



ROWDEFORD SCHOOL

POLICY ON HEALTH, SAFETY AND WELFARE

This policy should be read in conjunction with the school's Security Policy and Critical Incident Plan.

1 STATEMENT OF INTENT

- 1.1 The aim of the Governing Body is to provide a safe and healthy working and learning environment for staff, pupils and visitors.
- 1.2 The Governing Body accepts that it has a responsibility to take all reasonably practicable steps to secure the health of pupils, staff and others using the school premises or participating in school-sponsored activities.
- 1.3 The Governing Body believes that the prevention of accidents, injury or loss is essential to the efficient operation of the school and is part of the good education of its pupils.
- 1.4 The Governing Body will take all reasonable steps to identify and reduce hazards to a minimum, but all staff and pupils must appreciate that their own safety, and that of others, also depends on their individual conduct while on the school premises or while taking part in school-sponsored activities.

2 THE DUTIES OF THE GOVERNING BODY

- 2.1 In the discharge of its duty the Governing Body, in consultation with the Headteacher, will:
 - i Make itself familiar with the Local Authority's Health, Safety and Welfare Policy and the advice and guidance provided by the LA
 - ii Ensure that there is an effective and enforceable policy for the provision of Health and Safety throughout the school
 - iii Periodically assess the effectiveness of this policy and ensure that any necessary changes are made
 - iv Identify and evaluate all risks relating to:
 - The premises
 - School activities
 - School-sponsored events (including work experience)
 - v Identify and evaluate risk control measures in order to select the most appropriate means of minimising risk to staff, pupils and others
 - vi Create and monitor a Health and Safety Management structure.
- 2.2 In particular the Governing Body undertakes to provide:
 - i A safe place for staff and pupils to work, including safe means of entry and exit
 - Plant, equipment and systems of work that are safe
 - ii Safe arrangements for the handling, storage and transport of articles and substances
 - iii Safe and healthy working conditions that take account of all appropriate:
 - Statutory requirements
 - Codes of Practice, whether statutory or advisory
 - Guidance, whether statutory or advisory
 - v Supervision, training and instruction so that all Governors, staff and pupils can perform their school-related activities in a healthy and safe manner. All staff will be offered the opportunity to receive Health and Safety training that is appropriate to their duties and

responsibilities. Wherever training is required by statute or considered necessary for the safety of staff, pupils and others, then the Governing Body will ensure, within the financial resources available, that such training is provided. Pupils will receive such training as considered appropriate to the school-related activities that they are carrying out. All training will be regularly updated.

- vi Necessary safety and protective equipment and clothing together with information on its use
- vii Adequate welfare facilities.

2.3 So far as is reasonably practicable, the Governing Body, through the Headteacher, will make arrangements for all staff, including temporary and voluntary staff and helpers, to receive comprehensive information on:

- i This policy
- ii All other relevant Health and Safety matters
- iii The instruction and training that will be given to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk.

3 THE DUTIES OF THE HEADTEACHER

3.1 As well as the general duties that all members of staff have (see section 5), the Headteacher has responsibility for the day to day maintenance and development of safe working practices and conditions for teaching staff, non-teaching staff, ancillary staff, pupils, visitors and other persons using the premises or engaged in activities sponsored by the school, and will take all reasonable, practicable steps to achieve this end through delegation across the school's management structure

3.2 The Headteacher is required to take all necessary and appropriate action to ensure that proper standards of Health and Safety are maintained at all times.

3.3 In particular, the Headteacher will, be responsible for the following activities, some of which are delegated on a day to day basis to certain staff (indicated in brackets)t

- i Ensuring, at all times, the health, safety and welfare of staff, pupils and others using the school premises, facilities or services, or attending or taking part in school sponsored activities. (HT)
- ii Ensuring safe working conditions of the school premises and facilities. (Site Manager (SM))
- iii Ensuring safe working practices and procedures throughout the school so that all risks are controlled. (SM and Outdoor Learning Coordinator (ODLC))
- iv Arranging systems of risk assessment to allow the prompt identification of potential hazards, and to ensure that the Governing Body and the LA are made aware of the findings. (SM and ODLC)
- v Identifying the training needs of staff and pupils ensuring, within the financial resources available, that training needs are met. (HT)
- vi Ensuring that any defects in the premises, its plant, equipment or facilities that relate to or may affect the health and safety of staff, pupils and others, are made safe in a timescale commensurate to the rest. (SM)
- vii Collating accident and incident information and, when necessary, carrying out accident and incident investigations. (Business Manager (BM))
- viii Monitoring the standards of Health and Safety throughout the school (SBM)
- ix Monitoring of all school based activities (HT/SM/ODLC)
- x Monitoring and approving off-site activities using the Evolve Website where appropriate. (HT, ODLC, Head of Student Welfare))
- xi With governors, onitoring the management structure (HT)
- xii

xiii Encouraging staff, pupils and others to promote Health and Safety issues. (HT)

