

# Robert May's School Health and Safety Policy

**This is the statement of general policy and arrangements for:**

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

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


Robert May's School

The Governing Body of Robert May's School

The Headteacher

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 and in relation to off-site trips, visits and activities	<p>Headteacher With support from:</p> <p>Business Manager Facilities Manager Health &amp; Safety Co-ordinator (EVC)</p> <p>Deputy Head Teacher (Curriculum H&amp;S) Heads of Departments (HoD's)</p> <p>All staff have a statutory obligation to cooperate with the requirements of this policy and to take care of their own health and safety and that of others affected by their activities.</p>	<p>Relevant risk assessments in place for activities in/out of school, reviewed annually or as required, or if working habits or conditions change or incident occurs. Health and safety is standing item on Governors' FGB. A H&amp;S Link Governor reports up to FGB.</p> <p>Members of CLEAPSS, DATA and AfPE.</p> <p>Health and Safety advice and guidance purchased from Ray West Safety Solutions</p> <p>Risk assessments are carried out in all Departments.</p> <p>Hirers of premises made aware of H&amp;S arrangements</p> <p>Comprehensive documentation and processes for arranging any off site activity involving students (HCC's Evolve)</p> <p>Arrangements in place for ensuring drivers of minibuses are suitably covered by Insurance</p> <p>First Aid facilities in place for staff and students</p> <p>Asbestos and Legionella management plans</p> <p>Premises traffic risk assessment</p>
To provide clear instructions, information and adequate training to ensure employees are competent to do their work	<p>Headteacher With support from:</p> <p>CPD Director Health and Safety Co-ordinator Deputy Headteacher (Curriculum H&amp;S) Heads of Departments (HOD's)</p>	<p>All staff receive H&amp;S induction on commencement of employment.</p> <p>The school has well established Safeguarding procedures and policy in place and all staff receive Safeguarding training as part of induction.</p> <p>Customised training is provided by Depts to individuals relevant to their role. (working at height, asbestos awareness, manual handling, food handling, work station assessment, CLEAPSS, DATA)</p> <p>Relevant staff, receive training and general guidance on specific medical conditions (anaphylaxis, diabetes, epilepsy, asthma).</p> <p>Students receive H&amp;S rules for high risk areas of the curriculum and general guidance on using the site safely</p>
To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health	<p>Business Manager With support from:</p> <p>Facilities Manager HR Officer Health &amp; Safety Co-ordinator</p>	<p>Termly meeting of School H&amp;S committee – staff, governor and union representatives</p> <p>Occupational Health service is available to support employees.</p> <p>All staff encouraged to report H&amp;S concerns – See It, Sort It, Report It.</p> <p>Health &amp; Safety manual with detailed School responsibilities, procedures and arrangements.</p>

Statement of general policy	Responsibility of	Action / Arrangements
To implement emergency procedures - evacuation in case of fire or other significant incident	Headteacher With support from:  Business Manager Facilities Manager as the Fire Safety Coordinator Health and Safety Link Governor Health and Safety Coordinator	Emergency procedures detailed in the Emergency Evacuation Plan and Lockdown Procedure Fire alarm tested weekly and emergency lighting tested monthly Termly fire drills Evacuation plans considered and amended as necessary during any changes to the site ( e.g. building works, inaccessible areas) Escape routes, call points and fire fighting equipment well signed. Each classroom has a evacuation plan displayed. Students made aware of arrangements through tutor programme.
To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage / use of substances. To maintain a secure site	Headteacher With support from:  Business Manager Facilities Manager HOD's Teachers	Toilets, washing facilities and drinking water provided for all staff and students Separate toilet facilities for students System in place for routine inspections and testing of equipment and machinery and for ensuring that action is promptly taken to address any defects. Monthly/termly premises inspection plan in place. Relevant staff trained in safe handling/use of substances Information given to staff on dealing with violent/aggressive students in HS Manual and at induction Member of LMT on call during core school day and teachers provide supervision for all student activities out of core hours Site team on site whilst building is occupied by staff, students and hirers. CCTV installed, Access control system in place Perimeter fencing in place Regular communication with other site users.

Health and safety law poster is displayed:	In the Main staffroom and in Reception		
First-aid arrangements and accident/incident reporting: Accidents and ill health at work reported under RIDDOR: (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations)	There is a First Aid Room located on the gym corridor covered by qualified First Aiders during core hours First Aid box available in all key areas and minibuses. First aid records are held electronically and accident forms are held in the First Aid Room. Defibrillator located at Reception. Portable First Aid boxes available for off site trips and visits Staff trained in First aid, listed in all first aid boxes, reception and Dept HS notice boards In house accident reporting form for all accidents;Near misses, Trend analysis of First aid room visits and accidents Records are kept of all reported accidents/incidents and near misses and reported to the School Improvement Group – H & S. HSE notified as necessary Investigation and report with action plans undertaken for any serious accident/incident/near miss.		
Signed: (Employer) ( Chair of Governors)		Date:	18 July 2018
Subject to review and monitoring: Approved by:	H&S Link Governor <b>Full Governing Body</b>	Every:	biennially  24 months or sooner if work activity or legislation changes or incident requires an amendment.

