

# West Park

*'A caring school where we put pupils and their achievement first'*



## Health and Safety Policy

Approved by Governors on 3 March 2020

Due for Review March 2021

West Park School is a company limited by guarantee incorporated in England and Wales under number 7560177

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## **1. About this policy**

- 1.1 We are committed to ensuring the health and safety of staff and anyone affected by the School's activities, and to providing a safe and suitable environment for all those attending the School's premises.
- 1.2 This policy sets out our arrangements in relation to:
- (a) maintaining a safe and healthy working environment;
  - (b) assessment and control of health and safety risks arising from work activities;
  - (c) preventing accidents and work-related ill health;
  - (d) consultation with employees on matters affecting their health and safety;
  - (e) provision and maintenance of a safe workplace and equipment;
  - (f) information, instruction, training and supervision in safe working methods and procedures (including the handling and use of substances);
  - (g) emergency procedures in cases of fire or other major incident.
- 1.3 This policy covers all employees, officers, consultants, contractors, volunteers, interns, casual workers and agency workers.
- 1.4 This policy does not form part of any employee's contract of employment and we may amend it at any time. We will continue to review this policy to ensure it is achieving its aims.

## **2. Responsibility for health and safety matters**

- 2.1 The Governing Body has overall responsibility for health and safety and the operation of this policy. The Headteacher is the Principal Health and Safety Officer with day-to-day responsibility for health and safety matters.
- 2.2 The Headteacher is responsible for investigating accidents and work-related causes of sickness absences. The Headteacher is also responsible for acting on investigation findings to prevent a recurrence.

- 2.3 An annual audit will be carried out to check the working conditions within the School and to ensure our safe working practices are being followed. We will also train our staff, monitor performance and review conditions regularly.
- 2.4 Staff holding positions of special responsibility and the Health and Safety Committee as appropriate are responsible for ensuring that all health and safety standards are maintained and improved within the School.
- 2.5 The Governing Body will ensure that this policy is reviewed regularly.

### **3. Your responsibilities**

- 3.1 All staff share responsibility for achieving safe working conditions. You must take care of your own health and safety and that of others, observe applicable safety rules, follow instructions for the safe use of equipment and co-operate with managers and co-ordinators on health and safety matters.
- 3.2 You should report any health and safety concerns immediately to your line manager or the Headteacher.
- 3.3 You must co-operate with managers on health and safety matters, including the investigation of any incident.
- 3.4 Failure to comply with this policy may be treated as misconduct and dealt with under our Disciplinary Procedure.

### **4. Information and consultation**

- 4.1 We will inform and consult with nominated departmental representatives on the Health and Safety Committee regarding health and safety matters.
- 4.2 We will ensure any health and safety representatives receive the appropriate training to carry out their functions effectively.
- 4.3 The Health and Safety Committee (via departmental representatives) is responsible for informing and consulting employees about health and safety matters.
- 4.4 If you need specific advice regarding health and safety issues, you should contact the Chair of the Health and Safety Committee.

## **5. Training**

- 5.1 We will ensure that you are given adequate training and supervision to perform your work competently and safely.
- 5.2 Staff will be given a health and safety induction and provided with appropriate safety training, which may include as appropriate manual handling, control of substances hazardous to health (COSHH), working at height, asbestos awareness, gas safety, electrical safety and the use of personal protective equipment (PPE).

### **Equipment**

- 5.3 You must use equipment in accordance with any instructions given to you. Any equipment fault or damage must immediately be reported to the Site Manager or relevant Head of Department as appropriate.
- 5.4 No member of staff should attempt to repair equipment unless trained to do so.
- 5.5 The Site Manager and Heads of Department as appropriate are responsible for ensuring equipment safety and maintenance.

## **6. Safe handling and use of substances**

- 6.1 Substances hazardous to health are defined as those which are toxic, harmful, corrosive or irritant. The definition also extends for any other substances that may be hazardous to health, including carcinogenic substances and biological agents.
- 6.2 It is the duty of suppliers to provide a safety data sheet with relevant health and safety information about products that are dangerous.
- 6.3 Data sheets should be obtained by the person requesting the purchase of any substance and an assessment of safe use and handling should be established by the Site Manager or relevant Head of Department as appropriate prior to ordering.
- 6.4 The Site Manager or Head of Department as appropriate will be responsible for ensuring that all relevant employees are informed about the assessments.

- 6.5 Where the risk from substances is likely to be of a 'domestic' nature (i.e. similar to circumstances of home use) substances may be used without a specific documented risk assessment, provide that users follow the printed instructions on the product labelling.
- 6.6 Substances appearing to satisfy the following conditions can be regarded as "domestic risk":
- (a) products with a single risk phrase e.g. 'harmful' or 'irritant' as printed on the container;
  - (b) products used occasionally in a well ventilated area; and
  - (c) products used in small quantities e.g. less than 1 litre or kilogram.

