



October 2017  
Review October 2019

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## **1. Rationale**

The Headteacher and Governing Body recognise their responsibility to the health, safety and wellbeing of all staff, pupils and other persons visiting the school premises.

1.1 Under the Health & safety at Work Act 1974, employers are required to:

- Prepare a written health & safety management policy
- Make sure that staff are aware of the policy and their responsibilities within it.
- Make sure that staff are properly trained and receive guidance on their responsibility as employees.

1.2 In addition, under the Management of Health and Safety at Work Act 1999, employers of staff at a school must:

- Make an assessment of the risks of activities
- Introduce measures to control those risks
- Tell their employees about those measures.
- To ensure the provision of sufficient information, instruction and supervision to enable all employees and pupils to avoid hazards and contribute positively to their own health and safety and to ensure that they have access to health and safety training as appropriate or as and when provided.

1.3 This health and Safety Policy is designed to fulfil these requirements. All existing staff at the school should be provided with a copy of the policy.

## **2. Statement of Policy and Intent**

2.1 It is the policy of the Governing Body/ Headteacher, so far as is reasonably practicable:

- To maintain all areas under the control of the Governors and Headteacher in a condition that is safe and without risk to health ;
- To establish and maintain a safe and healthy environment throughout the school;
- To establish and maintain safe working procedures among staff and pupils;
- To ensure that risk assessments are carried out by competent staff;
- To consult with employees on matters affecting their health and safety;
- To provide and maintain safe plant and equipment;

- To provide and maintain means of access to and egress from that place of work that are safe and without risk;
- 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;
- To ensure the provision of sufficient information, instruction and supervision to enable all employees and pupils to avoid hazards and contribute positively to their own health and safety and to ensure that they have access to health and safety training as appropriate or as and when provided;
- To prevent accidents and cases of work related ill health;
- To provide and maintain safe, healthy and adequate welfare facilities;
- To ensure that visitors to the school have been made aware of the health and safety procedures;

### 3. Arrangements

<b>3.1 Roles &amp; Responsibilities</b>	
The Senior member of staff in the establishment/department with responsibility for Health and Safety matters is:	Headteacher & Business Manager
The link Governor appointed for health and safety is:	Renee Mellis
The Governors Committee appointed for health and safety is:	Resources Committee
Consultation with staff, regarding health and safety is provided via:	Business Manager
<b>3.2 Risk assessment</b>	
The person responsible for ensuring risk assessments are carried out is:	Business Manager and Relevant Department Head
Copies of risk assessments are located :	Within individual depts
Staff who have undergone training and are competent to carry out risk assessments are:	Business Manager and Relevant Department Head
Any hazards noted within the establishment/ departmental environment must be reported to:	Business Manager and Facilities Manager
The person responsible for initiating risk assessments of hazards reported and for ensuring that control measures are implemented	Business Manager and Relevant Department

is:	Head
Risk assessments will be reviewed on a biennial basis by Business Manager or Relevant Department Head <i>(NB this should be carried out at LEAST every 2 – 3 years)</i>	
The educational visits co-ordinator is:	Business Manager/Finance Manager
Educational visits risk assessments and paperwork are located in:	Finance Office on Evolve
The Radiation Protection Supervisor is	R Nassau
<b>3.3 Emergency &amp; Fire Arrangements</b>	
<p>The person who discovers the emergency will raise the alarm immediately by the most appropriate means and ensure that the Headteacher, Deputy Headteachers or in their absence, a member of the Senior Leadership Team is informed immediately and that where appropriate the emergency services are summoned. The Business Manager will liaise with the emergency services when they arrive and take advice from them.</p> <p>The priorities in an emergency situation are as follows:</p> <ul style="list-style-type: none"> <li>• to ensure the safety of all persons, their removal from danger,</li> <li>• their care and the application of first aid and medical treatment where appropriate;</li> <li>• to call the emergency services when appropriate;</li> <li>• To safeguard the premises and equipment, if this is possible without putting persons at risk.</li> </ul>	
The competent person responsible for monitoring the fire risk assessment and liaising with the fire risk assessor is:	Business Manager
Fire drills will be carried out by:	The Headteacher with the Business Manager
Fire drills will be held on a <b>termly</b> basis by:	Business Manager
Fire alarm points will be tested on a weekly basis by:	Facilities Manager
Means of escape will be checked on a weekly basis by:	Facilities Manager
Fire fighting equipment will be checked on a weekly basis by:	Facilities Manager
Emergency lighting will be tested on a monthly basis by:	Facilities Manager
Legionella testing will be carried out weekly/monthly/termly and after prolonged closure of the school by:	Facilities Manager/GMS Water Services
Records of tests, checks and drills will be held in/by:	Facilities Manager
Fire extinguishers will be serviced on an annual basis by:	External contractor arranged by the Site Manager
<b>All staff should undertake formal fire training every three years with a reminder of the correct procedures on an annual basis</b>	
<b>3.4 Accident, Dangerous Occurrence, Violent Incident and Near Miss Reporting and Investigation</b>	