4 THE DUTIES OF SUPERVISORY STAFF

4.1 In addition to the general duties that all members of staff have (see section 5), supervisory staff will be directly responsible to the Business Manager and Deputy Headteacher for overall day-to-day responsibility for the implementation and operation of the school's Health and Safety policy, within their relevant departments and areas of responsibility.

4.2 As part of their day-to-day responsibilities, they will ensure that:

- i Safe methods of working exist and are implemented throughout their area of responsibility
- ii Health and Safety regulations, rules, procedures and Codes of Practice are being applied effectively
- iii Staff, pupils and others under their jurisdiction are instructed in safe working practices.
- iv New employees working within their area are given instruction in safe working practices.
- v Regular safety inspections are made of their area of responsibility, as required by the Headteacher or as necessary.
- vi Positive, corrective action is taken where necessary to ensure the health and safety of all staff, pupils and others.
- vii All plant, machinery and equipment in the department in which they work is adequately guarded, in safe working order and restricted to authorised persons only.
- viii Appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the department in which they work.
- ix Hazardous and highly flammable substances in the department in which they work are correctly stored and labelled, and exposure is minimised.
- x They monitor the standard of Health and Safety throughout the department in which they work, and encourage staff, pupils and others to achieve the highest possible standards of Health and Safety.
- xi All Health and Safety information is communicated to the relevant persons.
- xii They report any Health and Safety concerns to the Headteacher.

5 THE DUTIES OF ALL MEMBERS OF STAFF

5.1 All staff are expected to familiarise themselves with the Health and Safety aspects of their work.

5.2 All staff are responsible for:

- i Taking reasonable care of their own health and safety, and that of any other persons who may be affected by their acts or omissions at work
- ii Following agreed working practices and safety procedures, including guidance on lone working
- iii Reporting any accident, near miss or hazard, and also any verbal abuse
- iv Completing risk assessments, as necessary
- v Ensuring Health and Safety equipment is not misused or interfered with
- vi Ensuring that they do not attempt to carry out duties that require a skilled tradesperson, eg electrician, plumber, gas fitter, etc.

6 HIRERS, CONTRACTORS AND OTHERS

6.1 The Headteacher will seek to ensure that hirers, contractors and others who use the school premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times.

- 6.2 When the premises are used for purposes not under the direction of the Headteacher then the principle persons in charge of the activities for which the premises are in use will be expected to maintain the safe practices indicated in section 3 of this document.
- 6.3 When the school premises or facilities are being used out of normal school hours for a school sponsored activity, for the purposes of this policy the organiser of that activity, even if an employee, will be treated as a hirer and will comply with the requirements of this section.
- 6.4 When the premises are hired to persons outside the employ of the Governing Body, it will be a condition of all hirers, contractors and others using the school premises or facilities that they are familiar with this policy, that they comply with all safety directives of the Governing Body and that they will not, without the prior consent of the Governing Body:
- i Introduce equipment for use on the school premises.
 - ii Alter fixed installations.
 - iii Remove fire and safety notices or equipment.
 - iv Take any action that may create hazards for persons using the premises or the staff or pupils of the school.
- 6.5 All contractors who work on the school premises are required to ensure safe working practices by their own employees under the provision of the Health and Safety at Work Act 1974 and must pay due regard to the safety of all persons using the premises.
- 6.6 In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Headteacher will take such actions as are necessary to protect persons in his or her care from risk or injury. This may include requiring the contractor to stop work or leave the site.
- 6.7 The Governing Body will draw the attention of all users of the school premises (including hirers and contractors) to Section 8 of the Health and Safety at Work Act 1974, which states that no person shall intentionally or recklessly interfere with, or misuse, anything that is provided in the interests of health, safety or welfare.
- 6.8 All contractors preparing to work on the fabric of the building will be required to read the Asbestos Register and take all necessary precautions in relation to asbestos, and to read and sign the Policy on Health, Safety and Welfare.
- 6.9 All contractors will be expected to sign in at the school office and to wear a red visitors' badge.
- 6.10 All contractors will be expected to carry out risk assessments for all work carried out which could affect the health and safety of the contractor, staff, pupils or anyone else entering or working in the area. This must be seen and approved by the Site Manager

All contractors will be expected to be able to demonstrate that they hold adequate Public Liability Insurance in line with Wiltshire Council's current stipulation.

