



HEALTH & SAFETY Policy

Next to be reviewed: September 2019

**Policy approved and signed by: Tudor Griffiths, Headteacher;
Denis Barry, Chair of Governors and Steve Haswell, Site Manager**

PLEASE NOTE

All members of staff, teaching and non-teaching, are responsible for the safety of pupils and of each other: Staff must act at all times in the common interest and take charge of incidents as they arise until the responsibility can be passed to more senior staff.

The school's Health & Safety Officer is Mr S Haswell

This policy is drawn up and maintained in consultation with the Headteacher

INTRODUCTION

The Headteacher and Governors of Kettlethorpe High School intend to provide a safe and healthy environment for all staff and pupils of the school and recognised visitors to the school site.

The ultimate responsibility for health and safety in the school rests with the governors and the Headteacher. However, all individual members of staff have a duty to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work. In addition, it is their duty to co-operate with the Headteacher and Governors or any other persons having a duty or requirements imposed on him or her by the Health and Safety at Work Act or any other associated relevant statutory provision'.

Mr S Haswell, Facilities and Resources Manager, is designated by the Headteacher and the Governors to oversee the detailed arrangements for safe working which are drawn up and maintained in consultation with the Headteacher.

Mr Haswell is responsible for aspects of the Health and Safety Policy and for the implementation on a day to day basis alongside Heads of Department and all staff.

THE GOVERNORS

The Governors are responsible for:

- Monitoring health and safety (including inspection reports).
- Prioritising actions where resources are required.
- Ensuring actions are taken.
- Including health and safety on Governors meeting agenda.
- Annual report on health and safety
- Ratifying the health and safety policy.
- The Chair of the Governing body also chairs the Health and Safety Committee.

THE HEADTEACHER

The Headteacher carries the day to day responsibility of health and safety and reporting those matters requiring attention over which he has no direct responsibility. Functions include:

- Ensuring regular inspections are carried out.
- Submitting inspection report to governors and/or the education authority.
- Ensuring action is taken.
- Passing on information received on health and safety matters to the appropriate people.
- Identifying staff training needs.
- Liaising with governors and/or the education authority on policy issues in implementing the health and safety policy.
- Co-operating with and providing necessary facilities for trade union safety representatives.

HEADS OF DEPARTMENT

Heads of Department are responsible for:

- The day to day management of health and safety in accordance with the policy.
- Drawing up and reviewing departmental procedures regularly.
- Carrying out regular inspections and making reports to the Headteacher or the Headteacher's delegated representatives.
- Ensuring action is taken.
- Arranging for staff training and information.
- Passing on health and safety information received to appropriate people.
- Acting on reports from staff who have responsibility or duties relating to health and safety or from staff for whom they are responsible.

ALL STAFF

All staff are responsible for:

- Day to day management of health and safety in accordance with the health and safety policy.
- Checking that classrooms and work areas are safe.
- Ensuring safe procedures are followed.
- Ensuring protective equipment is used when needed.
- Participating in inspections and the Health and Safety committee if appropriate.
- Reporting problems to the appropriate person.

PHYSICAL AND MENTAL HEALTH

All staff have a responsibility to maintain an environment that is conducive to the physical and mental well-being of themselves and others.

Those who have management responsibility for others, including teachers for pupils, should consider carefully workloads and the scheduling of work in an endeavour to ensure that stress levels do not become harmful.

Staff have the right and ought to have the opportunity to discuss with their appropriate Heads of Department, or with SLT and in particular the staffing deputy, when they feel that their physical or mental health is at risk.

Health and Safety at Work Act 1974

The Health and Safety at Work Act (1974), sections 7 & 8, places statutory duties on all staff in connection with their own health and safety and that of other staff, pupils, members of the public etc., who may be affected by their acts or omissions at work. Second, these duties extend to co-operation with their employer where their employer has made specific arrangements of their health and safety at work. Staff must comply with any law that may be in force.

FIRE SAFETY AND EMERGENCY EVACUATION

Staff must ensure that they and the pupils for whom they are responsible are familiar with the school's Fire and Safety Emergency evacuation procedures. Staff have a responsibility to ensure that both they and pupils follow these procedures.

MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATION 1992

Staff should co-operate and respond to any directives concerning Risk Assessment and reduction of risk.