# Risk Assessment

Risk assessments are carried out for all high risk areas/activities in the school, general activities and off-site activities, using standards risk assessment template. Below is a summary of key risks for the school as a whole. There are individual risk assessments for each area of the curriculum, all off site activities and on site activities.

**Organisation name:** Robert May's School

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?
Slips and trips	Staff, students and visitors may be injured if they trip over objects or slip on spillages	We carry out general good housekeeping. All areas are well lit including stairs. Staff keep work areas clear, e.g. no boxes left in walkways, deliveries stored immediately, offices cleaned each evening. Courtyard repaved. Snow and ice clearance plans. External pathways redesigned as part of expansion works.	Better storage arrangements is needed in all areas, continual reminders to staff about wet floors and using signs. Pathways to DT block and surrounding area needs repaving as does Compound.	All staff, members  Facilities Manager	Ongoing  2018-2019
Fire	Staff, students and visitors may be injured or killed in the event of a fire	Evacuation plan in place, tested termly. Fire alarm tested weekly, Fire Risk Assessment and PEEP's in place. Fire-fighting equipment available and tested annually. Call points across the school. Fire Marshalls used in emergency evacuation	Review evacuation procedure following each fire drill. Implement action plan from external Fire Risk Assessment	H&S Coordinator and Facilities Manager	Post fire drill  2018-19
Contractors on site	Staff, students and visitors may be injured or killed through contractor activity	Contractors' on site RA in place. Contractors signed in, H&S information provided including access to Asbestos Register. Contact between staff and pupils minimised. Facilities Manager requests Method statements and RA for significant works prior to any work commencing and safe working practice agreed. Where possible work is scheduled for out of school core hours. Where necessary, movement routes around the site are amended and communicated to staff and pupils.			

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Inappropriate persons on school site	Students at risk (Safeguarding)	All adults to wear approved name badges. Presence of all non-staff on site to be documented and approved through visitors protocol. Staff are given H&S induction and Safeguarding training.	Staff to be reminded to report any adults without a valid badge to on call, site team or reception.		Annually
Working at height	Students and staff may suffer a fall and be injured	Work at Height RA and specific tasks WAH RA's in place. Staff are guided to only work at height if they have completed the appropriate training. Staff instructed not to stand on chairs/tables and step stools are made available where required.			
Manual handling	Students and staff may suffer an injury through incorrectly lifting/carrying items	All staff required to undertake basic manual handling training. RA in place. Site team are used to move furniture and other large/heavy items. Where staff have to move around site with significant resources, trolleys are available for use.			
Violent student or adult	Students and staff may suffer injury	De-escalation training-planned for key staff in 2018-19. Vulnerable Person Risk assessments in place for specific students representing a risk. Critical incident protocol in place. Behaviour Policy on website.			
Intruders onto school site	Students and staff	Lockdown procedure in place. Security Policy, Risk Assessment and Survey Fencing around part of school. Site team on site during lettings. Access card system, CCTV and intruder alarm in place.	Review open plan nature of school and consider ways of making more secure. Update Security policy and survey after new building handover	Facilities Manager & H&S Coordinator	Oct 2018
Lone Working	Staff may be injured or be taken ill	Lone working policy and Risk Assessment in place.			
Exposure to hazardous substances and equipment	Students, staff and visitors	COSHH assessments in place. Department procedures and Department Activity Risk Assessments. Membership of CLEAPPS. Maintenance & service schedules.			

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Display Screen equipment	Staff may suffer an injury or condition	DSE training for all staff, individual work station assessments for individual users. Re-assessment carried out at any change to work feature, eg equipment, furniture or the work environment such as lighting. Workstation and equipment set to ensure good posture and to avoid glare and reflections on the screen. Eye test provided on request.			
Vulnerable Persons	Staff, students or visitors with temporary or permanent vulnerability	Vulnerable Persons Risk Assessments and Personal Emergency Evacuation Plans for students, staff or visitors as required. Hampshire Access Team Assessment carried out where required i.e for Visually Impaired and other disabilities.	Refer to Accessibility Plan.		

Employers with five or more employees must have a written health and safety policy and risk assessment. It is important you discuss your assessment and proposed actions with staff or their representatives. You should review your risk assessment if you think it might no longer be valid, eg following an accident in the workplace, or if there are any significant changes to the hazards in your workplace, such as new equipment or work activities.