



LEE Hurst Swan Health and Safety Policy

This policy applies to the whole school including the EYFS
Reviewed by: H&S Committee October 2016 and the
Bursar

1.0 Introduction

- 1.1 The aim of the governing body is to provide a safe and healthy working and learning environment for staff, pupils and visitors.
- 1.2 The governing body accepts that it has a responsibility to take all reasonably practicable steps to secure the health of pupils, staff and others using the school premises or participating in school-sponsored activities.
- 1.3 It believes that the prevention of accidents, injury or loss is essential to the efficient operation of the school and is part of the good education of its pupils.
- 1.4 The governing body has set up a Health and Safety Committee which will take all practicable steps to identify hazards and reduce them to a minimum. All staff and pupils must appreciate, their own safety and that of others also depends on their individual conduct and vigilance while on the school premises or while taking part in school-sponsored activities.

2.0 The Duties of the Governing Body

- 2.1 In the discharge of its duty the governing body, in consultation with the Headmaster, will:
 - (i) make itself familiar with the Health and Safety at Work Act 1974;
 - (ii) ensure that there is an effective and enforceable policy for health and safety through the school;
 - (iii) periodically assess the effectiveness of this policy and ensure that any necessary revisions are made;
 - (iv) identify and evaluate all risks relating to;
 - the premises
 - school activities
 - school-sponsored events
 - (v) identify and evaluate risk control measures in order to select the most appropriate means of minimising risk to staff, pupils and others;
 - (vi) create and monitor the management structure.
- 2.2 In particular the governing body undertakes to provide;
 - (i) a safe place for staff and pupils to work including safe means of entry and exits;
 - (ii) plant, equipment and systems of work which are safe;
 - (iii) safe arrangements for the handling, storage and transport of articles and substances;
 - (iv) safe and healthy working conditions which take account of all appropriate;
 - statutory requirements
 - codes of practice whether statutory or advisory
 - guidance whether statutory or advisory
 - (v) supervision, training and instruction so that all governors, staff and pupils can perform their school-related activities in a healthy and safe manner. All staff will be offered the opportunity to receive health and safety training which is appropriate to their duties and responsibilities. Wherever training is required by statute or considered necessary for the safety of staff, pupils and others, then the Governing body will ensure, within the financial resources available, that such training is provided. Pupils will receive such training as considered appropriate to the school-related activities, which they are carrying out. All training will be regularly updated;
 - (vi) necessary safety and protective equipment and clothing together with information on its use;
 - (vii) adequate welfare facilities
- 2.3 So far as is reasonably practical the governing body, will through the headmaster, make arrangements for all staff, including temporary and voluntary staff and helpers and those on fixed term contracts, to receive comprehensive information on
 - (i) this policy;

- (ii) all other relevant health and safety matters;
- (iii) the instruction and training that will be given to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk.

3.0 The Duties of the Head Teacher

3.1 As well as the general duties which all members of staff have (see 5.0), the Headmaster has responsibilities for the day-to-day maintenance and development of safe working practices and conditions for teaching staff, non-teaching staff, ancillary staff, pupils, visitors and any other person using the premises or engaged in activities sponsored by the school and will take all reasonably practicable steps to achieve this end through the Heads of departments, senior members of staff, teachers and others as appropriate.

3.2 The Headmaster is required to take all necessary and appropriate action to ensure that the proper health and safety standard is maintained at all times.