HEALTH AND SAFETY (Display Screen Equipment) REGULATIONS 1992

Staff using display screen equipment as the main part of their work should ensure that they have regular breaks from the equipment. Any member of staff who habitually uses display screen equipment as a significant part of his/her work is entitled under the Health and Safety (Display Screen Equipment) Regulations 1992, on request to eyesight tests by an optician or doctor, provided and paid for by their employer (WMDC). Office staff but not teachers and pupils are usually eligible as users.

MANUAL HANDLING OPERATIONS REGULATIONS 1992

Staff must avoid manual handling operations and ensure that pupils do the same in so much as it is reasonably practical. Manual handling operations means any transporting or supporting of a load, including lifting, putting down, pulling, pushing or carrying or moving thereof by hand or bodily force.

PERSONAL PROTECTIVE EQUIPMENT AT WORK REGULATIONS 1992

Staff must wear or use personal protective equipment or use protective accessories where it is required to protect them from risk to their health and safety. Staff must also ensure that pupils are trained to use, and do use, such equipment where required. Personal protective equipment includes: gloves, aprons, safety helmets, eye protectors etc.

PROVISION AND USE OF WORK EQUIPMENT REGULATIONS 1998

Staff must ensure that they and pupils use approved, selected equipment responsibly. Such equipment must be used for the purposes and under the conditions intended. Equipment to be used must have been properly maintained and precautions taken where the use of work equipment without written health and safety information, instruction or training.

Work equipment means any machinery, apparatus or tools, etc.

WORKPLACE (HEALTH, SAFETY AND WELFARE) REGULATIONS 1992

Staff must ensure that routeways allow pedestrians and vehicles to move about safely. Staff must also seek to prevent falls or objects from falling.

Staff must report any damage, faults or any risk situation with regard to:

- windows
- floors
- stairs
- temperature
- ventilation
- lighting and emergency lighting
- desks and chairs
- cleanliness and hygiene of the environment, furniture, furnishing and fittings.
- toilets
- washing and changing facilities
- storage facilities for work clothing

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- drinking water
- rest areas

THE CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS 2002

Staff must conform to any guidelines or instructions issued by the LA or manufacturers of substances which may be hazardous to health.

Such substances are most likely to be found in laboratories, workshops, print rooms and cleaner's stores but may be found elsewhere.

DISPOSAL of broken glass and sharp objects, chemical waste and materials contaminated by body fluids

Glass, blades and similar sharp objects

Broken glass, blades and similar such sharp objects must not be disposed of in general waste bins. In science laboratories and the staffroom, the separate bins provided must be used. Elsewhere the caretaker must be called upon to deal with breakages.

Under no circumstances should pupils handle broken glass.

Chemical wastes

Chemical wastes are to be disposed of in accordance with manufacturer's instructions. The science department must also adhere to LA, CLEAPSS and ASE guidelines.

Materials contaminated by body fluids

Surgical dressing and materials contaminated by body fluids are kept in separated containers for collection and disposal by an appropriate external contractor. A container for general use is kept in the medical room.

BODY FLUIDS

Body fluids include blood, vomit and urine, all of which must be regarded as potentially infective.

Splashes of body fluids on the skin should be washed immediately with soap and water. Splashes of body fluids into the eyes or mouth should be irrigated with clean water.

Pupils must never be asked to clear large spills of body fluids. Where these occur the caretaker should be contacted who will deal with the matter in accordance with guidelines.

When dealing with body fluids, strong disposable rubber gloves must be worn. Paper towels or disposable cloths should be laid on the spill after which undiluted household bleach should be

gently poured onto them leaving the solution in contact for at least 10 minutes. The spill should then be carefully wiped up and the area washed with detergent and hot water. Soiled materials should be disposed of in the external contractor's container in medical room.

Contaminated hard surfaces must be washed and wiped with a disposable cloth and a suitable detergent.

A kit for dealing with large spills is available from the medical room.

PROCEDURES FOR ACCIDENTS OR ILLNESS

Initially, a pupil who feels ill must report to Reception. A first aider will be called to attend. Office staff or relevant staff will give limited first aid until the first aider arrives.

