hazardous Substances

The School will assess and control health risks from exposure to hazardous substances in accordance with the Control of Substances Hazardous to Health Regulations (COSHH) 2002 and the Control of Asbestos at Work Regulations 2002.

6.1 Responsibility for identifying all substances that need a COSHH assessment is that of:

- School Business Manager – for site purposes
- Subject Leaders – for subject areas, such as art, D&T and science

6.2 COSHH Risk Assessments will be carried out by:

- Fire and Risk Management Services (Nicholas O'Sullivan) / Science Risk Assessments via CLEAPSS website access

6.3 Approval for the required action to remove or control risks will be given by:

- Headteacher, School Business Manager or relevant Subject Leader.

6.4 The Asbestos Management Plan and the Asbestos Register will be managed by:

- School Business Manager and updated annually.

7. Safe Equipment, Plant and Fittings

The School will ensure that all equipment, plant and fittings are suitable and without risks to health and safety, in accordance with legislation such as the Provision and Use of Work Equipment Regulations 1988 and the Electricity at Work Regulations 1989.

7.1 Responsibility for identifying all equipment and plant needing maintenance is that of the Headteacher, School Business Manager, Subject Leaders and Caretaker

7.2 Responsibility for ensuring that effective maintenance procedures are drawn up is that of the Headteacher but delegated to the School Business Manager.

- 7.3 Responsibility for ensuring that all identified maintenance is implemented is that of the Headteacher but delegated to the School Business Manager.
- 7.4 Any problems with equipment, plant and fittings should be reported to the relevant Subject Leader and the School Business Manager and then any safety advice to be obtained from Nicholas O’Sullivan (Fire and Risk Management Services).
- 7.5 Responsibility for checking that new plant and equipment meets health and safety standards before it is purchase is that of the relevant Subject leader for teaching equipment and the School Business Manager for premises equipment. Safety advice to be obtained from Nicholas O’Sullivan (Fire and Risk Management Services).

8. Training and Competency

- 8.1 Induction training for all new employees is the responsibility of the Headteacher, but delegated to the Lead Practitioner for Teaching and Support staff, but also the School Business Manager for health and safety training.
- 8.2 Job specific training will be provided on site by the relevant Subject Leader or at specific venues depending upon need/specialism (to be authorised/arranged by the School Business Manager).
- 8.3 Training records are updated by Cover Supervisor and a planner will be kept by the School Business Manager and reviewed annually.
- 8.4 Training will be identified, arranged and monitored via staff appraisal and authorised by Line Manager. Training for teaching staff is arranged via Cover Supervisor and for non-teaching staff via the School Business Manager.

9. Site Safety – Monitoring and security

- 9.1 To check our working conditions, and ensure our safe working practices are being followed:
- Office and Administration areas – conduct regular audits + inspection, cross referencing with relevant risk assessments, where these will be regularly reviewed and action taken where necessary
 - Classrooms & Teaching areas – conduct regular audits + inspection, cross referencing with relevant risk assessments, where these will be regularly reviewed and action taken where necessary
 - Outdoor areas including sports fields, car parking areas, pathways, vehicle movement etc. – conduct regular inspections, cross referencing with relevant risk assessments. The results are recorded for actions taken for audit purposes
 - Workplace safety for teaching staff, pupils and visitors – an Abusive and Violent Behaviour Risk Assessment and Policy is in place.
 - Management of Contractors – the School Business Manager will ensure that every Contractor working on the Weobley High School site will have had access to the schools Contractors Policy which details fire evacuation procedures, assembly point information, first aid provision etc.
- 9.2 To check our accidents and prevent reoccurrences, the school has:
- the responsibility for investigating accidents is delegated to the School Business Manager and overseen by the Headteacher, with advice from Fire and Risk Management Services (Nicholas O’Sullivan)
 - the responsibility for investigating work-related causes of sickness absence is that of the Headteacher
 - the responsibility for acting on investigation findings to prevent a reoccurrence is that of the Headteacher, with advice and consultation from Fire and Risk Management Services (Nicholas O’Sullivan).
- 9.3 Off-site safety
- All relevant trips, visits and adventure activities will be booked through the EVOLVE system after initial approval via the Headteacher
 - Local visits will be risk assessed prior to visit and an assessment produced
 - EVOLVE Co-ordinator (EVC) is the Cover Supervisor. Details are to be discussed by the Trip Leader with the Cover Supervisor.

9.4 School minibuses

Weobley High School (WHS) operates two minibuses and the school has a Minibus Policy which applies. All Weobley High School drivers have a duty to inform the School Business Manager of any change which affects their ability and entitlement to drive the school minibuses. All staff are required to possess category D1 on their driving licence and pass a minibus assessment (which is currently provided via Worcestershire County Council and valid for 3 years).

10. Emergency Procedures – Fire and Evacuation

- Responsibility for ensuring the fire risk assessment is undertaken and completed is that of Fire and Risk Management Services (Bryan Morgan)
- Escape routes are checked daily by Caretaker. Each teaching member of staff is responsible for their own area and ensure they do not block any fire escape routes.
- Fire Extinguishers are maintained and checked annually by an external contractor (currently Herefordshire Fire Protection Services).
- Emergency evacuation and fire alarm will be tested termly and usually taking place early in each term. The fire alarms are tested by sounding at least three different call points on a weekly basis.
- Responsibility for checking that the emergency lighting operates effectively is that of the Caretaker, which is performed on a monthly basis. A complete discharge of the system is performed bi-annually.
- Emergency Health & Safety situations – procedures and contacts: the School Business Manager will maintain contacts and procedures, in a secure format, easily removable from the Weobley High School site. The Emergency Plan contains contacts, COSHH information, site plans, insurance details and any other relevant documentation that could aid the school in an emergency. Electronic copy held on the Finance drive (U): Policies/Emergency Plan Documents. A copy is also kept off site and is updated termly.

Documents that are linked with the Health and Safety Policy are:

- Premises Management Policy
- Contractors policy
- Asthma policy/administering medicines
- Minibus policy
- WHS emergency Plan

Health and Safety Responsibilities for Weobley High School