3.3 In particular, the Headmaster will, on a day-to-day basis, be responsible to:

- (i) ensure at all times, the health, safety and welfare of staff, pupils and others using the school premises or facilities or services or attending or taking part in school-sponsored activities;
- (ii) ensure safe working conditions of the school premises and facilities;
- (iii) ensure safe working practices and procedures throughout the school so that all risks are controlled;
- (iv) arrange systems of risk assessment to allow the prompt identification of potential hazards, and ensure that the Governing body is made aware of the findings;
- (v) identify the training needs of staff and pupils and ensure, within the financial resources available, that all members of staff and pupils who have identified training needs receive adequate and appropriate training and instruction in health and safety matters;
- (vi) ensure that any defects in the premises, its plant, equipment or facilities which relate to or may affect the health and safety of staff, pupils and others are made safe in a timescale commensurate to the risk;
- (vii) collate accident and incident information and, when necessary, carry out accident and incident investigations;
- (viii) monitor the standards of health and safety throughout the school, including all school based activities;
- (ix) monitor the management structure, in consultation with the governors;
- (x) consult with members of staff, including trade union safety representatives, on health and safety issues;
- (xi) encourage staff, pupils and others to promote health and safety.

4.0 The Duties of Staff in a Supervisory Capacity

4.1 In addition to the general duties which all members of staff have (see 5.0), supervisory staff will be directly responsible to the headmaster or the member of staff nominated by the headmaster, to have overall day-to-day responsibility for the implementation and operation of the school's health and safety policy within their relevant departments and areas of responsibility.

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

- (i) safe methods of working exist and are implemented throughout their area of responsibility;
- (ii) health and safety regulations, rules, procedures and codes of practice are being applied effectively;
- (iii) staff, pupils and others under their jurisdiction are instructed in safe working practices;
- (iv) new employees working within their area are given instruction in safe working practices;
- (v) regular safety inspections are made of their area of responsibility as required by the headmaster or as necessary;
- (vi) positive, corrective action is taken where necessary to ensure the health and safety of all staff, pupils and others;
- (vii) all plant, machinery and equipment in the department in which they work is adequately guarded, maintained in safe working order and restricted to authorised persons only;
- (viii) appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the department in which they work;
- (ix) hazardous and highly flammable substances in the department in which they work are correctly stored and labelled, and exposure is minimised;
- (x) they monitor the standard of health and safety throughout the department in which they work and encourage staff, pupils and others to achieve the highest possible standards of health and safety;
- (xi) all health and safety information is communicated to the relevant persons;
- (xii) they report any health and safety concerns to the headmaster.
- (xiii)

5.0 Duties of all Members of Staff

5.1 All staff are expected to familiarise themselves with the health and safety aspects of their work.

5.2 All staff have a responsibility to:

- (i) take reasonable care of their own health and safety and that of any other persons who may be affected by their acts or omissions at work;
- (ii) follow agreed working practices and safety procedures;
- (iii) report any accident, near miss, incidents of violent or verbal abuse or any hazard;
- (iv) ensure health and safety equipment is not misused or interfered with.

6.0 Hirers, Contractors and Others

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

6.2 When the premises are used for purposes not under the direction of the headmaster, then the principal person in charge of the activities for which the premises are in use will be expected to maintain the safe practices as indicated in paragraph 3.0 of this document;

6.3 When the school premises or facilities are being used out of normal school hours for a school-sponsored activity then, for the purposes of this policy, the organiser of that activity, even if an employee will be treated as a hirer and will comply with the requirements of this section.

6.4 When the premises are hired to persons outside the employ of the governing body, it will be a condition of all hirers, contractors and others using the school premises or facilities that they are familiar with this policy, that they comply with all safety directives of the governing body and that they will not, without prior consent of the governing body:

- (i) introduce equipment for use on the school premises;
- (ii) alter fixed installations;
- (iii) remove fire and safety notices or equipment;
- (iv) take any action that may create hazards for persons using the premises or the staff or pupils of the school.

6.5 All contractors who work on the school premises are required to ensure safe working practices by their own employees under the provision of the Health and Safety at Work Act 1974 and must pay due regard to the safety of all persons using the premises.

6.6 In instances where the contractor creates hazardous conditions and refuses to eliminate them or take action to make them safe, the bursar will take such actions as are necessary to prevent persons in his or her care from risk or injury. This may include requiring the contractor to stop work or leave the site.

