

# Hornsea School & Language College



## Health and Safety Policy

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## **Health & Safety Policy**

### **Introduction**

Hornsea School and Language College recognises the benefits of a positive health and safety culture in promoting an effective learning environment in which employees, students and visitors are protected from harm.

We also appreciate that whilst managing our activities we need to be risk aware, but not necessarily risk averse.

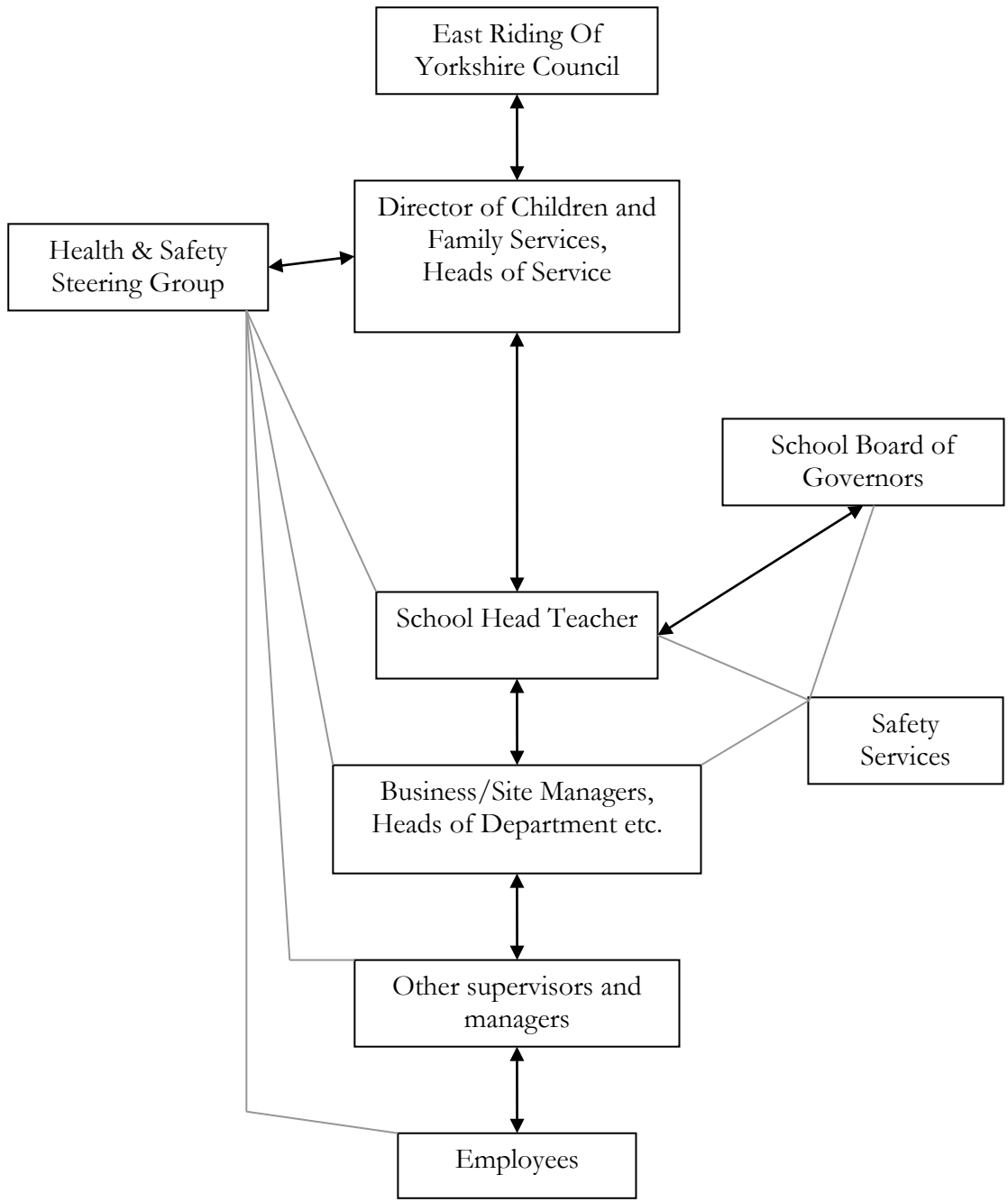
In particular the school will provide sufficient resources, time, effort and finance, to ensure, that as far as is reasonably practicable:

- It will safeguard the health, safety and welfare of its employees and anyone else who may be affected by its activities.
- Have arrangements to ensure that articles and substances are free from risks to health and are safe to use, handle, store and transport.
- Provide information, instruction, training and supervision as is necessary to ensure the health and safety at work of its employees and students.
- Maintain the school in a condition that is safe and without risks to health including; safe means of access and egress and welfare facilities.
- Consult with employees or their recognised representatives about health and safety matters.