<i>Any employee who witnesses an accident, dangerous occurrence or actual or threatened violence or near miss, or to whom one is reported, will complete an accident report as soon as possible after the event for both employees and non employees (including pupils, visitors etc)</i>	
Location of accident forms:	Student Reception
Persons responsible for accident forms:	Student Receptionist
Persons responsible for carrying out accident investigations is:	Facilities Manager
<i>Accident forms will be kept on the electronic SAFESMART system, with any requiring reporting to RIDDOR to be sent to Health &amp; Safety Team, 2<sup>nd</sup> floor, Paderborn House, Bolton</i>	
The person responsible for monitoring and reviewing accidents and incidents to identify trends and patterns is:	Business Manager/Facilities Manager
<i>Where accidents are found to be caused by faulty plant, equipment, premises or unsafe systems of work action must be taken to remove or isolate the hazard and warn people until the necessary modifications or repairs can be made.</i>	
<b>3.5 First Aid - the following have received first aid training</b>	
A current list of First Aid Certificate Holders is located in the following areas of the school:	Main office Staffroom Facilities Manager's office Science prep room Reprographics room On school network
The person responsible for ensuring first aid qualifications are maintained is:	Office Manager
The person responsible for ensuring that first aid cover is provided for staff working out of normal school hours is:	Business Manager/ Facilities Manager
First aid boxes are kept in the following points in the school / department: Student Services First Aid Room Science Dept Site Management Office Kitchen	
Travelling first aid boxes are located:	Main school office in Filing Cupboard/ <b>Site Office</b>
The location and contents of all first aid boxes will be checked on a:	Monthly Basis
The person(s) responsible for the checks is: - Deficiencies of first aid materials should be reported to Student Receptionist to replace or reorder.	Student Receptionist Science Technician Facilities Manager

The address and telephone number of the nearest medical centre/NHS GP is:	Westhoughton Clinic
	01942 842323
The address and telephone number of the nearest hospital with accident and emergency facilities is:	Royal Bolton Hospital Minerva Road Farnworth Bolton
	01204 390390
<i>Occupational health provisions are available from the Occupational Health team at Paderborn House, please speak to your head teacher/Line Manager regarding accessing this service.</i>	
<b>3.6 Students with medical/ special needs</b> (please see Section 4 Health & Safety Manual – supporting pupils with medical needs)	
The person(s) responsible for undertaking and reviewing the healthcare plans of students with medical needs is:	Student Support Leader
The person responsible for ensuring student specific risk assessments are conducted is :	Student Support Leader
The person responsible for the supervision and storage of students medicines is:	Student Receptionist
<b>3.7 Maintenance and premises</b>	
All employees and governors must report any hazards that could be a cause of serious or imminent danger, e.g. damaged electrical sockets, broken windows, suspected gas leaks, wet or slippery floors immediately, by telephone to:	Business Manager or Facilities Manager
A person encountering any damage or wear and tear of the premises which may constitute a hazard should report it to:	Business Manager or Facilities Manager
Defective furniture or equipment should be taken out of use immediately and reported to:	Facilities Manager
The person (and their deputy) responsible for unlocking and locking, dealing with emergency call outs for the building, and arming and disarming security alarms etc is:	Facilities Manager
	Deputy: Site Team
<b>3.8 Health and safety training</b>	
The person responsible for drawing to the attention of all employees the following health and safety matters as part of their induction training is:	Business Manager/Facilities Manager
Induction training should cover:	

<ul style="list-style-type: none"> <li>• Health and Safety Policies</li> <li>• Education Visits Policy</li> <li>• Risk Assessment</li> <li>• Fire and other Emergency Arrangements</li> <li>• Accident Reporting Arrangements</li> <li>• First Aid Arrangements</li> <li>• Safe Use of Work Equipment</li> <li>• Procures for Hazardous Substances</li> <li>• Good Housekeeping</li> <li>• Hazard Reporting and Maintenance Procedures</li> <li>• Special Hazards/Responsibilities Associated with their Work Activity</li> <li>• Special Needs of Young Employees (e.g. Work Experience Placements)</li> </ul>	
The person responsible for organising health and safety training is:	Business Manager
<b>3.9 Work Equipment</b>	
<i>The following equipment has been identified as likely to involve a specific risk to health and safety and its use, inspection and repair is therefore restricted.</i>	
<p><b>- Ladders</b></p> <p>Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is :</p>	Business Manager & Facilities Manager
Person(s) authorised to use:	Facilities Manager, Site Team & Cover Supervisors
<p><b>- Equipment for pupils with special educational needs</b></p> <p>The person responsible for ensuring that all hoists, both ceiling mounted and mobile, used for moving people are inspected and serviced every six months by a competent contractor and kept in good working order is:</p>	N/A
<p><b>- Lifts</b></p> <p>The person responsible for ensuring that lifts are inspected and serviced every six months is:</p>	Facilities Manager
<p><b>- Caretaking and cleaning equipment</b> (<i>including powered cleaning equipment, power and hand tools etc</i>)</p> <p>Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:</p>	Facilities Manager
Person(s) trained and authorised to use are:	Facilities Manager & Site Team
<p><b>- Laboratory Apparatus and Equipment</b></p> <p>Person responsible for selection, inspection, maintenance,</p>	Relevant Leader of Learning