6.7 The governing body will draw the attention of all users of the school premises (including hirers and contractors) to Section 8 of the Health & Safety at Work Act 1974, which states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health and safety.

6.8 The Asbestos Survey is available for viewing by contractors.

7.0 Staff Consultative Arrangements

7.1 The governing body, through the bursar, will make arrangements in conjunction with the Health and Safety Committee for full and proper consultation with employees on health and safety matters.

8.0 Emergency Plans

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

- (i) save life
- (ii) prevent injury
- (iii) minimise loss.

This sequence will determine the priorities of the emergency plan.

9.0 First Aid

- 9.0 The arrangements for first aid provision will be adequate to cope with all foreseeable incidents.
- 9.1 Supplies of first aid materials will be held at various locations throughout the school. They will be prominently marked and all staff will be advised of their position. The materials will be regularly checked and replenished if necessary.
- 9.2 Adequate and appropriate first aid provision will form part of the arrangements for all out-of-school activities.
- 9.3 A record will be made of each occasion any member of staff; pupil or other person receives first aid treatment either on the school premises or as part of a school-related activity.
- 9.4 A list of first aiders will be displayed in Reception and classrooms throughout the school. A copy will be available in the Staff Handbook.

When changes have been made to the policy, copies will be placed on the school notice boards, and guidance given to the nature of the change.

Sample risk assessments are shown below

Return by 9/10 to first Aid **LEEHURST SWAN RISK ASSESSMENT FORM**

AREA BEING ASSESSED Art/Tech Room 20 ASSESSED BY S. Feather DATED 9/10/09

THIS SIDE OF THE FORM SHOULD BE USED TO IDENTIFY HAZARDS IN THE AREA WHICH MAY LEAD TO A SIGNIFICANT CHANCE OF AN ADULT OR CHILD BEING HURT OR HARMED IN SOME WAY.

LOOK AROUND YOUR AREA AND CONSIDER

	YES	NO		YES	NO
Does the layout of the furniture/equipment present any danger?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Is shelving unstable/overloaded?	<input type="checkbox"/>	<input type="checkbox"/>
Is the floor surface uneven or slippery?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Are any air extraction systems not regularly maintained?	<input checked="" type="checkbox"/>	<input type="checkbox"/> N/A
Are there regular spillages on the floor?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Is the fire alarm inaudible?	<input type="checkbox"/>	<input type="checkbox"/>
Are there any fixed trip hazards on the floor?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Is the fire instruction notice out of date or missing?	<input type="checkbox"/>	<input type="checkbox"/>
Are there any trailing cables?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Are fire extinguishers missing, inaccessible or beyond their test date?	<input type="checkbox"/>	<input type="checkbox"/>
Are any wall sockets cracked or broken?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Are additional types of fire extinguisher needed?	<input type="checkbox"/>	<input type="checkbox"/>
Is any electrical equipment or cable visually defective?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Are heavy items stored at height?	<input type="checkbox"/>	<input type="checkbox"/>
Is there any electrical equipment without an up to date test sticker?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Are gas/electricity isolation points unmarked or inaccessible?	<input type="checkbox"/>	<input type="checkbox"/>
Is there insufficient electrical protection in practical areas?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Does the storage or handling of food pose a health risk?	<input checked="" type="checkbox"/>	<input type="checkbox"/> N/A
Are any windows cracked, broken or inoperative?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Is the first aid provision inadequate or inaccessible?	<input type="checkbox"/>	<input type="checkbox"/>
Is there any possibility of forceful contact with glazing below waist level in windows or below shoulder level in doors?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Are there any other hazards associated with the fabric or fittings of the area and corridors? Please list below:	<input type="checkbox"/>	<input type="checkbox"/>
Are any light switches cracked or broken?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>Bags etc. left in corridor causing an obstruction at times.</i>	<input type="checkbox"/>	<input type="checkbox"/>
Do windows open across space where others walk?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Is there a necessity to work at heights?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Do any windows at first floor level or above open unrestricted?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	What is the risk of falling from heights?	<input type="checkbox"/>	<input type="checkbox"/> Low
Is the lighting inadequate for the activities in this area?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	What are you doing to reduce the risk?	<input type="checkbox"/>	<input type="checkbox"/> N/A.
Is excessive condensation produced?	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
Is excessive dust generated?	<input type="checkbox"/>	<input checked="" type="checkbox"/>			

