



# NOWER HILL HIGH SCHOOL

<b>Title:</b>	<b>Health &amp; Safety Policy</b>
<b>Date of Last Review:</b>	May 2020
<b>Date of Ratification by Governing Body:</b>	<b>21<sup>st</sup> May 2020</b>
<b>Date of Implementation:</b>	May 2020
<b>Status:</b>	Statutory
<b>Approval Authority:</b>	Full Governing Body
<b>Staff Lead:</b>	Headteacher
<b>Governor Lead:</b>	Chair of Governors
<b>Review Frequency:</b>	Annually
<b>Location:</b>	Website - Policies
<b>Date of Next Review:</b>	May 2021

Signed	Status	Date
	Louise Voden - Headteacher	
	Kevin Ward – Chair of Governors	

## **GENERAL**

It is the wish of both Governors and the Senior Leadership Team that all appropriate steps are taken to establish a safe and healthy environment in the school.

All employees have both a duty and a responsibility to take reasonable care to avoid injury to themselves and others and to co-operate to ensure statutory duties and obligations are fulfilled.

The policy will be reviewed annually to ensure, so far as is reasonably practical, that all legislative changes which may affect activities have been incorporated and are being observed throughout the establishment.

## **GUIDANCE**

### **Responsibility for Health and Safety in Schools**

#### **Health and Safety at Work Law**

Health and safety responsibilities derive from the Health and Safety at Work Act 1974 and associated regulations. Health and safety legislation is enforced by the Health and Safety Executive (HSE).

#### **Employer**

The Health and Safety at Work Act 1974 places overall responsibility for health and safety with the employer.

#### **What Employers must do:**

- Decide what could harm employees in their jobs and the precautions they could take to stop any harm occurring.
- Explain how risks will be controlled and tell employees who is responsible for this in a way employees can understand.
- Consult and work with employees and their health and safety representatives in protecting everyone from harm in the workplace.
- Give employees the health and safety training they need to do their job free of charge.
- Provide employees with any equipment and protective clothing they may need free of charge, and ensure it is properly looked after.
- Provide toilets, washing facilities and drinking water for employees.
- Provide adequate first-aid facilities for employees.
- Report major injuries and fatalities at work to the HSE Incident Contact Centre: 0345 300 9923 and where applicable, report other major injuries, diseases and dangerous incidents online at [www.hse.gov.uk](http://www.hse.gov.uk).
- Have insurance that covers employees in case they get hurt or ill through work and display a hard copy of the current insurance certificate where employees can easily read it.
- Work with any other employers or contractors sharing the workplace or providing employees (such as agency workers), so that everyone's health and safety is protected.

#### **Employees**

Employees have responsibilities under the Health and safety at Work Act 1974 and Management of Health and Safety at Work Regulations 1999.

## **What Employees must do:**

- Follow the training they have received when using any work items their employer has given them.
- Take reasonable care of their own and other people's health and safety.
- Co-operate with their employer on health and safety.
- Tell someone (their employer, line manager or Health and Safety Officer) if they think the work or inadequate precautions are or may be putting anyone's health and safety at serious risk.

## **Lead Staff for Health and Safety:**

**Health and Safety Officer** – Joe Cleary, Site Manager.

**Lead person for Health and Safety in the school** – Louise Voden, Headteacher.

**Governor with oversight of Health and Safety** – Janet Buckingham

**Health & Safety Committee** – committee made up of a cross-section of staff who meet once each term to discuss Health & Safety issues.

**Health & Safety Administrator** – Nicola Edwards.

**Health and Safety Action Team** - all members have the Institute of Occupational Health and Safety (IOSH) qualification at management level; Joe Cleary, Mark Hobbs, Nicola Edwards, Jackie Menniss. The team are convened when a second opinion is required by the Health & Safety Officer.

## **Enforcement**

The HSE enforces health and safety law.