If a pupil needs to be sent home the following procedures are to be followed:

- a) a parent or guardian is to be telephoned to arrange for the pupil to be collected;
- b) If no transport from home is available, a first aider or another member of staff may transport the pupil home if possible; 2 members of staff must be present;
- c) The Head of Year or Assistant is to be informed.

In cases of serious injury or illness

The office must be contacted immediately and an ambulance called using 999.

The office will alert the Headteacher and deputies and a senior member of staff will inform the parents or guardians of the pupils concerned.

The person should not be moved until professional assistance arrives.

Medication

Medication may only be administered to pupils by a first aider or a member of the SMT in accordance with the LA guidelines outlined in their "Handbook for Schools", published in 1992.

A log of medication administered must be kept.

Accident forms

For all cases of pupil or staff injury, disease or dangerous occurrences which fall within the 2013 Regulations (RIDDOR), an accident form must be completed.

The completed accident form must be given to school office for processing. A copy of this must be given to the Health & Safety Officer who may initiate an investigation.

An outline for reporting accidents is displayed in the staffroom.

EDUCATIONAL VISITS AND SCHOOL JOURNEYS

The term visit indicates an excursion from school lasting not more than one day, whereas “journeys” implies excursions lasting more than one day involving at least one night away from home.

The responsibility for school journeys lies with the school governors who will be advised by the Chief Education Officer (if appropriate), and the Headteacher.

All school trips should have a ratio of staff to pupils that takes into account the nature of the trip and the pupils themselves. It should not normally be less generous than 1:15 adults and where the party is mixed, should be accompanied by two adults, one of each gender.

On all forms of motor transport, pupils must be seated and seatbelts must be worn where provided. Numbers must never exceed the maximum allowed for any particular form of transport.

In all respects, school visits should comply with LA guidelines. Staff organising trips must acquaint themselves with these through consultation with the appropriate member of SLT.

Approval is required from the school governors before any trip or visit takes place, and a risk assessment must be submitted with the application form for each visit or journey.

THE SCHOOL MINI BUS

The LA has ownership of the school mini bus.

The school mini bus is maintained on contract and may only be driven by staff who have passed the authority driving test which has to be retaken in accordance with LA instructions. Staff may not drive the mini bus if they have not passed the authority test or who are disqualified by criteria laid down the LA. Staff must operate within the LA guidelines.

Everyone on the mini bus must be seated and wear the seatbelts provided. Mobile phones must not be used whilst the vehicle is in use.

Number must not exceed the maximum allowed.

WORK EXPERIENCE

The school operates work experience for all pupils for whom it is suitable in Year 10 and some pupils in Year 11.

The school operates within the LA guidelines which encompass the principle points required by the Health & Safety at Work Act 1974.

The school also adheres to LA guidelines for teachers briefing pupils.

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The authority's guidelines may be seen upon request to the appropriate member of SLT.

SCHOOL STAFF

All school staff must wear an ID badge at all times. The ID badge will show their photo and will have a blue lanyard.

NON KHS PERSONNEL ON SITE

Visitors

All visitors on site must log in and out at reception. While on site all visitors are to wear a name tag which must be returned when they log out.

No visitor may be allowed access to any part of the premises other than reception unless their presence has been authorised by a member of KHS staff.

All visitors are to be given a plan of the school and a copy of the emergency procedures unless they are to be with a member of KHS staff throughout their visit.

Any visitor on site without a KHS name tag should be escorted to reception and a senior member of staff contacted.

In the event of difficulty with an unauthorised visitor, pupils should be instructed to leave the area and inform a member of the SLT who may call the Police. Such a visitor should not be let out of sight.

No visitor may be given access to a pupil unless safeguards have been taken to ensure that the visitor in question has right of access to the individual concerned.

Hirers and contractors

All hirers and contractors must log in and out at reception. While on site all hirers and contractors are to wear a name tag which must be returned when they log out.

All contractors are to be given a plan of the school and a copy of the Emergency Procedures.

All contractors are expected to comply with the H & S regulations applicable to their work.

All contractors should sign the Asbestos Management Plan and be aware of all asbestos in school.

STUDENTS

Students are expected to comply with KHS procedures and are to be given a copy of KHS Health & Safety Policy including Fire Regulations.

VEHICLES ON SITE

Vehicles are only to be allowed in designated areas at the front of the school.

