



**KEN STIMPSON  
COMMUNITY SCHOOL**

**HEALTH  
AND  
SAFETY  
POLICY**

<b>Reviewed: October 2018</b>

# KEN STIMPSON COMMUNITY SCHOOL

## HEALTH & SAFETY POLICY

### General Policy

This policy is specific to Ken Stimpson Community School.

The provision of the Health and Safety at Work Act 1974 requires that every Education Authority must implement a Health and Safety Policy. Although, as an Education establishment, we are fully entitled to adopt the Policy of Peterborough City Council, it was felt that we could best fulfil and wherever possible, exceed our obligations through a complementary school policy.

It is the practice of the school to do everything within its power to further our aim to provide a secure, safe, healthy and stimulating environment for all students, staff, contractors and visitors to the school. Parents need to know that every measure will be taken to keep their children safe and we believe that the prevention of accidents and hazards is a key responsibility for every member of the school community. The school Governing Body takes ultimate responsibility for all matters relating to this policy, although some specific powers will, of necessity, be delegated to the Principal and other members of staff (both teaching and administrative) and to Bouygues . In order for the policy to be successful it is most important that everyone plays a positive role. We therefore seek the support of staff and students to accept their individual Health and Safety responsibilities and to co-operate fully in carrying them out.

**Signed:** \_\_\_\_\_

**Principal**

**Signed:** \_\_\_\_\_

**Chair of Governors**

**Dated:** \_\_\_\_\_

This statement of safety policy is produced in respect of Ken Stimpson Community School and forms the basis of future planning and implementation of health and safety matters within the school.

## 1.0 **Statement of General Policy**

1.1 The Governing Body working in conjunction with information, procedures and codes of practice as recommended by the Local Authority is responsible for setting out the overall policy of Ken Stimpson Community School.

1.2 The planning and implementation of the policy is the responsibility of the Principal, who will ensure that staff at all levels fulfil their duties to co-operate with it. Arrangements are in place to bring the policy and relevant risk assessments to the notice of all staff, including new appointments, supply teachers and all other users of the site.

1.3 The Governors recognise the need to consult with staff on health and safety matters and the need to consult with individuals before the allocation of particular health and safety functions. This will be achieved by discussion through the school's Health & Safety Committee procedure.

1.4 The Governors will take all reasonable steps within their power to prevent personal injury, health hazards and damage to property. It is also the Governors' policy to extend this protection to pupils, contractors and members of the general public and others from foreseeable risks.

1.5 The Governors recognise their responsibility under the Health and Safety at Work Act and will best endeavour to:

- provide plant, equipment and systems of work which are safe and without risk to health.
- make arrangements for ensuring, and without risks to health, the handling, storage and transportation of articles and substances.
- provide adequate training, information, instruction and supervision to enable all staff employed in the school, and pupils, to perform their work safely and efficiently.
- ~~to~~ promote the development and maintenance of sound safety, health and welfare practices.
- ~~to~~ maintain the premises in a condition that is safe and without risk to health and the maintenance of safe and secure access to and egress from the premises.
- ~~to~~ provide and maintain a working environment that is safe and without risk to health, and suitable as regards welfare facilities for staff and pupils, visitors and contractors.
- ~~to~~ ensure sufficient funds are available to provide as necessary, protective clothing/equipment to all relevant staff and pupils, and to ensure that it is worn, and for the safe use of machinery, equipment and substances.
- maintain a close interest in all health and safety matters insofar as they affect activities on the premises that are under the control of the school.

1.6 Governors recognise that whilst the Local Authority are partly responsible for capital expenditure, central administration and subsequently professional advice and information in health

and safety matters, changes in those responsibilities may involve the school seeking outside specialists/consultants.

1.7 The Governors require the Health & Safety Committee to undertake an annual audit on health and safety matters in order to determine areas of concern and to determine the way forward. The Health and Safety Committee will meet at least once each term.

## 2.0 **Organisation**

2.1 The Governors recognise the need to identify organisational arrangements in the school for implementing, monitoring and controlling health and safety matters. The Governors will also ensure that the school budget reflects the finance necessary to implement health and safety matters. A summary of individual duties including reporting arrangements and hence the organisation and accountability are as follows:

### 2.2 **The Principal**

The Principal is responsible and accountable to the Governors for implementing the school safety policy and for all matters relating to health, safety and welfare within the establishment.

The day-to-day management of health and safety matters (NB duties, not responsibility) will be delegated to the School Business Manager.

The Principal must be aware of all contractors and/or third parties entering the school to undertake maintenance, service or works contracts. Again this duty will be delegated to the School Business Manager, who will liaise with the FM Provider as necessary.

When building or maintenance work is carried out by contractors, it is the Facility Management provider's responsibility to ensure that a competent contractor is employed and to oversee the planning and safe execution of the work.

The Governors will require the Principal to ensure the school's safety policy is effectively implemented and understood at all levels. The policy must be regularly monitored, effectively controlled and revised as necessary.

The Principal is responsible for ensuring that all new, amended or updated material regarding health and safety matters is brought to the attention of the relevant personnel as soon as is practicable and without delay.

The Principal must ensure that the agreed procedure for reporting all defects, hazards and problems regarding health and safety matters functions efficiently and effectively.

The School Business Manager will deputise for the Principal as a member of the school Health & Safety Committee, arranging meetings as necessary to resolve uncertain areas of responsibility, considering problems or recommendations and referrals to the Governing Body.

The Principal will seek advice, when appropriate, from outside agencies that are able to offer expert opinions.

The Principal shall have the right to stop what are considered unsafe practices, or the use of any plant, tools, equipment, machinery, etc, which he considers to be unsafe.

The Principal shall make arrangements for improvement to premises and (with appropriate member of staff) plant, tools and equipment which are the establishment's responsibility.

The Principal, with the Health & Safety Committee, shall review from time to time the provision of First Aid in the school and fire and evacuation procedures.

The Principal will monitor and inform the Governing Body of appropriate training which has been or will be given to staff to enable them to fulfil their responsibilities. This will include new appointments and staff transferring to other roles/responsibilities within the school.

The Principal will ensure that in all schemes of work that students, including work experience arrangements are in place regarding the adequate information, instruction, training and supervision for health and safety matters.

The Principal will consult with approved trade union representatives on all health, safety and welfare matters and co-operate with them in the execution of their duties.

### 2.3 School Business Manager

To be responsible for co-ordinating all contractual work and maintenance carried out on school premises.

To liaise with Heads of Faculty and to ensure safety procedures and policy agreements are adhered to.

To work with the Facilities Management provider to ensure that strict procedures are laid down for building work such as roofing, excavation and drainage, alterations to building structures, refurbishments and renovations or remodelling schemes.

To ensure good communication exists within the school adhering to principles as laid down by the Local Authority.

To be responsible for compiling a school register identifying known hazardous substances and materials e.g. asbestos, lead, flammables, etc.

To liaise with the appropriate member of the Leadership Team to ensure that emergency procedures (including bomb scares) are adequate. The Leadership Team are responsible for the overall supervised evacuation of school premises.

To be responsible for ensuring a competent person or specialist is consulted as necessary to advise on health and safety matters. Areas of concern are likely to be technical issues, sampling, monitoring and auditing requirements.

To be responsible for ensuring that a property survey of the school buildings/premises is carried out and that regular termly inspections are undertaken by the Facilities Management provider with defects reported accordingly.

## 2.4 Heads of Faculty/Subject Leaders/Learning Co-ordinators and other staff with management responsibilities.

Heads of Faculty are responsible and accountable to the Principal for all matters relating to health, safety and welfare within their departments. This policy is available to all staff via the school intranet.

In the exercise of this responsibility Heads of Faculty must:

- ensure that all staff under their control receive instruction in their duties, regarding health and safety matters.
- ensure that all staff under their control are adequately trained to carry out their duties efficiently and effectively.
- be aware of regulations, codes of practice and guidance notes appropriate to their specialist areas.
- produce their own departmental safety policy, defining safe working arrangements and bring it to the attention of members of staff including new entrants, supply teachers, etc.
- ensure that all statutory notices, placards, regulations and safety signs are displayed as appropriate to their workplace. This will include arrangements for facilities such as first aid equipment, protective clothing/equipment, registers, log books etc.

Under Section 6 of the Health and Safety at Work Act, Heads of Faculty are responsible for ensuring that everything received from suppliers - machinery, equipment substances, etc, - is accompanied by adequate information and instruction prior to use (NB "Use of Manufacturers' Data Sheets").

Heads of Faculty must report to the School Business Manager all problems, defects and hazards.

Heads of Faculty and pastoral staff must ensure that a copy of the Fire Drill Evacuation process and assembly point are prominently displayed in all rooms and areas for which they are responsible.

Heads of Faculty must carry out regular safety inspections of the department. Priorities must be given to plant, machinery, equipment, electrical appliances and risk assessments to include use of substances, as well as suitable fire emergency exit signage and fully functional fire doors and firefighting equipment.

Heads of Faculty will carry out regular risk assessments in their departments. The assessment must take into account not only substances used but also operational practices to include machinery, plant, equipment and methods of work. Risk assessments are communicated to staff and those likely to be affected by the identified hazards.

A Health & Safety Report will be given to the Full Governing Body annually at the end of the summer term.

## 2.5 Teachers/Technicians

Teaching staff and technicians are responsible and accountable to their Head of Faculty for the implementation of the school safety policy in the performance of their duties.

All staff shall have the right to stop what are considered unsafe practices, or the use of any plant, tools, equipment, machinery, etc, which he considers to be unsafe.

They must be familiar with the school's safety policy, the implications of that policy and equally any procedures, arrangements and practices relating to their department.

They must conform to responsibilities as laid down in their own departmental policy and safe working arrangements.

They must ensure that where conditions apply, all pupils or persons under their control receive instruction and are provided with 'on the job' training to enable them to operate in a safe and efficient manner.

They must report to their Head of Faculty, using the agreed procedure, all problems, defects and hazards that are brought to their notice.

Supply teachers must be made aware of the school Health and Safety Policy and of any special arrangements or procedures relating to their work area before commencing work.

## 2.6 Site Staff

The Site Staff should refer to the Bouygues Health & Safety Policy.

## 2.7 Kitchen

The School Catering Team should refer to the Bouygues Health & Safety Policy.

## 2.8 Safety Representative(s)

Ken Stimpson Community School will appoint three Safety Representatives from their staff. The Safety Representative(s) will be encouraged by the Principal to fulfil his/her duties as well as being released for any appropriate training. The School Business Manager will also consult regularly with the Safety Representative(s) on health and safety matters.

He/she will be entitled to inspect the school in accordance with the agreed Trade Union procedures/agreement.

The timescales for such inspection, monitoring and auditing procedures will be defined and arranged through the school Health & Safety Committee.

The Safety Representative(s) has the right to receive any subsequent reports regarding accidents, injuries and any inspections carried out by the HSE or other authoritative bodies.

## 2.9 School Staff/Employees

All staff/employees must be made aware of what is expected of them and in particular in relation to the department in which they work. Departmental procedures and practices must be clearly defined, with adequate instruction and training provided as necessary.

All staff/employees have responsibilities under the Health and Safety at Work Act and are asked to report any possible hazards, defects, or poor working practices to the School Business Manager.

All staff/employees will be issued with a Statement of the School's Health and Safety Policy and are asked to make themselves familiar with all documents relating to health and safety in the school. They should pay particular attention to any health and safety matters which relate to their particular work activities.

Copies of the school's Health and Safety Policy will be available from the School Business Manager and be available on the Staff Intranet along with being displayed on the staff notice board in the staffroom.

## 2.10 Role of Specialist Advisers

The Governors recognise there will be occasions when the school will require specialist advice on air monitoring, local exhaust ventilation systems (LEV) e.g. specific inspections. The procedures to be adopted and recommendations for outside advice will be decided and clarified at school Health & Safety Committee level.

## 3.0 **ARRANGEMENTS**

3.1 The Governors recognise that the way forward in achieving effective management of the school Health and Safety Policy and the arrangements necessary to fulfil the obligation is through the school "Health & Safety Committee".

3.2 The Safety Committee will include:

- 3.2.1 School Business Manager
- Bouygues
- Nominated Health & Safety Governor
- Leadership Team member
- Head of Faculty: Science
- Head of Faculty: Art and Design & Technology
- Head of Faculty: PE
- Union Representative

3.2.2 Secretary (Minutes & Administration)

Role is monitoring and making recommendations to Governors through the Principal as appropriate.



### 3.3 **General Matters**

#### 3.3.1 **Accident Reporting/Investigation**

The reporting procedure will be in accordance with the policy as laid down in school procedures. These procedures must be brought to the attention of the appropriate manager. A copy is attached to the departmental safety policy.

#### 3.3.2 **First Aid Provision**

The arrangement for first aid in school will be in accordance with those laid down in school procedures.

#### 3.3.3 **Fire Precautions**

The arrangements for general fire safety/emergency evacuation procedures will be in accordance with school procedures. The school “Fire Log Book” will be used by the Facilities Site Officer to record tests, drills, training, visits by the Fire Brigade, etc.

#### 3.3.5 **Training Arrangements**

Training must always be viewed as a continual process, based on the ability to recognise who requires it and when. New employees and supply staff will require either a level of awareness relevant to their task or a more in-depth training programme.

New technology, legislation, regulations and standards are all factors which determine a fresh approach to training requirements as well as a re-training programme for existing staff.

##### 3.3.5.1 **Induction Training**

This will apply to all new employees and to existing employees where there is a change in their Job Description. Their immediate line manager will need to show them the necessary policies and procedures, and make them aware of fire precautions, first aid and welfare arrangements.

##### 3.3.5.2 **Specific Training**

This is a “hands-on” training approach where it is recognised by the Governors that employees will require an accepted level of competence to perform their tasks.

- Technology - Employees who have recourse to use, instruct and operate dangerous machinery/equipment, i.e. woodwork, metalwork, heat treatment, will be required to hold the appropriate certification.
- Science, Microbiology - Employees will be required to be trained in biological hazards and also in accordance with COSHH regulations 2002.
- Radiology - Employees will require training to be competent in the use of radioactive sources. This will be in accordance with “Ionising Radiation Regulations 1985” and the DES AM 1/92 and Local Rules. The Head of Faculty: Science will nominate a Radiation Protection Supervisor for the school that is suitably qualified.
- First Aid - The school will at least have the required number of staff trained/certified in First Aid.

##### 3.3.5.3 **Reference Material**

- Heads of Faculty are reminded that it is their responsibility to read reference materials in order to keep abreast of health and safety legislation appropriate to their department.
- The requirements for safety signs, notices, placards, etc, should be understood by the School Business Manager and Heads of Faculty.

### 3.4 Statutory Requirements

#### 3.4.1 COSHH (Control of Substances Hazardous to Health)

The Governors recognise the need for the school to carry out risk assessment of all areas in accordance with the regulations.

It is almost certain that the Management of Health and Safety at Work Regulations 1999 made under the EC Directive and which came into force in January 1993 will make it a legal requirement to carry out risk assessments with other chemicals and even operations involving mechanical and electrical hazards. Heads of Faculty (or appointed “assessor(s)”) will be required to make provision for this in their departmental safety policy.

Working in conjunction with the school chemical register and the COSHH package, Heads of Faculty will ensure assessments have been carried out and that further monitoring is in place as required.

Review of practice and procedure must take place periodically in the department.

The Governors recognise there will be occasions requiring reference to outside specialists for air monitoring and the checks of ventilation systems already installed for the removal of dusts, vapours, gases, etc (e.g. fume cupboards, woodwork, extraction, heat treatment, soldering, pressure cookers etc). These specialist assessments are the responsibility of the FM provider.

Provision will be made to ensure this takes place every 12 months. A register of all such tests will be kept by the respective Heads of Faculty.

#### 3.4.2 Checking of Portable Electrical Equipment

The procedure to be adopted is as specified by the Local Authority.

The school uses an FM contractor to ensure that portable electrical equipment checks are undertaken in line with regulations.

### 3.4.3 Plant Machinery/Equipment

The Governors recognise the responsibility of the FM provider in determining the safety requirements for:

- Adequate and correct guarding of machinery
- General inspection of plant, equipment and machinery
- Storage and transportation of toxic substances, gases, etc.
- Disposal of toxic and other waste substances and materials.

The Head of Faculty will be responsible for carrying out periodical checks within his/her department using appropriate checklists.

It is also recognised that certain items of machinery/equipment require to be checked and certificated.

Heads of Faculty will be responsible for defining safe systems of work for cleaning and maintaining plant machinery/equipment.

They will also be required to select and provide suitable protective clothing/equipment and of the correct type.

### 3.4.4 Contractors on Site

All contractors entering or working on school premises will be the responsibility of the Facilities Site Officer.

It must be conveyed to all known contractors, the point of contact at the school, the safe working arrangements and a copy of the school safety policy.

The said person will also be responsible for setting out safe systems for maintaining the fabric of the buildings and making the Governors aware of any specific problems, through the Principal.

### 3.4.5 Arrangements for Safety Representatives

The Principal and Head of Faculty will liaise and communicate to members of the committee any problems, hazards or defects pertaining to their sphere of activity. Problems other than sources of imminent danger will be discussed at the Health & Safety Committee Meeting.

Any specific requirements which require immediate action will be taken after consultation with the Principal.

### 3.4.6 Off-site Activities

Procedures for off-site and extra-curricular activities are as outlined in the Visits Policy.

Activities which fall outside the scope of this document will be discussed in-house with written instructions and arrangements conveyed to all interested parties.

### 3.4.7 Emergency Procedures

In the event of serious accidents, incidents, fires, explosions and significant chemical spillages, the Principal must be informed immediately.

Dependent on the type of incident, the appropriate authorities, emergency services or outside contractor will be contacted.

### 3.4.8 Work Experience

The member of staff responsible for co-ordinating Work Experience will follow the guidance as provided on placement and inspection procedures.

### 3.4.9 Additional use of School Premises

The school Health and Safety Policy will be applicable to all users of the school buildings and facilities. The Governors policy arrangements for this practice are as set out in the Lettings Policy.

### 3.4.10 Security to Prevent Unauthorised Access

Site security is the responsibility of Bouygues and managed by Site staff.

All external gates are locked from 8.40 am – 3.13 pm in the event of an emergency evacuation, Bouygues have suitable arrangements in place to ensure the unlocking of main gates if required.

Weekend opening dependant on Sport Centre opening times.

### 3.4.11 Noise and Vibration

The Governors recognise there may be problems experienced with noise and vibration. Heads of Faculty will report all such cases and, if required, specialist advice will be sought to monitor the hazard.

## 4.0 **AUDITING**

The Governors will also require in the annual report, an audit of health and safety matters, providing an objective assessment.

4.1 The audit should provide an examination of records, e.g.

- Accidents and incidents are being recorded and investigated
- Accident and incident statistics are being compiled

4.2 Other areas of concern for auditing will be:

- The policy - is it working, how effective and at what levels?
- The organisation - does it function properly, does it plan and implement and does it monitor and control?
- Inspection procedures - by whom, what standards, what training and so on.

4.3 In conclusion the Governors may wish to employ outside auditors to carry out the annual check on health and safety management and provision of the subsequent report.