



BEECHWOOD

Sacred Heart School

Pembury Road Tunbridge Wells Kent TN2 3QD
Tel: 01892 532747 Fax: 01892 536164 e-mail: bsh@beechwood.org.uk

HEALTH AND SAFETY POLICY

CONTENTS

REVISIONS

1. GENERAL
2. DUTIES OF GOVERNING BODY
3. DUTIES OF HEAD
4. DUTIES OF SUPERVISORY STAFF
5. DUTIES OF ALL MEMBERS OF STAFF
6. HIRERS, CONTRACTORS & OTHERS
7. STAFF CONSULTATIVE ARRANGMENTS
8. CODES OF PRACTICE & SAFETY RULES
9. RISK ASSESSMENT
10. EMERGENCY PLANS
11. FIRST AID
12. SCHOOL TRIPS
13. REVIEW
14. H.S.E GUIDANCE

APPENDICES

APPENDIX 1 FIRE SAFETY POLICY

Revision No	Date	Section Ref	Description
A	11/10/06	2.1.1.; 6.5; 9.1	Amended Regulations
B	01/05/08	6.2; 8.2,13	Amendments / Additions
C	28/10/08	Appendix A	Fire Policy Aug 08 Added
D	18/02/10	H&S Policy	11.0 First Aid amended
D	18/02/10	Fire Policy	Additions
E	13/05/11	H&S Policy	Amended Regulations

F	01/11/12	H&S Policy 12	School Trips
G	24/11/2015	H&S Policy 2	Duties of the Governing Body-Regulation Amendment
G	24/11/2015	H&S Policy 6	Hirers, Contractors & Others-Regulation Amendment
G	24/11/2015	H&S Policy 12	School Trips-Regulation Amendment
G	24/11/2015	Appendix A	Fire Safety Policy-Regulation Amendment

1. General

- 1.1. The governing body notes the provisions of the Health and Safety at Work Act 1974 (s.3(1), which states that it is the duty of every employer to conduct his or her business in such a way as to ensure, so far as is practicable, that persons who are not in his or her employment but who may be affected by it are not exposed to risks to their health and safety, and accepts that it has a responsibility to take all reasonably practical steps to secure the health and safety of pupils, staff and others using the school premises or participating in school-sponsored activities. It 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.

- 1.2. The aim of the governing body is, “To provide a safe and healthy working and learning environment for staff, pupils and visitors”.

- 1.3. The arrangements outlined in this statement and the various other safety provisions made by the governing body cannot prevent accidents or ensure safe and healthy working conditions. The governing body believes that only the adoption of safe methods of works and good practice by every individual can ensure everyone’s personal health and safety. 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 and vigilance 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 Head, will:
 - 2.1.1. make itself familiar with the requirements of the Health and Safety at Work, etc Act 1974 and any other health and safety legislation and codes of practices which are relevant to the work of the school, in particular the Management of Health and Safety at Work Regulations 1999 (as amended) and The Management of Health and Safety at Work (Amendment) Regulations 2006.

2.1.2. ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school

2.1.3. periodically assess the effectiveness of this policy and ensure that any necessary changes are made

2.1.4. identify and evaluate all risks relating to:

a. accidents

b. health

c. school-sponsored activities (including work experience)

d. identify and evaluate risk control measures in order to select the most appropriate means of minimising risk to staff, pupils and others

e. create and monitor the management structure

2.2. In particular the governing body undertakes to provide:

2.2.1. a safe place for all staff and pupils to work including safe means of entry and exit

2.2.2. plant, equipment and systems of work which are safe

2.2.3. safe arrangements for the handling, storage and transportation of articles and substances

2.2.4. safe and healthy working conditions which take account of all appropriate:

a. statutory requirements

b. codes of practice whether statutory or advisory

c. guidance whether statutory or advisory

2.2.5. supervision, training and instruction so that all 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 which is appropriate to their duties and responsibilities and which will be given before an employee commences any relevant work. 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 is consider appropriate to the school-related activities, which they are carrying out. All training will be regularly updated