7 STAFF CONSULTATIVE ARRANGEMENTS

- 7.1 The Governing Body, through the Headteacher, will make arrangements for full and proper consultation with employees regarding their responsibilities on Health and Safety matters. The nominated safety representatives of each accredited trades union or staff association will be offered a role in these consultations.

8 EMERGENCY PLANS

8.1 The Headteacher will ensure that a Critical Incident Plan is prepared to cover all foreseeable major incidents that could put the occupants or users of the school at risk. This plan will indicate the actions to be taken in the event of a critical incident so that everything possible is done to:

- i Save life
- ii Prevent injury
- iii Minimise loss

This sequence will determine the priorities of the Critical Incident Plan.

8.2 The plan will be agreed by the Governing Body and be regularly rehearsed by staff and pupils. The result of all such rehearsals will form part of the regular risk assessment survey and the outcome will be reported to the Governing Body.

9 FIRST AID

9.1 The arrangements for first aid provision will be adequate to cope with all foreseeable major incidents.

9.2 Supplies of first aid materials will be held at various locations throughout the school. These locations will be determined by the Headteacher. They will be prominently marked and all staff will be advised of their position. The materials will be regularly checked and replenished as necessary by a nominated person (currently Shawn Scott).

Kit Locations - Greenhouse
Medical Centre
Sports Hall
Buzzard Food Tech
Buzzard DT
Orchard Kitchen
Art Centre Kitchen
Roundway ¾
Roundway Science
Main Kitchen
House Food Tech
Plus all vehicles.

9.3 Adequate and appropriate first aid provision will form part of the arrangements for all out of school activities.

9.4 Following an accident a record will be made of each occasion any member of staff, pupil or other person receives first aid treatment either on the school premises or as part of a school related activity.

10 SPECIFIC ADVICE AND GUIDANCE

10.1 The advice and guidance that makes up the remainder of the school policy is contained in the Wiltshire Council School Health and Safety Manual.

11 POLICY REVIEW

This policy will be reviewed by the Site Manager and Business Manager on an annual basis and by the Governing Body in line with the school's Policy Review Schedule.

This policy was reviewed in March 2016 and endorsed by the Governing Body at their meeting of 21 March 2016

Signed
Clerk to the Governors

Date.....

This is the statement of general policy and arrangements for:

Rowdeford School

Overall and final responsibility for health and safety is that of:

Ingrid Sidmouth: Headteacher

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

Owen Wells: Site Manager

STATEMENT OF GENERAL POLICY	RESPONSIBILITY OF:	ACTION/ARRANGEMENTS
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities.	Rachel Lambert (Business Manager)	Relevant risk assessments completed and actions arising out of those assessments implemented. (Risk assessments reviewed every year or earlier if working habits or conditions change.)
To provide adequate training to ensure employees are competent to do their work.	Owen Wells (Site Manager) in liaison with CPD and Induction coordinators	Staff and subcontractors given necessary health and safety induction and provided with appropriate training (including working at height, asbestos awareness and electrical safety) and personal protective equipment where applicable
To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health.	Rachel Lambert (Business Manager) All line managers All staff	Staff routinely consulted on health and safety matters as they arise but also formally consulted at annual health and safety refresher meetings or sooner if required.
To implement emergency procedures – evacuation in case of fire or other significant incident.	Owen Wells (Site Manager)	Escape routes well signed and kept clear at all times. Evacuation plans are tested from time to time and updated as necessary.
To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances.	Owen Wells (Site Manager)	Toilets, washing facilities and drinking water provided. System in place for routine inspections and testing of equipment and machinery and for ensuring that action is promptly taken to address any defects. Staff trained in safe handling/use of substances.

Health and safety law poster is displayed:	Main Office		
Accident book is located:	Main Office		
Incidents causing injury file is located:	Head's Officer		
Accidents and ill health at work reported under RIDDOR:	Main Office		
First Aid Boxes are located:	DT (P6); Science (M5); Food Tech (C6) and (P9); Assembly Hall; Sports Hall; School Office; Kitchen; Resources Room; Site Manager's Office; 3 x Residential Units; 3 x mini bus.		
Signed: (Employer)		Date:	15 March 2016
Subject to review, monitoring and revision by:	Rachel Lambert	Every:	12 months or sooner if work activity changes