The School's Health and Safety Policy will be brought to the attention of all relevant employees at induction on first appointment and thereafter, following any significant change.

It is the responsibility of any person discovering a building defect or potential Health and Safety hazard to report the matter to the SLT Site Contact (Mr R Lewchenko), the Site Manager (Mr D Jordan) or the Headteacher. The area must then be rendered safe or made out of bounds and reported to the Building Surveyor for action.

**Lines of Responsibility**



Lines of authority/accountability



Available lines of guidance & support

## **Roles and Responsibilities**

### **School Governors:**

Governing bodies must act as a corporate body.

The governing body carry out their function with the aim of taking a largely strategic role in the running of the school. This includes setting up a strategic framework for the school, setting aims, objectives and policies and targets for achieving the objectives and reviewing progress.

In all cases the governing body will ensure: -

- A health and safety policy has been produced reflecting the health and safety management arrangements specific to their individual school;
- A school health and safety management plan is agreed and implemented in line with the Council policy;
- Risk assessments are carried out;
- All health and safety matters within the school are effectively managed;
- Wellbeing of the Headteacher and all members of staff remains a high priority.

### **Headteacher:**

Headteachers under the direction of the governing body are responsible for implementing the corporate and directorate health and safety policies and the school's health and safety policy. To achieve this, Headteachers must: -

- Ensure that all health and safety matters within the school are effectively managed;
- Produce, monitor, review and report progress on the school's health and safety plan to the board of governors;
- Arrange for appropriate consultation with employees in the workplace;
- Ensure all new employees receive a suitable and sufficient safety induction;
- Ensure the wellbeing of all staff remains a high priority;
- Ensure that suitable and sufficient risk assessments are carried out, reviewed and that safe systems of work are developed and communicated to all staff;
- Ensure appropriate equipment, tools and protective equipment is provided to enable work to be done safely. Maintain it and where necessary to ensure safety, inspect it appropriately with records of inspections maintained;
- Ensure relevant statutory inspections take place within their school;
- Ensure all accidents, incidents and dangerous occurrences are investigated and recorded promptly in accordance with the accident reporting procedure;
- Ensure that an educational visits co-ordinator is appointed and that visits are managed safely;
- Ensure that formal health and safety inspections are carried out at least once each term and remedial action taken where necessary.
- Ensure that health and safety is a standard agenda item on appropriate staff meetings.

These duties may be delegated to other responsible managers, but oversight and responsibility remain with the Headteacher

## **Site Managers and Department Heads (including School Improvement Leaders):**

Managers are responsible and will be held accountable for achieving compliance with this policy within their area of service delivery.

They are responsible for the duties delegated to them by the Headteacher.

In particular they have the following responsibilities;

### **SLT Site Contact:**

- Produce and maintain a school specific Health and Safety policy and supporting safety procedures. Guidelines from Safety Services should be used in the event that the school does not introduce their own;
- Ensure that all Health and Safety matters within the school are effectively managed; produce, monitor, review and report progress on the school's Health and Safety plan to the board of governors.
- Arrange for appropriate consultation with employees in the workplace.
- Ensure all new employees receive a suitable and sufficient safety induction.
- Ensure that Health and Safety is a standard agenda item on appropriate meetings.
- Ensure that suitable and sufficient risk assessments are carried out, reviewed and that safe systems of work are developed and communicated to all staff.
- Ensure appropriate equipment, tools and protective equipment is provided to enable work to be done safely.
- Maintain it and where necessary to ensure safety, inspect it appropriately with records of inspections maintained.
- Ensure that formal Health and Safety inspections are carried out at least once each term and remedial action taken where necessary.