2.2.6. necessary safety and protective equipment and clothing with any necessary guidance, instruction and supervision

2.2.7. adequate welfare facilities

2.3. So far as is reasonably practicable the governing body, through the Head, will make arrangements for all staff, including temporary and voluntary staff and helpers and those on fixed term contracts to receive comprehensive information on:

2.3.1. this policy

2.3.2. all other relevant health and safety matters

2.3.3. the instructions 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 Head

3.1. As well as the general duties which all members of staff have (see 5.0), the Head has a 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 any other person using the premises or engaged in activities sponsored by the school and will take all reasonably practicable steps to achieve this end through the heads of the appropriate departments, senior members of staff, teachers and others as appropriate.

3.2. The Head is required to take necessary and appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times.

3.3. In particular, the Head will:

3.3.1. be aware of the basic requirements of the Health and Safety at Work, etc Act 1974 and any other health and safety legislation and codes of practice relevant to the work of the school

3.3.2. ensure, at all times, the health, safety and welfare of staff, pupils and others using the school premises or facilities or service or attending or taking part in school-sponsored activities

3.3.3. ensure safe working conditions for the health, safety and welfare of staff, pupils and others using the school premises and facilities

3.3.4. ensure safe working practices and procedures throughout the school including those relating to the provision and use of machinery and other apparatus, so that each task is carried out to the required standards and so that all risks are controlled

- 3.3.5. consult with members of staff, including the safety representatives, on health and safety issues
- 3.3.6. arrange systems of risk assessment to allow the prompt identification of potential hazards
- 3.3.7. carry out periodic reviews and safety audits on the findings of the risk assessment
- 3.3.8. identify the training needs of staff and pupils and ensure, within the financial resources available, that all members of staff and pupils who have identified training needs receive adequate and appropriate training and instruction in health and safety matters
- 3.3.9. encourage staff, pupils and others to promote health and safety
- 3.3.10. ensure that any defects in the premises, its plant, equipment or facilities which relate to or may affect the health and safety of staff, pupils and others are made safe without delay
- 3.3.11. encourage all employees to suggest ways and means of reducing risks
- 3.3.12. collate accident and incident information, and when necessary, carry out accident and incident investigations
- 3.3.13. monitor the standard of health and safety throughout the school, including all school-based activities, encourage staff, pupils and others to achieve the highest possible standards and discipline those who consistently fail to consider their own well-being or the health and safety of others
- 3.3.14. monitor first aid and welfare provision, display updated register of qualified first aiders
- 3.3.15. monitor the management structure, along with the governors

4. The Duties of Supervisory Staff

- 4.1. All supervisory staff (eg heads of departments, co-ordinators, science technicians) will make themselves familiar with the requirements of the Health and Safety at Work, et Act 1974 and any other health and safety legislation and codes of practice which are relevant to the work of their area of responsibility.
- 4.2. In addition to the general duties which all members of staff have (see 5.0) they will be directly responsible to the Head or member of staff nominated by the Head to have 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.

4.3. They will take a direct interest in the school's health and safety policy and in helping other members of staff, pupils and others to comply with its requirements.

4.4. As part of their day-to-day responsibilities they will ensure that:

- 4.4.1. safe methods of working exist and are implemented throughout their department
- 4.4.2. health and safety regulations, rules, procedures and codes of practice are being applied effectively
- 4.4.3. staff, pupils and others under their jurisdiction are instructed in safe working practices
- 4.4.4. new employees working within their jurisdiction are instructed in safe working practices
- 4.4.5. regular safety inspections are made of their area of responsibility as required by the head or as necessary
- 4.4.6. positive corrective action is taken where necessary to ensure the health and safety of all staff, pupils and others
- 4.4.7. all plant, machinery and equipment in the department in which they work is adequately guarded
- 4.4.8. all plant, machinery and equipment in the department in which they work is in good and safe working order
- 4.4.9. all reasonably practicable steps are taken to prevent the unauthorised or improper use of all plant, machinery and equipment in the department in which they work
- 4.4.10. appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the department in which they work
- 4.4.11. toxic, hazardous and highly flammable substances in the department in which they work are correctly used, stored and labelled
- 4.4.12. they monitor the standard of health and safety throughout the department in which they work, encourage staff, pupils and others to achieve the highest possible standards of health and safety and discipline those who consistently fail to consider their own well-being or the health and safety of others