Because the employer is responsible for health and safety in the workplace and on work activities the HSE will normally take action against the employer. However, in some circumstances, for example where an employee failed to take notice of the employers policy or directions in respect of health and safety, the HSE may take action against the employee as well or instead.

## **Responsibility of All Schools**

The employer must have a Health and Safety Policy and arrangements to implement it.

- Employers must assess the risks of all activities, introduce measures to manage those risks, and tell their employees about the measures. The Management of Health and Safety at Work Regulations 1999 apply.
- In practice, employers may delegate specific health and safety tasks to individuals but the employer retains the ultimate responsibility no matter who carries out the tasks. The employer should therefore maintain an audit track, making clear who is doing what and confirming that these tasks are being carried out.

## **Roles and Responsibilities**

### **Governing Body**

In discharging its duty, the Governing Body in consultation with the Headteacher will ensure there is an effective and enforceable policy in place for the provision of health and safety throughout the school and will monitor how health and safety is managed by the Headteacher and Senior Leadership Team (SLT).

A governor shall be appointed to sit on the Health and Safety Committee and give regular feedback to the Governing Body at full Governing Body meetings. Minutes of Health and Safety Committee meetings are communicated to Governors via the shared drive.

### **Headteacher and SLT**

The Headteacher and SLT have day to day management responsibility for health and safety throughout the school. They will ensure that:

- They provide a safe place for staff and students to work
- They maintain safe and healthy conditions throughout the school, maintain equipment and ensure the safe storage and use of substances
- That information and training is provided to staff to ensure they are competent to carry out their work
- That they engage and consult with staff on day to day health and safety conditions
- That the HSE Health and Safety at Work poster is displayed in a prominent place
- That staff are made aware of the procedure for reporting accident/near misses at work
- That they ensure any defects in the premises and its equipment which relate to or may affect the health and safety of staff, students and others are made safe without delay
- That an annual audit of practice and risk assessment is carried out by an outside provider of health and safety services

The Headteacher shall meet regularly with the Health & Safety Officer to discuss any defects in the premises and its equipment and any other health and safety issues which might arise.

Health and safety shall be discussed weekly at SLT meetings when the Headteacher shall report any issues arising.

### **Curriculum Leaders**

In addition to the responsibilities of all staff each Curriculum Leader will have direct responsibility for the implementation and operation of the school's Health and Safety policy within their relevant departments and areas of responsibility. They shall ensure that:

- New employees working within their department are given instruction in safe working practices
- Regular safety inspections and risk assessments are made of their area of responsibility as required by the Headteacher
- Positive, corrective action is taken where necessary to ensure the health and safety of all staff, students and others.
- They report any health and safety concerns to the Health & Safety Officer or the Headteacher

### **Health and Safety Committee**

The Health and Safety Committee shall meet termly and will monitor health and safety issues within the school. The committee comprises representatives from Faculties; who shall be Curriculum Leaders where possible, Site staff, School Nurse, student services, unions and a Governor. It also includes the Health and Safety Officer who is the Site Manager. The Headteacher will attend and chair committee meetings when possible. At each meeting the following items are on the Agenda:

- Review of minutes and matters
- Health & Safety Officer's report including feedback form any Capital Bids
- Data from medical room
- Accidents/Incidents
- Reports & issues arising from PE/Arts/DT/Science
- Risk Assessment and Health & Safety Audits
- CCTV
- Site maintenance
- Training update

The governor with oversight of health & safety will report to the full Governing Body. The Health & Safety Administrator will communicate minutes and other documents to governors and to all staff via the Health and Safety link on the staff shared drive.

### **Health & Safety Officer/Site Supervisor**

The Health & Safety Officer is the day to day lead member of staff for premises health and safety and shall ensure that the Health & Safety Policy is put into practice. He shall ensure that:

- All incidents/accidents are investigated promptly
- The school asbestos register and the asbestos management plan is maintained and available as required
- Periodic safety inspections of the school are carried out and that a daily log of any defects around the site is kept, so that these can be rectified quickly
- Monthly premises inspections are carried out and recorded.
- Risk assessments are carried out and any actions implemented within specified timescale.
- Manage external contractors on site and ensure contractors working in the school report to him before work commences in order to ascertain work details and agree safety procedures

### **All Staff**

Under the Health and Safety at Work Act 1974 all employees have general health and safety responsibilities. Staff must be aware that they are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions.