## **7. Accidents and first aid**

- 7.1 All employees are required to complete a pre-employment medical questionnaire prior to commencing employment with the School and may subsequently require an assessment by the School's Occupational Health Adviser to determine their fitness for employment. This will be arranged by the School during the recruitment process.
- 7.2 Employees may be referred to the Occupational Health Adviser at any time at the discretion of the Headteacher.
- 7.3 A list of qualified first aiders is maintained by the Principal First Aider and displayed in Reception and every block. First Aid kits are kept in Reception, Medical Room, Sports Hall, Science rooms, Kitchen, Cleaning Supervisors, Site Team, and in the minibuses. The Principal First Aider will check the contents of First Aid kits on a half termly basis.
- 7.4 All accidents and injuries at work, however minor, should be reported to the Principal First Aider and recorded in the electronic Accident Book which is kept on Reception. Any accidents and injuries occurring outside of normal school hours should be reported to the Site Team.
- 7.5 The Headteacher is responsible for investigating any injuries or work-related disease, preparing and keeping accident records, and for submitting reports to the relevant authorities if required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

## **8. National health alerts**

- 8.1 In the event of an epidemic or pandemic alert we will organise the School's operations and provide advice on steps to be taken by staff, in accordance with official guidance, to reduce the risk of infection at work as far as possible. Any questions should be referred to the Headteacher.
- 8.2 It is important for the health and safety of all our staff that you comply with instructions issued in these circumstances.

## **9. Fire safety**

- 9.1 All staff should familiarise themselves with the fire safety instructions, which are displayed on notice boards and near fire exits in the workplace.
- 9.2 If you hear the evacuation alarm, leave the building immediately by the nearest emergency exit and go to the emergency evacuation assembly point shown on the emergency evacuation notices displayed in every room. Do not stop to collect belongings and do not use the lifts. Fire marshals will assist in the evacuation of the building and you must follow their instructions. Do not re-enter the building until authorised to do so by the Site team.
- 9.3 If you discover a fire do not attempt to tackle it unless it is safe and you have been trained or feel competent to do so. You should operate the nearest fire alarm and, if you have sufficient time, call reception and report the location of the fire.
- 9.4 Nominated individuals will be trained in the correct use of fire extinguishers.
- 9.5 You should notify your line manager or the Headteacher if there is anything (for example, impaired mobility) that might impede your evacuation in the event of a fire. A personal evacuation plan will be drawn up and brought to the attention of the relevant fire marshalls and colleagues working in your vicinity.
- 9.6 Emergency evacuation drills will be held at least every term and must be taken seriously.
- 9.7 The Headteacher is responsible for ensuring fire risk assessments are undertaken and implemented, and for ensuring regular checks of fire

extinguishers, fire alarms, escape routes and emergency lighting. All checks will be documented by the Site Manager.

## **10. Risk assessments and measures to control risk**

- 10.1 We carry out general workplace risk assessments periodically. The purpose is to assess the risks to health and safety of employees, visitors and other third parties as a result of our activities, and to identify any measures that need to be taken to control those risks.
- 10.2 Measures will be taken to avoid or reduce the need to lift or carry items which could cause injury (manual handling) and to provide training on manual handling as necessary.
- 10.3 The use of hazardous substances at work will be avoided wherever possible and less hazardous alternatives will be used where available. Training on the control of substances hazardous to health (COSHH) will be provided as necessary.
- 10.4 Personal protective equipment (PPE) is provided where there are risks that cannot be adequately controlled by other means.
- 10.5 The lead member of staff undertaking an activity or the person nominated by the Headteacher (e.g. Head of Department) is responsible for specific workplace risk assessments and any measures to control risks. The findings of such risk assessments must be reported to the Headteacher. Any action required to remove or control risks must be approved by the Governing Body (or a committee thereof). The Headteacher is responsible for ensuring any relevant action as approved by the Governing Body is implemented and this should be reviewed by the Governing Body annually, or when the work activity changes, whichever is the soonest.

## **11. Computers and display screen equipment**

- 11.1 If you use a computer screen or other display screen equipment (DSE) habitually as a significant part of your work:
  - (a) You should try to organise your activity so that you take frequent short breaks from looking at the screen.
  - (b) You are entitled to a workstation assessment.
  - (c) You are entitled to an eyesight test by an optician at our expense.



- 11.2 You should contact your line manager or the Bursar to request a workstation assessment or an eye test. Eye tests should be repeated at regular intervals as advised by the optician, usually every two years. However, if you develop eye problems which may be caused by DSE work (such as headaches, eyestrain, or difficulty focusing) you can request a further eye test at any time.
- 11.3 We will not normally pay for glasses or contact lenses, unless your vision cannot be corrected by normal glasses or contact lenses and you need special glasses designed for the display screen distance certified by an optician. In such cases we may contribute to the cost of basic corrective appliances only, at the discretion of the Headteacher.
- 11.4 Further information on the use of DSE can also be obtained from the ICT Support Team.

## **Roles and Responsibilities for Health and Safety at West Park**

The section below of the policy sets out the responsibilities of various positions within the School.

### **1. The Governing Body**

The ultimate responsibility for ensuring a safe and healthy environment within the school rests with the Governing Body.

### **2. The Headteacher**

The Headteacher has overall responsibility for the application of this policy.

