



Policy Document:
Health and Safety Policy

As adopted by the Governors of North Ridge High School.

Date Agreed by the Governors: 26th June 2017
Review date: June 2018

Under the public sector equality duty, all schools/academies must have due regard to the need to eliminate discrimination, harassment and victimisation and any other conduct prohibited by the Equality Act 2010; to advance equality of opportunity between those who share a relevant protected characteristic and those who do not share it and to foster good relations across all protected characteristics. This means schools/academies must take into account equality considerations when policies are being developed, adopted and implemented.

Part 1: Introduction

1:1 This is a statement of Organisation and Arrangements (Code of Practice) for North Ridge High School. This does not replace the Local Authority's safety policies, but is in addition to them for the benefit of all staff, pupils, governors and visitors to the school.

1:2 This statement deals with those aspects associated with the building structure, plant, fixed equipment and services for which other offices of the authority also have responsibility. It describes how the school is discharging its responsibilities in respect of pupils, visitors and other employees who are present on school premises in the internal organisation, management and discipline of the school in accordance with the Articles of Government.

1:3 The aim of the statement is to ensure that all reasonably practical steps are taken to secure the health, safety and welfare of all persons using the premises:

- to establish and maintain a safe and healthy environment throughout the school;
- to establish and maintain safe working procedures among staff, volunteers and pupils;
- to make arrangements for ensuring safety and absence of risks to health

- in connection with the use, handling, storage and transport of articles and substances;
- to ensure the provision of sufficient information, instruction and supervision to enable all people working on site and pupils to avoid hazards and contribute positively to their own safety and health at work and to ensure that they have access to health and safety training as and when provided;
 - to maintain a safe and healthy place of work;
 - to formulate effective procedures for use in case of fire and other emergencies and for evacuating the school premises;
 - to lay down procedures to be followed in case of accident;
 - to provide and maintain adequate welfare facilities.

Part 2: General Responsibilities and Duties in Matters Concerned with Health and Safety

2:1 The Headteacher

In consultation with the governors and staff, all school safety organisation and activity is determined by the Business Manager who shall ensure that:-

- there is a focal point for day to day references on safety with advice or sources of advice provided;
- the implementation of the approved safety procedures in the school are co-ordinated;
- contact with outside agencies able to offer expert advice is maintained;
- all known hazards are immediately reported to the appropriate authority and any practices or the use of any plant, tools, equipment, machinery etc. considered to be unsafe are stopped until considered safe;
- recommendations to the appropriate authority are made for additions or improvements to plant, tools, equipment, machinery etc. which are dangerous or potentially so;
- investigations of premises, places of work and working practices are made or arranged on a regular basis and there is a system in place to ensure that information is communicated re. accidents and hazardous situations.

From time to time there is a review of:-

- the provision of first aid in school;
- the emergency regulations;
- where appropriate, recommendations for improving the procedures are laid down.
- dissemination of safety related to the school is regularly reviewed;
- necessary changes and improvements in welfare facilities are recommended;
- Governors are informed of the safety procedures of the school.

2:2 Obligation to Staff

The Health and Safety at Work Act 1974 states:

“It shall be the duty of every employee while at work:

to take reasonable care for the health and safety of himself and of any other persons who may be affected by his acts or omissions at work;

As regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with so far as it is necessary to enable that duty or requirement to be performed or complied with.”

The act also states:

“No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.”

In order that the law be observed and responsibilities to pupils and other visitors to the school are carried out, all staff are expected to:

- know the special measures and arrangements to be adopted in their own working areas to ensure they are applied;
- observe standards of dress consistent with safety and/or hygiene;
- exercise good standards of housekeeping and cleanliness;

- know and apply emergency procedures in respect of fire and first aid;
- use and not wilfully misuse, neglect or interfere with things provided for his own safety and/or the safety of others;
- co-operate with the appointed safety representative and the enforcement officer of the Health and Safety Executive or the Public Health Authority.