All school employees have a responsibility to:

- Be familiar with this policy
- Report all accidents, incidents and near misses in line with the reporting procedure
- Take reasonable care for the health and safety of themselves and others on undertaking their work
- Co-operate with the Governors and SLT on all matters relating to health and safety
- Not intentionally interfere with or misuse any equipment or fittings provided in the interest of health, safety and welfare
- Report any serious or immediate danger to their line manager or the Health & Safety Officer
- Report any health and safety concerns to their line manager
- Undertake any health and safety training as required

### **Students**

All students must:

- Co-operate with school staff on health and safety matters
- Not interfere with anything provided to safeguard their own health and safety
- Take reasonable care of their own and others health and safety
- Students are not permitted to use any equipment without permission/supervision

## **ARRANGEMENTS FOR HEALTH AND SAFETY**

### **Safety Alert Evacuation Procedures (including Fire Evacuation)**

Appropriate procedures for ensuring safety precautions shall be properly managed and disseminated to

all staff each year. These procedures will include Fire Drills.

**These procedures will include :**

- The evacuation procedures which are prominently displayed in all teaching rooms, offices and curriculum areas
- A copy of the school's Fire Booklet is sent to all staff when they start their employment and a copy kept on the staff shared drive. All staff and students must be fully conversant with the procedures for evacuation of the premises in case of fire/bomb threat/firearms/weapons attack.
- All visitors to the school shall be provided with a leaflet which sets out the school's evacuation procedures
- Fire evacuation procedures will be tested each school term
- The evacuation and safety of visitors and contractors will be the responsibility of the person they are visiting or working for. This includes pointing out fire exits when there are events in the school hall
- All fire fighting equipment will be checked annually by an approved contractor and records maintained. This is organised by the Site Manager
- The Fire alarm will be tested a minimum of half termly from different points when site is not in use and records maintained
- All emergency lighting will be tested six-monthly and records maintained

**Management and provision of health & safety training**

All staff shall receive health & safety training as part of their induction when they first join the school. In addition, staff are offered health & safety training in specialised areas where it is considered this will help them carry out their employment. This includes first aid training, working at heights and manual handling training.

A register of all health & safety training completed by staff is kept by the Health & Safety Administrator.

The Headteacher shall periodically consider what training provisions are required for staff and consult with SLT to manage the planning of further training.

**Risk Assessments**

The school carries out regular risk assessments to identify sensible measures to control the risks in school. The following areas are assessed on an annual basis:

- Sports study areas and activities
- Science rooms and practices
- Design & Technology rooms and practices
- Arts rooms and practices

In addition, all classrooms are checked annually by teaching staff and any issues raised are dealt with by the Health and Safety Officer who will carry out a full risk assessment on these rooms if he feels it is necessary to do so.

A Risk Assessment Register is kept by the Health & Safety Administrator and published on the staff shared drive together with copies of all risk assessments which can be viewed by staff.

The Risk Assessment Register is considered each term by the Health & Safety Committee.

**Accidents/Incidents**

All staff must be familiar with the procedures for dealing with an accident. When staff start their

employment at the school they are sent a copy of this policy and details of how to report any accidents or near miss incidents.

All accidents/near miss incidents to staff, students and visitors must be reported. If there is any injury, accidents must be reported to the School Nurse. If the incident is of a serious nature the School Nurse or the Health & Safety Officer will complete an accident report form on-line to the school's health and safety providers. All on-line accident reports are automatically forwarded to the Health & Safety Officer who will investigate, take any necessary action and sign off the on-line report when he considers the matter to be completed. The Health & Safety Officer shall also notify the HSE if the accident is Riddor reportable.