- 4.4.13. all the signs used meet the statutory requirements
- 4.4.14. all health and safety information is communicated to the relevant persons
- 4.4.15. they report, as appropriate, any health and safety concerns to the appropriate individual

5. The Duties of All Members of Staff

- 5.1. All staff will make themselves familiar with the requirements of the Health and Safety at Work, etc Act 1974 and any other health and safety legislation and codes of practice which are relevant to the work of the department in which they work. They should:
 - 5.1.1. take reasonable care of their own health and safety and any other persons who may be affected by their acts or omission at work
 - 5.1.2. as regards any duty or requirements imposed on his or her employer or any other persons by or under any of the relevant statutory provisions, co-operate with him or her so far as necessary to enable that duty or requirement to be performed or complied with
- 5.2. All staff are expected to familiarise themselves with the health and safety aspects of their work and to avoid conduct which would put them or anyone else at risk.
- 5.3. In particular all members of staff will:
 - 5.3.1. be familiar with the safety policy and any and all safety regulations as laid down by the governing body
 - 5.3.2. ensure health and safety regulations, rules, routines and procedures are being applied effectively by both staff and pupils
 - 5.3.3. see that all plant, machinery and equipment is adequately guarded
 - 5.3.4. see that all plant, machinery and equipment is in good and safe working order
 - 5.3.5. not to make unauthorised or improper use of plant, machinery and equipment
 - 5.3.6. use the correct equipment and tools for the job and any protective equipment or safety devices which may be supplied
 - 5.3.7. ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled

5.3.8. report any defects in the premises, equipment and facilities which they observe

5.3.9. take an active interest in promoting health and safety and suggest ways of reducing risks

6. Hirers, Contractors and Others

6.1. When the premises are used for purposes not under the direction the Head then the principal person in charge of the activities for which the premises are in use will have responsibility for safe practices as indicated in paragraph 3.0 of this document.

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

6.3. When the school premises or facilities are being used out of normal school hours for a school-sponsored activity then, 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 for 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:

6.4.1. introduce equipment for use on the school premises

6.4.2. alter fixed installations

6.4.3. remove fire and safety notices or equipment

6.4.4. 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, etc Act 1974 and must pay due regard to the safety of all persons using the premises in accordance with ss.3-4 of the Health and Safety at Work, etc Act 1974 and produce written risk assessments in accordance with Management of Health and Safety at Work Regulations 1999 (as amended). And The Management of Health and Safety at Work (Amendment) Regulations 2006.

6.6. Instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe the Head will take such actions that are necessary to prevent persons in his or her care from risk or injury.

6.7. The governing body draws the attention of all users of the school premises (including hirers and contractors) to s.8 of the Health and Safety at Work, etc. Act 1974, which states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.

7. Staff Consultative Arrangements

7.1. The governing body, through the Head, will make arrangements for the establishment of a safety committee by incorporating agenda items on health and safety matters into existing consultative groups. Representation on this committee will cover all appropriate areas of work or special hazards. As a group, the nominated safety representatives of each accredited trade union or staff association will be offered a number of places on this committee and should decide amongst themselves which individuals should sit on the committee.

8. Codes of Practice and Safety Rules

8.1. In consultation with the governing body (where appropriate) and taking into account the requirements of this statement the safety committee will approve (where necessary) codes of practice for the observation of safety requirements in school.