2:3 Staff Holding Positions of Responsibility

This includes senior staff and all staff with agreed posts of responsibility
 These staff:-

- have a general responsibility for the application of the school's health and safety policy to their own department or area of work and are directly responsible for the application of existing safety measures and procedures within that department / area of work in line with the guidelines and procedures;
- shall, where necessary establish and maintain safe working procedures including arrangements for ensuring as far as is reasonably practical, safety and absence of risks to health in connection with the use of handling, storage and transport of articles and substances e.g. chemicals, boiling water etc.;
- shall resolve any health and safety problem any member of staff may refer to them and refer to the Business Manager any of these problems for which they cannot achieve a satisfactory solution within the resources available to them;
- shall carry out a regular safety inspection of the activities for which they are responsible and, where necessary, prepare a report for the Business Manager to discuss with the Headteacher;
- shall ensure, as far as is reasonably practical, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own safety and health at work;
- shall, where appropriate seek the advice and guidance of the relevant advisor or officer of the school or authority;
- shall propose to the Business Manager requirements for safety equipment and any additions or improvements to plant, tools, equipment or machinery which are dangerous or potentially so.

2:4 Special Obligations for Class Teachers and TAs

Risk assessments are to be conducted before activities take place, If for any reason, the condition or location of equipment, the physical state of the room is not regarded safe, she/he should discuss the matter with the Business Manager before allowing practical work to take place.

Class teachers and TAs are expected to:-

- exercise effective supervision of pupils and to know the emergency procedures in respect of fire, evacuation and first aid and to carry them out;
- know the special safety measures to be adopted in their own special teaching areas and to ensure that they are applied;
- give clear instructions and warning as often as necessary;
- follow safe working procedures personally;
- to call for protective clothing, guards, special safe working procedures etc. where necessary;
- to make recommendations to their line manager or the Business Manager e.g. on safety equipment and on additions or improvements to plant, tools, equipment or machinery which are dangerous or potentially so;
- Risk assess classrooms before any activities take place

2:5 Pupils

Where possible and appropriate, pupils are encouraged to be aware of and/or adhere to the following:-

To exercise personal responsibility, where able for the safety of self and classmates;

- to observe standards of dress consistent with safety and hygiene
- to use equipment safely
- to observe all the safety rules of the school and in particular, the instruction of staff given in an emergency;
- to use and not wilfully misuse, neglect or interfere with things provided for his/her safety.

2:6 Visitors and Contractors

Regular visitors and users of the premises e.g. parents, students, delivery personnel etc. are required to observe the basic safety rules of the school. All regular visitors should be made aware of the basic health and safety arrangements applicable to them as detailed on the reverse of a visitors pass. Visitors need to sign into the visitor entry system and wear a photographic visitor's badge.

Part 3: Specific Responsibilities

The overall and final responsibility for health and safety within the establishment is that of the employer (Local Authority) and certain areas with the governors of the school.

The responsibility for ensuring that the requirements detailed in this policy are being carried out throughout the establishment is that of the Business Manager who reports directly to the Headteacher.

Apart from the Headteacher and Business Manager, the following staff are also directly responsible for health and safety matters:

- Deputy Headteacher
- Assistant Heads
- Site Manager

Staff with relevant agreed positions of responsibility are expected (as appropriate to their post of responsibility) to be prominently involved in:-

- Training
- Inspections
- Accident investigations
- Maintenance of all equipment—outdoor (fixed and portable), indoor (fixed

- and portable including PE apparatus
- Testing of fire alarms

All staff have a responsibility to co-operate with the school's policy and guidelines so as to achieve a healthy and safe work place and to take reasonable care for themselves and others who may be affected by their actions and/or omissions.

Any member of staff observing health and safety situations which require attention, shall as soon as possible, notify the situation to an appropriate person.

Part 4: Guidance and Information

Overall guidance on health and safety matters can be obtained from:-

Health and Safety Executive	0300 003 1747
MCC Health and Safety	0161 2345004
Greater Manchester Fire Authority	0161 736 5866