### **Department Heads**

- Ensure that all Health and Safety matters within the school are effectively managed;
- Arrange for appropriate consultation with employees in the workplace;
- Ensure all new employees receive a suitable and sufficient safety induction.
- Ensure the wellbeing of all staff remain a high priority.
- Ensure that suitable and sufficient risk assessments are carried out, reviewed and that safe systems of work are developed and communicated to all staff;
- Ensure appropriate equipment, tools and protective equipment is provided to enable work to be done safely. Maintain it and where necessary to ensure safety, inspect it appropriately with records of inspections maintained;
- Ensure that an educational visits-co-ordinator is appointed and that visits are managed safely.
- Ensure that Health and Safety is a standard agenda item on appropriate staff meetings.

### **Site Manager and Caretakers**

- Ensure that all Health and Safety matters within the school are effectively managed;
- Ensure relevant statutory inspections take place within the school
- Ensure all staff accidents, incidents and dangerous occurrences are investigated and recorded promptly in accordance with the accident reporting procedure.
- Ensure that suitable and sufficient risk assessments are carried out, reviewed and that safe systems of work are developed and communicated to all staff.
- Ensure appropriate equipment, tools and protective equipment is provided to enable work to be done safely. Maintain it and where necessary to ensure safety, inspect it appropriately with records of inspections maintained;

## **Employees**

Every employee is expected to co-operate with the Council, Board of Governors and the Headteacher on all aspects of health and safety and in accordance with section 7 of the Health and Safety at Work etc Act take reasonable care of their own safety and that of others who may be affected by their acts or omissions.

Furthermore, the following requirements are expected of every employee: -

- Carry out assigned tasks and duties in accordance with the information, instruction and training given, following agreed risk assessments and safe methods of working;
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of safety, health or wellbeing, or to do anything likely to endanger themselves or others;
- Use tools, equipment and materials provided for their intended use only, in accordance with the information, instruction and training they have been given ensuring that damaged faulty equipment is not used and reported to their supervisor/line manager;
- Through the Employee Development Review process and regular meetings, cooperate with managers in identifying any training needs, including updates and refresher training;
- All employees have a responsibility to act immediately upon discovering or receiving a report of a workplace hazard to rectify or otherwise make the situation safe,
- Raise any concerns about their wellbeing in an open and frank way so that appropriate support can be given and action taken to address these concerns in line with the Council's wellbeing policy;
- Report all accidents and any unsafe practices or conditions to their supervisor/line manager.

## **Training and Advice**

### **Advice**

Health and Safety advice for the SLT Site is available from the council's safety services section and in addition to visits, e mail and telephone advice, has a range of guidance documents and resources available on their Insight Intranet pages.

Advice for employees is available from the SLT Site and Site Manager.

### **Training**

All employees, including temporary staff will receive,

- Induction training – on commencement of employment or immediately after any significant change to their duties, responsibilities or place of work, It will include:
  - Emergency procedures
  - First aid arrangements
  - Accident reporting
  - Hazard/safety issue reporting
  - Location of policy, guidelines and other relevant documents
  - Relevant risk assessments and safe systems of work
  - Smoking restrictions
  - A tour of the premises/site
  - Other relevant information

When, deemed necessary, training will be arranged for employees to meet the needs of Education requirements. All employees shall have access to relevant information, instruction, training and supervision to enable them to work safely, efficiently and effectively.

It is the responsibility of persons in charge to ensure that no persons are employed on work unless they have received adequate training in understanding the hazards involved.

Those persons in charge will ensure that high – risk elements in work areas are identified and risk assessed and that detailed individual work procedures and guidance notes are provided. In addition persons in charge will ensure that employees working in such areas are trained in those procedures.

## **Procedures**

### **Audits and Inspections**

The headteacher is expected to ensure that the school's health and safety management systems and records are audited once per year to identify any weaknesses and areas for improvement.

Periodic health and safety inspections (including Fire Safety) will be carried out by the Headteacher or those delegated with the task (SLT Site). The frequency of inspection of any particular item or topic may vary but will be in accordance with legislation (Statutory Inspections), risk assessment and good practice.