IF YOU HAVE ANSWERED YES TO ANY OF THESE QUESTIONS COMPLETE THE REVERSE OF THIS FORM



Leehurst Swan Risk Assessment and Procedures

Y10 Geography Fieldwork - Stonehenge

Situation	Possible risk (State Level of Risk. High, Low or Acceptable)	Action required
General information before departure		Advise pupils to bring: hat, sunscreen lotion, water/non fizzy drink. Shoes/trainers should be flat with tread. Wind/shower proof jacket.
Assembly at departure point	Child fails to arrive	Register checked
	Member of staff fails to arrive	Do not set off if there is an inadequate number of supervising adults. Member of staff on standby to join the trip if necessary
Arrive at minibus parking area. Exit minibus. Check car/coach park for available spaces and occupancy	low	Remind pupils of safety procedure for disembarking and walking in a car park.
Make sketch map of facilities.	low	Pupils to stay in pairs.
Visit Stones.	low	Pupils reminded to appreciate the needs of other paying visitors.
Situation	Possible Risk (State Level of Risk. High, Low or Acceptable)	Action required
Questionnaires – interview 10 people.	low	Remind pupils to be polite, and also stay in pairs.
Visit site of proposed Visitor Centre and Woodhenge.	low	View from minibus on A345.
Return in minibus to school.	low	Pupils to be reminded to do up their seat belts, and mind their heads while getting in and out of the minibus.
Mobile phone to be carried at all times in case of emergency.		

MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999

GENERAL RISK ASSESSMENT

Estates Department			
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TASK/OPERATION BEING ASSESSED	ADVENTURE PLAYGROUND EQUIPMENT
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KS2 Playground & KS1 Playground, Adventure Trail by Reception Class

PURPOSE

To ensure safe use of Adventure Playground fitness equipment located within the school grounds.

SPECIFIC LEGISLATIVE REQUIREMENTS
Health & Safety at Work etc. Act Management of Health & Safety at Work Regulations

CHEMICALS/MATERIALS INVOLVED	HSC NO.	ASSESSMENT DATE
<i>NIL</i>		

MAIN HAZARDS IDENTIFIED	WHO WILL BE AFFECTED	CONTROL MEASURES TO REDUCE THE RISK
Equipment collapse	Pupils	<p>The Estates Manager Officer should visually inspect equipment on a weekly basis. Any equipment that is found to be faulty must not be used. If the equipment cannot be physically removed, then warning notices must be attached so that the equipment is taken out of service. Repairs should be effected at the earliest possible opportunity.</p> <p>Staff should make brief visual checks of equipment before use. This will allow a check for obvious defects that may have arisen since last use or inspection (e.g. vandalism).</p>
Falls from height	Pupils	<p>Pupils must not be allowed to use equipment unless under supervision.</p> <p>All pupils must be given instruction as to how to use the equipment. This must include what not to do when using the equipment.</p> <p>Consideration must be given to weather conditions before using equipment. For instance, if equipment is slippery because of rain or ice, it must not be used. Pupils should only be allowed on equipment that is within their capabilities. It is recognised that the challenge presented by the fitness trail equipment is part of the learning activity, but pupils must not be placed in danger because of the extent of their capabilities.</p> <p>All equipment from which a fall from height may occur must have an appropriate surface underneath to reduce the impact.</p> <p>Staff must be aware of what action to take in the event of an injury occurring.</p>

Policy Owner: J A Bromilow
 Role: Bursar
 Reviewed by: H&S Committee
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