The Headteacher shall:

- take appropriate action immediately when any hazard is reported to them and stop the use of any plant, tools, equipment or machinery which may be considered unsafe until the Headteacher is satisfied that the use of such plant, tools, equipment or machinery is safe;
- make recommendations to the Governing Body for any additions or improvements to any plant, tools, equipment or machinery which are considered to be dangerous or potentially dangerous;
- report on safety and welfare matters to the Governing Body.

### **3. The Site Manager**

The Site Manager has responsibilities delegated by the Headteacher to:

- be the focal point for day-to-day references on safety and give advice or indicate sources of advice;
- co-ordinate the implementation of health and safety procedures;

- maintain contact with external agencies able to offer expert advice to the School;
- carry out regular inspections of the School in conjunction with Governors, the Headteacher and Bursar and check working practices within it.

#### **4. The Bursar**

The Bursar has responsibilities delegated by the Headteacher to

- review annually:
  - (i) provision of first aid and training of first aiders; and
  - (ii) emergency procedures in readiness for each academic year.

#### **4. Site Staff/Kitchen Manager/Subject Heads/ Leadership Group**

Staff holding these positions:

- are expected to have responsibility for the application of the School Health and Safety policy for their own department or areas of work and should observe instructions given by the Governing Body and/or the Headteacher;
- should establish and maintain safe working practices within their area of work;
- refer any health and safety issues reported to them to the Headteacher;
- should carry out regular safety inspections of the department or activities for which they are responsible and report on such to the Headteacher each School year (or more frequently if necessary);
- should ensure, as far as is reasonably practicable, the provision of sufficient information, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own safety and health at work;

- should report any suggestions for changes or additions to plant, equipment, tools or machinery which are necessary for maintenance of health and safety within the School to the Headteacher;
- ensure that all donated equipment is safe to use and where appropriate, seek specialist advice to ensure this is the case.

## **5. Class Teachers**

The safety of pupils in classrooms, laboratories and workshops is the responsibility of Class Teachers. If, for any reason this responsibility cannot be accepted, it must be discussed with the relevant Head of Department or the Headteacher as appropriate before any activities take place.

Class teachers are expected to:

- be aware of and understand the School's emergency procedures in respect of emergency evacuation and first aid, the special safety measures to be adopted in their own teaching areas and to ensure that they are applied and clearly displayed;
- exercise effective supervision of pupils and ensure that they are aware of and understand the general emergency procedures within the School in respect of fire and first aid and the special safety measures implemented in relation to specific teaching areas;
- give clear instructions and warnings regarding health and safety to pupils and colleagues as appropriate, as often as necessary (please note, notices, posters and handouts will not be sufficient);
- ensure that pupils coats, bags and cases are safely stowed away during the School day;
- integrate all relevant aspects of health and safety into the teaching process and if necessary give special lessons on health and safety to pupils;

- use the relevant protective clothing guards and special safe working where necessary;
- make recommendations on health and safety measures to the relevant Head of Department.

**Please note:** these rules also apply to student teachers whom must be made aware of their responsibilities by both the Head of Department and their professional tutor.

## 6. All employees

All employees are expected to:

- be aware of and understand the special safety measures and arrangements to be adopted in their own working area and to ensure they are applied;
- to observe standards of dress consistent with health and safety and hygiene;
- to exercise good standard of housekeeping and cleanliness;
- be aware of, understand and apply any emergency procedures in place at the School in respect of fire and first aid;
- to use and not wilfully misuse, neglect or interfere with anything provided for their own safety and the safety of others;
- to co-operate with other employees in promoting improved safety measures within school;
- to co-operate with the appointed health and safety representatives and the enforcement officer of the Health and Safety Executive or the Public Health Authority.

## **7. Departmental Health and Safety Representatives**

The functions of departmental health and safety representatives are as follows:

- (i) to investigate potential hazards and dangerous occurrences at the workplace (whether or not they are drawn to their attention by the employees they represent) and to examine the cause of accidents at the workplace;
- (ii) to investigate complaints by any employee they represent relating to that employee's health, safety or welfare at work;
- (iii) to make representations to the employer on general matters affecting the health, safety or welfare at work of the employees at the workplace;
- (iv) to carry out inspections relating to health and safety as required;
- (v) to represent the employees they are appointed to represent in consultations at the School with inspectors of the HSE and any other enforcing authority;
- (vi) to receive information from inspectors in accordance with section 28 (8) of the Health and Safety at Work Act 1974;
- (vii) To attend meetings of the Health and Safety Committee in the capacity of health and safety representative and in connection with any of the above functions.

## **8. Health and Safety Committee**

A Health and Safety Committee should be established. The Headteacher will nominate a Chair of the Committee and all appointed health and safety representatives will be members.

The purpose of the Health and Safety Committee is to provide a forum for the discussion of matters appertaining to health and safety and to agree codes of practice for the carrying out of tasks identified as requiring risk assessment.

The Health and Safety Committee should be representative of all employees and all areas of the School. A formal agenda will be agreed and minutes taken of any meetings of the Committee. Copies of such will be provided for the Headteacher and appropriate Governors' committee.