If accidents are not of a serious nature or occur out of school hours, or where the Health & Safety Officer deems necessary, staff will be asked to complete an Accident/Incident Report Form. All near miss incidents must be reported to the Health & Safety Officer and an Accident/Incident Report Form completed.

A complete log of all accidents and near misses, together with any investigative action taken is kept by the Health & Safety Administrator.

Regular reminders of the process to report accidents, near miss incidents and other health and safety issues are included in the staff bulletin.

### **First Aid**

The arrangements for first aid provision will be adequate to cope with all feasible incidents. In every classroom, pictures and names of the first aiders, with extension numbers, will be available, usually by the entrance door to the room.

Supplies of first aid material (first aid boxes) will be held at various locations throughout the school including every team room. It is the responsibility of Curriculum Leaders to ensure their team room boxes are checked on a regular basis and stocks replenished. In specialist rooms that have first aid boxes, it is also the responsibility of the Curriculum Leader to monitor the stock and replace it as required.

The school has a defibrillator located in the staffroom, on the wall, next to the phone. The School Nurse checks it weekly to ensure it is in working order. The School Nurse is trained to use the defibrillator along with members of staff who have received Emergency First Aid at Work training. The Health & Safety Administrator shall hold the up to date list of all those that have received defibrillator training.

### **Equipment**

Protective clothing/gloves/masks/helmets must be provided and used by technicians and site supervisory staff when required. Staff and students must be provided with and use protective glasses/eye shields in all workshops and laboratories as appropriate. Visitors must be provided with protective clothing as appropriate and instructed in their appropriate use. Contractors should provide their own PPE.

The following equipment must be checked annually by approved inspectors or trained technician (where appropriate)

- Fume cupboards
- Pressure vessels
- All electrical appliances
- Workshop equipment, e.g. lathes, kilns
- Fixed gymnasium equipment

Equipment, materials and chemicals must be stored in the appropriate storage containers and areas. All containers must be labelled with the correct hazard sign and contents label. Curriculum Leaders should consider storage life when ordering new supplies.

Reference must be made to:

- COSHH and the Ionising Radiations Regulations;
- copies of all relevant COSHH and regulations are to be found at: [www.cleapps.org.uk](http://www.cleapps.org.uk)

### **Housekeeping**

The Health & Safety Officer will monitor the cleaning standards of the contract cleaners. The standard required is laid down in the specifications. Special consideration will be given to hygiene areas. Clinical waste and sharps bins are removed by specialised companies monitored by the Health & Safety Officer. Cleaning standards are also regularly inspected by Harrow Council and by the contract cleaners' supervisors.

The Health & Safety Officer will monitor the efficiency of the waste collection service. Arrangements are in place for Faculties and departments that have specialised waste removal requirements. Catering waste is co-ordinated by the catering staff and catering company where applicable. Site and building waste is removed by use of skips monitored by the Health & Safety Officer.

Separate provision is made for the collection and disposal of laboratory, design and technology and art materials (chemicals, broken glass etc). This is organised by relevant staff in these Faculties and Departments and is overseen by the Health & Safety Officer.

### **Educational Visits**

Trips must be organised in accordance with School Procedures for Educational Visits. These procedures are outlined in the visits policy and managed through EVOLVE. All visits are approved by the Educational Visits Co-ordinator and the Headteacher. Category A (all residential & adventurous) visits are also approved by the school's outside health & safety providers through EVOLVE.

Other useful information can be found on:

<http://www.hse.gov.uk/services/education/school-trips.htm>

### **Minibuses**

The school has a minibus policy which is updated every two years. The policy covers the following:

- The management system
- Minibuses
- Minibus Drivers
- Passengers
- Road, weather and traffic conditions and journeys abroad

All drivers of the minibus are sent a copy of the minibus policy annually with their driving licence checks. A copy of the minibus policy is kept in the staff shared drive.

