



Inspiring Learners for their future

HEALTH AND SAFETY POLICY

UPDATED FEBRUARY 2009

Consultation History

Governors/staff/parents/students	Date
Executive (Leadership Group)	
Teaching and Non-Teaching Staff	
HR and H&S Committee	
Full Governing Body	
Next Review of Policy	February 2011

The Ridgeway School & Sixth Form College

Health and Safety Policy

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The Ridgeway School

Health and Safety Policy

1. Introduction

1.1. Scope:

This Health and Safety Policy ("the Policy") applies to all staff and students at The Ridgeway School ("the School").

1.2. Policy aims:

Through the operation of this policy, the School aims:

- to ensure compliance with legal obligations regarding the health and safety of all staff, students and visitors to the School
- to provide a healthy and safe environment at the School and on off-site visits
- to minimise the potential for injuries and damage to property
- to develop safety rules
- to implement the general aims of the School
- to help students develop increasing responsibility for their own and other's safety
- to maintain and drive a positive safety culture among all staff and students throughout the School
- to encourage the reporting of health and safety concerns.

1.3. **Legal aspects:**

This policy is issued in accordance with the Health and Safety at Work Act 1974 and pursuant to the Education (Independent Schools Standards) (England) Regulations 2003.

The School has subscribed to the Swindon Local Authority Health and Safety Package and this Policy is to be read in conjunction with it.

2. General statement of policy

The Governing Body will, so far as is reasonably practicable, achieve the Policy aims by:

- maintaining a safe and healthy environment throughout the School and on off-site visits
- providing adequate control of the health and safety risks arising out of the School's activities
- providing and maintaining safe premises (including access and egress to the School), plant and equipment
- ensuring safe handling, storage and use of substances
- ensuring all staff are competent to do their tasks
- maintaining safe working procedures among staff and students
- providing appropriate information, instruction and supervision for staff and students
- providing staff and students with adequate health and safety training
- consulting with staff and students on matters affecting their health and safety
- preventing accidents, work-related ill-health and damage to property
- formulating effective procedures following an accident or incident which could give rise to personal injury
- formulating effective procedures for use in case of fire and/or the need for emergency evacuation of the School
- reviewing and revising the Policy as necessary and at regular intervals.

3. Responsibilities

Governing Body

- 3.1. Overall and final responsibility for health and safety rests with the Governing Body of the School who recognise their responsibilities as the employer in the School (which is a Foundation School)
- 3.2. The Governing Body will ensure that a reasonable sum of money is budgeted annually to ensure that finance is available to implement health and safety measures

Headteacher

- 3.3. The Governing Body delegate the planning, dissemination and implementation of the Policy to the Headteacher
- 3.4. The Headteacher will report to the Governing Body regularly on matters of health and safety
- 3.5. The Headteacher is responsible for the matters identified in this Policy

Health and Safety Manager

- 3.6. To ensure health and safety standards are maintained/improved, the Headteacher is assisted by the Health and Safety Manager who is responsible for assisting the Headteacher in the implementation, monitoring and development of the Policy within the School

Site Manager

- 3.7. The Headteacher delegates the safety of the School premises, plant and equipment to the Site Manager who is responsible for:
 - The matters identified as his/her responsibility at paragraph 5 below
 - Ensuring that he is familiar with the contents of this Policy
 - Assisting in the investigation of any accident (or incident where personal injury could have arisen) and taking appropriate corrective action

Team Leaders

- 3.8. The Headteacher delegates responsibility for matters of health and safety in their specialist area to Team Leaders, who, in addition to the responsibilities of teaching and non-teaching staff below, are responsible for:
 - Ensuring that they are familiar with current Regulations, Codes of Practice and Guidance appropriate to their specialist areas and with this Policy
 - Ensuring that all staff in their area (to include supply teachers and work experience students) receive adequate information, supervision and training (both induction training and ongoing training) in health and safety matters specific to their specialist area
 - Ensuring that all statutory notices and appropriate safety signs are displayed in their specialist area

- Ensuring that adequate first aid provision, protective clothing and equipment, registers and log books are available for use in their specialist area
- Implementing and disseminating a documented Team Safety Policy if appropriate
- Ensuring that machinery, equipment and substances are accompanied by adequate information on use and that use is restricted to named individuals where necessary for reasons of health and safety
- Evaluating promptly and, where appropriate, taking action on criticism of health and safety arrangements
- Monitoring the performance of staff in their specialist area and investigating any evidence of work-related ill health

Teaching staff

3.9. All members of teaching staff must, in addition to the responsibilities of non-teaching staff below :

- take reasonable care for their own health and safety and for that of staff, students, volunteer helpers and visitors under their supervision
- where private vehicles are used to transport children to and from School functions, staff should ensure that child restraints and seats appropriate to the age of the children concerned are used
- provide appropriate protective clothing and safety equipment as necessary and ensure that these are used as required
- provide the opportunity for discussion of health and safety arrangements

Non-teaching staff

3.10. All members of non-teaching staff must:

- co-operate with the Governing Body, Headteacher and Health and Safety Manager on health and safety matters
- ensure that they are familiar with the contents of this Policy
- implement safe working practices which comply with School and Team policies and procedures and set a good example personally

- provide adequate instruction, information and training in safe working practices
- exercise effective supervision over those for whom they are responsible
- minimise the occasions when an individual is required to work or study in isolation
- not interfere with or misuse anything provided to safeguard their health and safety
- take reasonable care for their own health and safety and that of others at the School
- ensure that tools and equipment are in good condition (and not use them otherwise), ensure that they are appropriate to that use and that adequate instructions to their use are provided
- report any defects in tools and equipment and actual or potential hazards to their Team Leader and the Headteacher, