



HALL GREEN SCHOOL

HEALTH & SAFETY POLICY November 2017

Adopted:	November 2017
Next Review:	November 2020
Governing Committee:	Full Governing Body
Responsibility:	Mr D Adams - Headteacher Mrs J Owen - Chair of Governors

HALL GREEN SCHOOL HEALTH AND SAFETY

Policy Statement

The Governing Body of Hall Green School will meet its responsibilities under the Health and Safety at Work Act and other health and safety legislation to provide safe and healthy working conditions for employees, and to ensure that their work does not adversely affect the health and safety of other people such as pupils, students, visitors and contractors. Details of how this will be done are given in this health and safety statement.

The Governing Body will ensure that effective consultation takes place with all employees on health and safety matters and that individuals are consulted before allocating particular health and safety functions to them.

Where necessary, the Governing Body will seek specialist advice to determine the risks to health and safety in the establishment and the precautions required to deal with them.

The Governing Body will provide sufficient information and training in health and safety matters to all employees in respect to the risk to their health and safety.

The Governing Body requires the support of all staff to enable the maintenance of high standards of health and safety in all the school's activities.

The Statement includes a description of the establishment's organisation and its arrangements for dealing with different areas of risk. Details of how these areas of risk will be addressed are given in the arrangements section.

Health and Safety

Organisation Responsibilities

The Governors

The Governing Body is responsible for:

- Complying with Health and Safety legislation.
- Formulating and ratifying the school's Health and Safety Policy and health and safety arrangements;
- Reviewing and updating the health and safety arrangements at least once each year;
- Ensuring that the site and premises are maintained in a safe condition and that appropriate funding is allocated to this end from the school's delegated budget;
- Ensuring that risk assessments are made and recorded of all the school's work and activities on and off the school site;
- Ensuring that all staff are kept informed of the health and safety policy and relevant documents are accessible;
- Seeking specialist advice on health and safety which the school may not feel competent to deal with;
- Promoting high standards of health and safety within the school;

The Headteacher

The Headteacher is responsible for:

- The day to day management of health and safety matters in the school in accordance with the health and safety policy;
- Ensuring that risk assessments are made where appropriate and recorded of all the school's work activities;
- Ensuring that remedial action is taken following health and safety inspections;
- Ensuring that information received on health and safety matters is passed to the appropriate people;
- Identifying staff health and safety training needs and arranging for them to be provided;
- Monitoring the purchasing and maintenance of equipment and materials to ensure that it complies with current health and safety standards;

- Ensuring that a procedure is in place to safely deal with the persons on the premises who may be under the influence of alcohol or drugs.
- Ensuring that the School meets its obligations under the DFE guidelines document.
- Ensuring appropriate procedures for authorisation of school visits is followed, in consultation with the Educational Visits Co-ordinator.

Note: in the absence of the Headteacher these responsibilities fall to a Deputy Head.

The Health and Safety Co-ordinator

Responsible to the Headteacher for:

- Seeking specialist advice on health and safety matters where appropriate;
- Attending appropriate Health and Safety Training Courses to enable him/her to discharge duties effectively;
- Promoting health and safety matters throughout the school and assisting the Headteacher in the implementation of the School's Health and Safety Procedures;
- Ensuring that Health and Safety Handbooks, Asbestos Log and other necessary health and safety records are kept up to date;
- Carrying out termly health and safety inspections and ensuring follow up action is completed;
- Ensuring that all statutory inspections are completed and records kept;
- Ensuring that emergency drills and procedures are carried out regularly and monitored for effectiveness;

Building Site Supervisor

Responsible to the Headteacher for:

- Monitoring contractors and ensuring that only competent contractors are engaged to work on the school site;
- Monitoring contractors on site and ensuring they comply with school procedures.

Heads of Department and Managers of other Groups

Heads of Department and Managers are responsible for:

- The day to day management of health and safety within their department/area in accordance with the health and safety policy;
- Drawing up and reviewing departmental policies, procedures and risk assessments regularly (at least once annually);
- Ensuring follow up and remedial action is taken following health and safety inspections;
- Arranging for the appropriate subject specific health and safety training to be provided to all staff within the department;
- Passing on health and safety information received to the appropriate people;
- Acting on health and safety reports from above and below in the school hierarchy.

All staff

All staff employed at Hall Green School are required to comply with the school's Health and Safety Policy and have responsibility for:

- Co-operating with the School Governors and Headteacher on all matters relating to health and safety by complying with the health and safety policy;
- Not intentionally or recklessly interfering with or misusing any equipment or fittings provided in the interests of health safety and welfare;
- Reporting immediately to their Headteacher/Line Manager any serious or immediate danger;
- All staff have a duty of care responsibility to ensure a safe working environment for adults and pupils. Staff remain responsible for the safe use of an area even where a fault has been previously reported;
- Reporting to their Headteacher/Line Manager any shortcomings in the arrangements for health and safety;
- Ensuring that they only use equipment or machinery which they are competent to use or have been trained to use.

Health and Safety

Arrangements

Health and Safety Co-ordinator

The Member of Staff in the school with special responsibility for Health and Safety Matters is:	Health and Safety Co-ordinator
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Fire and Emergencies which require Evacuation

Emergency procedures covering a range of hazardous situations which may arise in the establishment can be found in the following locations: Staff handbook and in every room.

Person responsible for reviewing Fire and Emergencies procedures annually	Health & Safety Co-ordinator
The person responsible for arranging, recording and monitoring fire drills at least once per term is:	Health and Safety Co-ordinator
Details of the locations of all hazardous and flammable substances on site in case of emergency are kept:	First Copy Emergency Evacuation Pack – School Exams Office and Headteacher’s Office
	Second Copy Health and Safety Co-ordinator
The competent person responsible for carrying out and updating the fire risk assessment for the premises is:	Health and Safety Co-ordinator

Fire Prevention and Detection Equipment Arrangements

The person(s) responsible for initiating the test of the following fire safety systems and completing the record sheets:

System	Location of Test Records	Person Responsible
Fire Alarm	Building Services Supervisor Office	Site Supervisor
Emergency Lighting System	Building Services Supervisor Office	Site Supervisor
Smoke Detection System	Building Services Supervisor Office	Site Supervisor

The person responsible for carrying out a monthly visual inspection of all emergency fire-fighting equipment (for example, fire hoses, fire extinguishers, fire blankets) and to whom any short comings should be immediately reported is:	Carried out by: Site Supervisor Reported to: H&S Officer and Headteacher
The approved contractor responsible for conducting the annual test of fire-fighting equipment inspection and maintenance is:	Chubb

Locations of Main Service Isolation Points

The locations of the positions of all main service isolation points are as follows:

Service	Location of Isolation Point Details
Water	Shed area inside front gate
Electricity	Alarm Room
Gas	Shed area

Accident, Dangerous Occurrence, Violent Incident and Near Miss Reporting and Investigation

Any employee, who witnesses an accident, will make an entry on an accident report form as soon as possible after the event:

Accident report forms are kept by the following people at the location(s) specified:

Location of Accident Forms	Person in Charge of Accident Returns
First Aid	Lead First Aider
Health and Safety	Health and Safety Co-ordinator

Accident reports should be drawn to the attention of and counter-signed by the Health and Safety Officer. Monthly meetings for H&S are held and each accident report will be discussed and any remedial action as a result will be communicated to the Headteacher and Site Supervisor.

Where accidents are found to be caused by faulty plant, equipment, premises or unsafe systems of work, action must be taken to remove or isolate the hazard and warn people until the necessary modifications or repairs can be made.

First Aid

The following employees are trained aiders, qualified for 2017/18

Adrian Adams	Jayne Atherley	Bilhar Biling	Nathan Bressington
Sandra Brookes	Reena Dhillon	Kris Fenn	Palminder Gosal
Sheena Harvey	Graham Jackson	John Kennard	Yasin Khan
Adam Martin	Sam Morgan	Shelley Paxton-Gault	Hannah Reed
John Sheard	Laura Smallbone	Emma Smith	Teresa Smith
Sheila Souakri			

First aid boxes and first aid record books are kept at the following points in the school.

Location of First Aid Box(es)	First Aid Record Book(s)
Learning Hub, Food Technology Rooms (R2, R3 and R4), Medical Room, Science Prep Rooms, R20, R22, R23, PE Office, Design and Technology Block (PD1 and PD2), D1, Prep Room, D2 and D7	First Aid Room

Travelling first aid boxes are kept at the following points in the school.

Location of Travelling First Aid Box:	First Aid Office – unlocked drawer
A termly check on the location and contents of all first aid boxes will be made by:	Lead First Aider
Use of first aid materials and deficiencies should be reported to:	Lead First Aider
The address and telephone number of the nearest hospital with accident and emergency facilities is:	Heartlands Hospital 999 or 0121 424 2000

Risk Assessment

The persons responsible for carrying out a general survey of the school's work activities including extra-curricular, extra-mural activities.	Headteacher Educational Visits Co-ordinator
Work carried out by contractors or volunteers on site, identifying hazards and ensuring risk assessments are produced and appropriately communicated is:	Health and Safety Co-ordinator Site Supervisor

Maintenance of Site, Premises, House Keeping and Hazard Reporting

All employees and governors must report any hazards that could be cause of serious or imminent danger, e.g. damaged electrical sockets, broken windows, suspected gas leaks, wet or slippery floors immediately to:	Site Supervisor The Headteacher
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Safeguarding Children

The person responsible for ensuring pre-employment checks including Enhanced DBS disclosures are obtained and relevant records kept:	School Office Manager
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House Keeping and Disposal of Waste

Rubbish awaiting collection must never be left where it obstructs escape routes or could aid the production and spread of fire and smoke.

The person who should be contacted if circulation routes are obstructed by rubbish is:	Site Supervisor
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All staff are responsible for ensuring the good housekeeping of their own workrooms, for example, offices, laboratories, workshops, art studios, drama studios and related storage areas.

When rubbish needs to be disposed of it should be reported to: (Who will arrange for its safe disposal)	Site Supervisor
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Repairs and Maintenance

A person encountering any damage or wear and tear of the premises which may constitute a hazard should report it to:	Site Supervisor
Defective furniture should be taken out of use immediately and reported to: (Who will arrange for its replacement or repair)	Site Supervisor
The person responsible for ordering repairs which are the school's responsibility is:	Site Supervisor

Premises Security

The person (and their deputy) responsible for unlocking and locking the building, arming and disarming security alarms etc. is:	Site Supervisor and Deputies
The person(s) who has/have been trained to deal safely with burglar alarm call out is/are:	Site Supervisor

Severe Weather

During periods of severe weather, arrangements for maintaining safe access to, from and within the premises (e.g. clearing snow and ice) will be determined by:	Headteacher in consultation with the Site Supervisor
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Caretaking and Cleaning Equipment

This includes moving and handling equipment; powered cleaning equipment, power tools and hand tools

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Site Supervisor
Person(s) authorised to operate and use are:	Site Supervisor

Catering Equipment (Dough mixers, Slicing machines, Potato peelers)

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Canteen Manager
Person(s) authorised to operate and use is/are:	Trained canteen staff

Design and Technology Equipment (Resistant and Compliant Materials)

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Head of Department D&T Technician
The person(s) responsible for instructing pupils in the safe use of equipment before they use it and checking they use it correctly is/are:	Head of Department D&T Staff
The person(s) responsible for ensuring that all machinery is adequately guarded and that the guards are in position when the equipment is in use is/are:	Head of Department D&T Technician D&T Staff
The person responsible for taking out of use any equipment which is inadequately guarded is/are:	Head of Department D&T Technician

PE Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Head of Department
Person(s) responsible for daily visual inspection is/are:	PE Staff

Portable Electrical Appliances

The person responsible for ensuring portable electrical appliance testing is carried out at appropriate intervals and recorded is:	Site Supervisor
Person(s) responsible for carrying out formal visual inspection and testing are:	Site Supervisor
Staff must not bring onto the premises any portable appliances unless they have been authorised and the appliances have been portable appliance tested. The person responsible for authorising their use on the premises is:	Site Supervisor

Personal Protective Equipment (PPE)

Suitable PPE will be provided free of charge, where identified as necessary in a risk assessment.

All employees are responsible for informing their manager as soon as they become aware of a need to repair or replace PPE, which they use.

The person responsible for inspecting PPE termly and replacing personal protective equipment when it is worn out are as follows:

Science	Senior Science Technician
Design and Technology	D&T Technician
Caretaking and Cleaning	Site Supervisor
Catering	Canteen Manager

Hazardous substances

Inventories of hazardous substances used in the school are maintained by the following employees at the locations specified:

Science	Senior Science Technician, Prep Room, Evac Pack
Design and Technology (Materials)	D&T Technician, D&T Office, Evac Pack
Caretaking and Cleaning	Site Supervisor, Site Supervisor Office, Evac Pack
Catering	Canteen Manager, Canteen Office, Evac Pack

The person responsible for ensuring that local exhaust ventilation (fume cupboards, dust extraction equipment on woodworking machines etc.) will be examined annually and tested by the Local Authority approved contractor is:	Heads of Department Senior Science Technician D&T Technician
The reports will be kept available for inspection by:	Health and Safety Co-ordinator

Asbestos

The person responsible for making arrangements for dealing with asbestos in compliance with Government policy, and ensuring that the premises asbestos log is consulted by visiting contractors and other relevant persons is:	Site Supervisor
The person responsible for ensuring that the log is updated, annually and as appropriate following work on the fabric of the building is:	Health and Safety Co-ordinator Site Supervisor

Radioactive Sources

The Radiation Protection Supervisor is:	Head of Science
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The location of the following records is:

DFE permission to purchase letter	Science Department
History of the sources	Science Department
Use of log	Science Department
Monitoring/Test records	Science Department
Risk assessments for use	Science Department
LEA Science Code of Practice	Science Department

Waste Management

Waste will be collected from classrooms and offices daily by:	Cleaning Team
The person responsible for ensuring the safe storage of waste in appropriately sited secure containers and that the containers are chained after emptying to prevent them being moved and set on fire by arsonists is:	Site Supervisor
All members of staff are responsible for reporting accumulation of waste, or large items of waste that require special attention to:	Senior Team

Cleaning Arrangements

All members of staff are responsible for arranging to clear up spillages, which occur whilst they are in charge of the area concerned. Other spillages, leaks or wet floors should be reported to the Site Supervisor who will arrange for them to be dealt with.

All members of staff are responsible for ensuring that hazardous substances or substances that require special procedures for disposal are disposed of safely and in accordance with the appropriate risk assessment sheet.

A member of staff who is concerned that cleaning arrangements are causing a hazard which cannot be rectified immediately should report the matter to:	Senior Team Site Supervisor
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Health and Safety Inspections

The person responsible for organising and carrying out termly safety inspections, including planning, inspection, reporting is:	Health and Safety Co-ordinator
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Provision of Information

The person responsible for distributing all health and safety information received from the Education Department and elsewhere and for the maintenance of a health and safety information reference system is:	Health and Safety Co-ordinator
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Educational Visits and Journeys

The person responsible for ensuring that the appropriate risk assessment and approval is obtained for educational visits in United Kingdom including or not including an overnight stay is:	Headteacher Deputy Headteacher Educational Visits Co-ordinator
The person responsible for ensuring that the appropriate risk assessment and approval is obtained for educational visits abroad including an overnight stay is:	Headteacher Deputy Headteacher Educational Visits Co-ordinator

Staff who carry pupils in their own vehicles must obtain Class One insurance cover from their insurers. There is normally no charge for this endorsement.

Staff who carry pupils under the age of 11 years and less than 135 cm tall in their own vehicle should ensure that a suitable child restraint is used. In an emergency e.g. taking a pupil to hospital, it may be inappropriate to wait for such a restraint to be found.

All pupils are required to use any fitted safety restraint. It is legally the responsibility of staff who carry pupils under the age of 14 years to see that they use a safety restraint while the vehicle is in motion.

Work Experience

The person responsible for co-ordinating lettings of the premises in accordance with the lettings procedure is:	Site Supervisor
The person responsible for informing other users of the building of the presence of any hazards which have not be rectified is:	Site Supervisor
The person responsible for checking that the premises are left in reasonable order by other users before locking up is:	Site Supervisor

Visitors

On arrival all visitors should report to: Where they will be issued with: <ul style="list-style-type: none">• an identification badge	Receptionist
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<ul style="list-style-type: none"> • and will sign the visitors book • any new visitors will be given a copy of the safeguarding advice and health and safety leaflet. 	
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All employees seeing an unidentified person should contact the Main School Office or Senior member of Staff immediately.

Contractors

The person in control of contractors is:	Site Supervisor
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Smoking

Hall Green School has prohibited smoking in the school building and in vehicles under its control.

Employees are not permitted to smoke when teaching or supervising pupils or when they may otherwise come into contact with pupils.

The policy applies equally to all people who have business in the premises including employees, pupils, parents and other visitors.

Vehicles

The Headteacher is responsible, in conjunction with the driver, for ensuring that vehicles kept or hired by the school are operated in accordance with the law and with the Local Authority policy.

School owned, hired or leased minibuses or coaches are only to be used for journeys approved under the procedure.

Employees who are required to use their private vehicles for official business are responsible for gaining authorisation from: (prior to the first use of any vehicle). He/she will ensure that the driver has a valid licence and appropriate insurance and that the vehicle is roadworthy and fitted with a suitable seat belt for each passenger.	Deputy Headteacher - A. Simson
The person responsible for maintaining a list of authorised drivers of school vehicles who have passed the Local Authority training is:	Deputy Headteacher - A. Simson

For all other Health and Safety matters, please refer to the following policies, available in the Bursar's office or in the Policy Documents Folder in the staff Common area on the school network:

- PE Health and Safety Policy 2017
- Fire Safety and Evacuation 2017

- Risk Assessments for PE and Science, no response yet from LINC, D&T 2017(gathered)
- Safeguarding Policy and Procedures (keeping children safe in education) 2017
- Hall Green School Guidance for Pupil users of the School Network 2014
- Staff Handbook 2017-18