General health and safety inspections of the premises and site will be carried out at least once, but preferably twice, per term.

### **Risk Assessments**

All school activities will be subject to a risk assessment and where there are any significant risks identified, they will be recorded.

The process of recording a risk assessment will include identifying the relevant control measures and devising a safe system of work that the person carrying out the task follows to ensure the health and safety of themselves and others who may be affected.

A copy of the assessments will be available via the SLT Site.

### **Health Surveillance**

Where required by specific legislation and/or a risk assessment, health surveillance will be carried out to monitor and ensure that the individual suffers no work related adverse effects from their employment at our school.

### **Emergency Procedures**

The school will ensure that there are written procedures in place that are to be followed in the event of an emergency that may affect the occupiers of the school premises or site including those temporarily off site on educational visits.

The procedures will extend beyond fires and bomb threats and will also consider any other significant threat.

Where necessary, training will be delivered to anyone with specific roles to play within the procedures and this may extend to practice drills, e.g. fire drills. Other arrangements to ensure that safety systems are maintained and tested will also be put in place. A record will be kept of all drills and practices. Appliances should be periodically checked.

Escape routes and doors must be clearly signed and free of obstructions at all times and doors easily openable.

It is imperative that all building users are aware of and understand the emergency evacuation procedures.

### **Accidents, Injuries, Diseases and Dangerous Occurrences**

The Reporting of Injuries, Diseases and Dangerous Occurrences regulations (RIDDOR) stipulate that certain events have to be reported to the Health and Safety Executive (HSE). It is essential that the guidance from Safety Services is followed in a timely manner so that accidents are recorded, investigated and reported to the HSE appropriately. Further guidance and documents are available: <http://insight.eastriding.gov.uk/directorates/cr/hr/safety-services/accidents/>.

Information and advice on infectious disease can be obtained from the Occupational Health Unit at County Hall.

### **Electrical Safety**

All portable electrical appliances will be pat tested on a twelve monthly schedule using the fully trained site staff or contractors.

### **Defective Equipment**

Any defective equipment must be taken out of use **immediately** and arrangements made for either its repair or disposal.

### **Smoking**

The School has adopted a no smoking policy which bans smoking in all buildings, vehicles and on site. **This includes the use of e-cigarettes.**

### **First Aid**

First aid procedures and first aid box contents will be in accordance with the Health and Safety (First Aid) Regulations 1981. Any advice should be sought from First Aid. All new staff should be told where their nearest First Aid Box is kept and how to access an emergency first aider if required.

### **Accidents**

Records of accidents must be kept and completed for every accident or injury, however minor, near miss accidents, not resulting in injury, must be recorded.

For staff, accident record forms are available from (and will be stored by) the Site Manager. For students, accident records will be added to CPOMS by the First Aid team in Student Support.

If an accident occurs then, if necessary a report must be completed in accordance with the Authority's requirements. You must refer to the Corporate Accident and Incident Reporting Procedure for accidents to pupils / students.

### **Reporting of a major injury or dangerous occurrence**

Death, major injury, hospitalisation for more than twenty four hours, absence from work for more than three days or a notifiable dangerous occurrence must be immediately reported to the Department of Education, Leisure and Libraries – Departmental Administration Manager, the Safety Services Unit and the Health and Safety Executive. Within ten days, a written notification, on form F2508, must be sent to the Health and Safety Executive, Festival House, Jameson Street,



Hull HU1 3JR, telephone (01482 223487) retaining a copy at the workplace and forwarding the third copy to the Department.

### **Intrusion on to the school premises**

Appropriate checks will be undertaken in respect of visitors and volunteers coming into School/College as outlined within national guidance. Visitors will be expected to sign in and out via the office visitors log and to display a visitor's badge whilst on site.

Any individual who is not known or identifiable on site should be challenged for clarification and reassurance.

Where there is a threat to staff or students, the Police should be informed immediately.

### **Pupil Activities at Break and Lunch Time**

Outdoor play; sports equipment, safety surfaces and outdoor furniture are regularly inspected as part of a regular and documented inspection programme, and defects are reported in line with the schools reporting system with immediate action taken where necessary (clearly removing from use if applicable, through removal, taping off, barriers, etc).