Designated areas are out of bounds to pupils unless accompanied by a member of staff.

Vehicles may only be allowed on non-designated areas in exceptional circumstances under the Headteacher's direction.

Speed in the main drive is controlled by speed restrictors one of which is wide and acts as a pedestrian crossing.

Vehicles must give way to pedestrians at all times.

MATCHES, LIGHTERS & INFLAMMABLE SUBSTANCES

Pupils may not bring matches, lighters and inflammable substances onto the premises. They may only use such items with the consent of the Headteacher in the teaching situation and under close supervision.

TESTING EQUIPMENT

All compliance testing will be carried out annually by Engie on behalf of WMDC. The other servicing and testing around school will be organised by the Health and Safety Officer.

HIRING OF PREMISES BY OUTSIDE AGENCIES

School Lettings Solutions (SLS) are responsible for all lettings on the school premises. This is reviewed by the school governors on annual basis and is monitored throughout the year by the Resources and Facilities Manager.

The governors reserve the right to impose any special conditions they regard as appropriate in any particular application.

SMOKING

Kettlethorpe High School is a non-smoking site. Smoking is not allowed on the premises.

ALCOHOL

Alcohol may not be consumed on the school premises unless the school is not in session and the Headteacher has given consent for people over the age of 18 years to do so.

DRUGS, SOLVENTS & AEROSOL DEODORANTS

Illegal substances may not be brought onto or used on school premises at any time.

Solvents and products which may produce fumes may only be used in the teaching situation with the authorisation of the Headteacher. If such products are used in teaching situations safety procedures must be followed in accordance with the manufacturer's instructions.

Solvent based board markers and marker pens may not be used in school.

Staff but not pupils may use solvent based Tipp-Ex or similar such products which must be kept secure from pupils.

VIOLENT INCIDENTS

The Headteacher is responsible for ensuring that all known incidents or assault or assault and battery are dealt with whether it be between pupils and staff or pupils and pupils.

Individuals have the right to take legal action in the event of a violent incident or seek advice from professional associations.

No individual may strike, kick, push, man-handle or seek to cause harm by any means to another.

All incidents of violence must be reported.

A person may be restrained with the minimum force necessary only if that person is likely to injure themselves or someone else, commit a criminal offence or cause disruption in the classroom. A person should only be restrained as a last resort.

PUPIL SAFETY ON SCHOOL PREMISES BUT OUTSIDE SCHOOL BUILDINGS

Pupils may not use the school drive as an entrance or exit route to or from school other than pupils on bicycles.

Pupils are to be supervised by teachers or lunchtime supervisors in accordance with duty rotas devised by SLT and implemented by Duty Co-ordinators.

It is expected that staff will fulfil their duties promptly. Pupils are to be supervised between:

08.35 - 08.45am.....before school

11.05 - 11.20am.....morning break

12.20 - 12.55pm.....by lunchtime supervisors

03.05 - 03.15pm.....by staff duty teams

The use of bicycles

Pupils wishing to cycle to school must obtain a permit from their Head of Year. Cycles must be kept in a safe, legal condition and should be used in accordance with the Highway Code.

All pupils must wear a safety helmet when cycling.

Pupils must not ride cycles on any part of the school campus other than the main drive.

Pupils are not allowed in the following areas:

- under floor spaces.
- roofs and roof spaces.
- stores where any COSHH substances may be, including cleaners stores and Prep Laboratories.
- boiler house and waste bins storage area.
- heating valve control cellar.
- staff car park.
- Owler Beck, the back of the sports hall or the area in the vicinity of the greenhouse.
- service area be kitchens (including cycle store - pupils have access to the cycle storage area at the beginning and end of the day).
- caretaker's bungalow.

Pupils are only to be allowed in the following areas if accompanied by a supervising member of staff:

- Science laboratories
- Technology rooms
- Sports Hall/Gym/Gym balcony
- Stage (including the lighting gallery)

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- The greenhouse

For more detailed information in relation to Health and Safety in Schools, please go to the following link to access 'The Health and Safety Handbook for Schools':

www.gowild.org.uk/ManagementAdviceAndGuidance/OrganisationAndManagement/Personnel/HealthAndSafety/HandSHandbookforSchools/Default.htm