8.2. From time to time the Department of Education (DFE), the Health and Safety Executive and other regulatory or advisory bodies will issue codes of practice on particular topics for the guidance of Heads and others who are in control of educational premises, for information and/or incorporation into their health and safety policy and procedures. If the Head considers the inclusion of all or any such documents into this policy to be inappropriate, he or she will be required to demonstrate to the satisfaction of the governing body that he or she has already introduced codes of practice and methods of working which will achieve a similar or higher standard of health and safety

9. Risk Assessment

9.1. The Head will ensure that a risk assessment of the premises, methods of work, fire safety and all school-sponsored activities is conducted annually (or more frequently, if necessary). This survey will identify all defects and deficiencies, together with the necessary remedial action or risk control measures. The results of all such surveys will be reported to the governing body.

10. Emergency Plans

10.1. The Head will ensure that an emergency plan is prepared to cover all foreseeable major incidents which could put at risk the occupants or users of the school. This plan will indicate the actions to be taken in the event of major incident so that everything possible is done to:

10.1.1. save life

10.1.2. minimise injury

10.1.3. minimise loss

This sequence will determine the priorities of the emergency plan.

10.2. 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.

11. First Aid

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

11.2. The number of certificated first aiders at work and emergency first aiders at work will be determined by the governing body as that being sufficient to meet the needs of all foreseeable circumstances and will not be less than the minimum number required by law.

11.3. Supplies of first aid material will be held at various locations throughout the school. These locations will be determined by the Head. They will be prominently marked and all staff will be advised of their position. The materials will be checked regularly and any deficiencies made good without delay and monitored by a competent person.

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

11.5. 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.

12. School Trips

- 12.1. All staff will make themselves familiar with the requirements of the Health and Safety at Work etc Act 1974. The Management of Health and Safety regulations 1999 and the Adventure Activities Licensing Regulations 2004, and The Adventure Activities Licensing (Amendment) Regulations 2008, which require certain providers of facilities for adventure activities to be licensed.
- 12.2. Employers must be satisfied that their teachers and staff are competent to lead or supervise a visit. It is a legal requirement that leaders are competent for the activities they are leading. On adventurous activities, leaders with specialist skills qualifications will be needed for the activity elements of the trip. Teachers will generally be in charge at other times.

13. Review

- 13.1. The governing body will review this policy statement annually and update, modify or amend it as it considers necessary to ensure the health, safety and welfare of staff and pupils.

14. HSE Guidance

List of Guidance on Health and Safety Issues in Education is available from:

<http://www.hse.gov.uk/services/education/information.htm>

Appendix A

Fire Safety Policy

This policy is written as an extension of the school's Health & Safety Policy and should be read in conjunction with it.

Beechwood Sacred Heart School will ensure, as far as is reasonably practical, that the risk from fire will be managed in compliance with The Regulatory Reform (Fire Safety) Order 2005 and The Management of Health and Safety at Work Regulations 1999 (as amended) and The Management of Health and Safety at Work (Amendment) Regulations 2006. Management of fire risks will be undertaken in such a way as to attempt at all times to prevent injury or ill-health to employees, pupils, visitors, contractors and any others who may be affected by the activities of the school.

In particular, we will do this by ensuring:

- Compliance with all relevant legislation
- Suitable fire risk assessments of the premises are carried out at appropriate intervals
- The fire integrity of the building structure, including walls and floors, will be maintained when undertaking maintenance or refurbishment works and in particular, when making penetrations for lighting, power or data installations.
- Practicable measures to control the risk of fire are identified and implemented
- All staff and pupils are made aware of the relevant procedures
- Regular fire evacuation drills and testing of emergency equipment are carried out
- Staff and senior pupils receive training in the use of fire safety equipment at appropriate intervals
- The effectiveness of all relevant policies and procedures is reviewed regularly by the school's Safety Committee
- Regular fire safety inspections are conducted by outside agencies when appropriate
- Effective liaison with the local fire authority is sought where appropriate

The statutory responsibility for Fire Safety is delegated by the Governors to the Headmaster, who will ensure that all appropriate policies and procedures are in place and reviewed at appropriate intervals. The school's Safety Officer is responsible for the implementation of these policies and procedures.

Signed: _____ (for the Governing body) Date: _____

Signed _____ (Head) Date _____

Reviewed 31 August 2018