The condition of the exterior of the site (surfaces, perimeter, steps, stairs, ramps, etc) are visually inspected by the Site Manager at least once per term and routinely monitored through regular checks.

All staff are vigilant and adopt a 'see it, sort it' approach to any hazards or defects - reporting in line with the school's reporting system

Regular inspections are carried out to identify animal faeces or other hazardous materials or objects. If any is found they are removed safely, and an enhanced inspection regime (daily or pre-use) is put in place to monitor further issues.

Weather conditions will be monitored, and an early decision will be taken about whether or not it is appropriate for outdoor activities to take place.

The schools gritting plan will be implemented in the event of adverse winter weather conditions.

Sensible and appropriate footwear will be worn by staff and pupils.

Duty supervisors are in place during breaks and lunch times to monitor, prevent and stop any inappropriate play or behaviour.

Duty supervisors are in position in known high risk areas, such as play equipment, in order that swift action can be taken if necessary.

If any play or sports equipment, or furniture, needs moving staff will have received training in the appropriate handling techniques. Any equipment to be handled or played with by children will be appropriate to their age and where necessary they will be given instruction in how to lift and handle safely.

### **Contractors and Self Help Maintenance or Construction**

Visiting contractors must be managed whilst on the school site.

Information about the risks, hazards and control measures (e.g. emergency procedures, asbestos, segregated area of work, etc.) that each party will be exposed to for the duration of an activity must be exchanged.

School staff must raise any concerns about contractor safe working practices immediately, if it looks wrong or anyone is unsure, stop and ask. Seek further guidance if necessary.

Any proposal to engage contractors to carry out construction activities must follow all permissive protocols (internal, planning, building control, etc.) before activity commences. Such projects must comply with the Construction, Design and Management Regulations which places duties on Clients (the school), designers, contractors etc. The 'Schools Self Help Contract Monitoring Form' must be submitted to Safety Services. Further guidance can be obtained from Safety Services (<http://insight.eastriding.gov.uk/directorates/cr/hr/safety-services/safety-topics/construction-design-management/>) or Infrastructure & Facilities.

**All Contractors and Visitors must report to reception, sign in and obtain an identification badge, and be informed of any known hazards on site.**

**Any site safety rules must be explained, including evacuation procedures. A copy of this Health and Safety Policy should be available to read at reception.**

## **Regulations**

### **COSHH**

Under the COSHH Regulations all staff have a duty to prevent or control exposure of employees and other persons to substances hazardous to health.

The regulations apply to all potentially hazardous substances such as dust, printing products, pesticides, bleach fumes etc.

COSHH assessments should be carried out where there are significant risks from hazardous substances and COSHH assessments must be brought to the attention of all relevant employees.

All COSHH assessments must be reviewed on a regular basis or whenever there is a change in circumstances concerning use.

School holding stocks of hazardous substances are required to check the stocks on a regular basis at least annually, and list and arrange for disposal of all substances no longer required.

All hazardous substances and containers must be labelled, be adequately sealed and stored in the correct manner.

Schools are responsible for arranging for the air flow testing of fume cupboards and local exhaust ventilation systems to ensure compliance with the regulations and design criteria.

### **Manual Handling Operations Regulations 1992**

Assessments for manual handling of loads, persons and animals will be undertaken by the appropriate by the appropriate premises manager or line manager and the assessments will be retained by the Site Manager. Refer to the Guidance Relating to Manual Handling (SSU3).

### **Personal Protective Equipment Regulations 1992**

The provision of personal protective equipment will be determined by the appropriate line manager and agreed with the Director of Education, Leisure and Libraries. Advice on these regulations can be obtained by contacting the Safety Services Unit.

### **Workplace (Health, Safety and Welfare) Regulations 1992**

All buildings, extensions and building modifications must comply with these regulations. To ensure compliance reference may have to be made to the Education (School Premises) Regulations 1996. Advice on these regulations can be obtained by contacting the Safety Services Unit.

### **Provision and Use of Work Equipment Regulations 1992**

Wherever possible, any equipment provided for use at work will be purchased to meet an appropriate (Conformite' European) mark or relevant British Standard, in line with the Guidelines Relating to the Provision and Use of Work Equipment.