training, supervision, safe use and risk assessment is:	
<b>- Design and Technology Equipment</b> Person responsible for selection, inspection, maintenance, training, supervision. Safe use and risk assessment is:	Relevant Leader of Learning
Person(s) authorised to operate and use is/are:	Technicians
The person(s) responsible for instructing pupils in the safe use of equipment before they use it and checking they use it correctly is/are:	Teaching staff and Technicians
The person(s) responsible for ensuring that all machinery is adequately guarded and that the guards are in position when the equipment is in use is/are:	Relevant Leader of Learning
The person responsible for taking out of use any equipment Which is inadequately guarded is/are:	Relevant Leader of Learning
<b>- Art and Design Equipment</b> Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Leader of Learning - Art
Person(s) authorised to operate and use is/are:	Art Department staff
<b>- PE Equipment (indoor and outdoor)</b> Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Leader of Learning - PE
Person(s) responsible for regular (daily) visual inspection is/are:	Leader of Learning - PE
Contractor responsible for annual full inspection and report is:	Physique
<b>3.10 Portable Electrical Appliances</b>	
The person responsible for ensuring portable electrical Appliance testing is carried out at appropriate intervals and recorded is:	Facilities Manager
Person(s) responsible for carrying out visual inspection and testing is/are:	All staff
<b>Staff must not bring onto the premises any personal portable electrical appliances unless authorised to do so</b>	
<b>3.11 Personal Protective Equipment (PPE)</b>	
<i>Suitable PPE will be provided free of charge, where identified as necessary in a risk assessment. All employees are responsible for informing their manager as soon as they become aware of a need to repair or replace PPE, which they use.</i>	
The persons responsible for inspecting PPE termly and	

replacing: personal protective equipment when it is worn out are as follows	
<ul style="list-style-type: none"> <li>- Science</li> <li>- Design Technology</li> <li>- Art and Design</li> <li>- Caretaking and cleaning</li> <li>- Grounds maintenance</li> </ul>	<p>Lead Technician</p> <p>Facilities Manager</p> <p>Leader of Learning - Art</p> <p>Facilities Manager</p> <p>Facilities Manager</p>
<b>3.12 Hazardous substances</b>	
Copies of all the hazardous substances inventories are held centrally in:	Facilities Manager/ Lead Technician
The person responsible for maintaining inventory and logging hazardous substances is:	Facilities Manager/ Lead Technician
The person responsible for undertaking and updating the COSHH risk assessments is:	Facilities Manager/Lead Technician
The person responsible for ensuring that local exhaust ventilation (fume cupboards, dust extraction equipment on woodworking machines etc) will be examined annually is:	Business Manager/Facilities Manager
The Radiation Protection Supervisor is:	R Nassau
<b>3.13 Asbestos</b>	
The person responsible for making arrangements for dealing with asbestos in compliance with the Bolton Council's policy, and ensuring that the premises asbestos plan is consulted by visiting contractors and other relevant persons is:	Facilities Manager
The asbestos management plan is held:	Facilities Manager's office
The person responsible for ensuring that the plan is updated, annually and as appropriate following work on the fabric of the building is:	Facilities Manager
<b>3.14 Legionella</b>	
The Duty Holder as defined in the Control of Legionella Bacteria in Water Systems ACoP is:	Headteacher/Facilities Manager
The responsible person (as defined in the Control of Legionella Bacteria in Water Systems ACoP) is:	Facilities Manager
<b>3.15 Work Experience</b>	
The person responsible for co-ordinating work experience placements, ensuring risk assessments are completed, ensuring students are visited is:	Teacher responsible for Work Related Learning

<b>3.16 Visitors</b>	
On arrival all visitors should report to: where they will be issued with: <ul style="list-style-type: none"> <li>• an identification badge</li> <li>• relevant health and safety information</li> <li>• and will use the Inventory system to record being on site</li> </ul>	Main Reception
<b>3.17 Contractors</b>	
The person responsible for selecting contractors and vetting contractors health and safety, policies, procedures, risk assessments, method statements and past health and safety performance is:	Facilities Manager/ Business Manager
The person in control of contractors whilst on site is:	Facilities Manager
<b>3.18 Noise</b>	
<b>Any employee</b> concerned about the noise levels at work should report the matter to Business Manager who will arrange for remedial action or for an assessment to be made by the Occupational Health provider:	
<b>3.19 Cleaning Arrangements</b>	
<b>All members of staff</b> are responsible for arranging to clear up spillages, which occur whilst they are in charge of the area concerned. Other spillages, leaks or wet floors should be reported to: _____ who will arrange for them to be dealt with.	Facilities Manager/Site Team
<b>3.20 Display Screen Equipment</b>	
The display screen equipment assessor for the establishment is	Business Manager/ Facilities Manager
<b>3.21 Miscellaneous</b>	
The Health and Safety Law Poster is sited:	In Staffroom
The person responsible for updating it is:	Business Manager

### **Smoking**

The Governing Body has adopted a smoke-free policy in line with local authority guidance.

Policy accepted on: .....

Signed: .....

Chair of Governors