### **Visitors to site**

All visitors to the school must sign in and out using the electronic system in Main Reception. Visitors will



be collected from the Main Office by the member of staff concerned or escorted to the area of the school.

No contractor may undertake work on the school site without permission from the Health & Safety Officer other than in an emergency, e.g. fire, flooding or to make safe following theft/vandalism.

Contractors are responsible for the health and safety of their employees and for their safe working practices, which must not constitute a hazard to staff, students and visitors to the school.

Contractors, before commencing work, must have our approved Work Permits. This requires them to sign to verify that they have read the Asbestos Management Plan as set out below, be aware of fire risks/evacuation, and relevant health and safety documents. In addition, they are required to provide a written Method Statement or how they will undertake their work and a written Risk Assessment with an Action Plan to minimise risk and ensure safe practices. If students are on site and contractors are working unattended by any of our staff, we require affirmation from the company that their personnel have up to date DBS checks. The Health & Safety Officer shall make a note of contractors' DBS information.

Hirers of the school premises must use plant, equipment and substances correctly and use the appropriate safety equipment. They will be made aware of their obligations in relation to health and safety when making the booking.

Whilst on site all visitors and contractors must wear a photographic visitor's badge. Cleaning contractor's employees must wear an identifiable uniform or identity badge at all times. Temporary teaching staff on cover duties will be required to indicate their presence in school by reporting to Main Reception.

If a member of staff meets someone on site whom they do not recognise and/or is not wearing a visitor's badge they should, if they do not feel threatened, enquire if they need assistance and direct them either to the Main Reception or off the site as appropriate. If there are difficulties, they should never put themselves in danger; but dial '999'

## **Security**

All staff should be conscious of all aspects of the security of people and property. In particular the emergency exit doors on the outer perimeter of the buildings should only be used in the event of emergencies and kept secure at all other times.

Maintaining security is aimed at reducing the opportunity for unauthorised persons to enter the buildings through non-designated access points. It is also necessary to be alert to the possible presence of unauthorised persons on site who may constitute a threat to staff, students and genuine visitors and contractors.

## **Business Interruption and Actions Taken**

The school has a Business Continuity Plan which will be used in the event of an incident occurring at the school. It outlines the key roles and responsibilities in responding to and recovering from an incident. Within this plan, there are detailed threat response plans for each of the following:

- Loss of site
- Significant loss of staff
- Loss of IT/loss of phones
- Significant incident on or off site (including Responding to Critical Incidents relating to School Trips and Bomb Threats/Firearms and Weapons Attacks.

- Health incident

The Business Continuity Plan is updated annually and a copy kept in the staff shared drive.

### **Healthy Eating**

It is the policy of Nower Hill High School to encourage students to adopt eating habits that are conducive to a healthy lifestyle. To this end the school works with the catering contractor in providing menu options that support these aims.

### **Asbestos Management**

The school has had an extensive asbestos survey, carried out by the local authority prior to conversion, to ensure compliance. The school has an Asbestos Management Plan (AMP) which is located in the site office. In addition, the Health & safety Officer has undertaken training on asbestos management. The school asks that all staff respect asbestos, but not fear it. Asbestos can be an emotive subject, and often the simple knowledge of the presence of asbestos is enough to make employees afraid of being in the same room. All employees should therefore note the following:

- The AMP can be accessed by any member of staff and is kept in the site office.
- Staff can only be exposed to asbestos if they disturb the fibres into the air they breathe
- The asbestos in the school is in good condition and should be left in place but if staff are in any doubt about whether something contains asbestos, or if there is damaged material which they think might contain asbestos, they should inform the site staff and the matter will be addressed immediately
- Any exposure to asbestos should be avoided as the risk increases as the level, duration and frequency of exposure increases. The asbestos containing materials on site has all been found to be medium to low risk. Nevertheless, there is some asbestos where the school is liaising over removal.
- The increased risk to health from a one-off accidental exposure is negligible and not a cause for concern.
- Site staff have labelled every location of asbestos in the school with hazard stickers.

May 2020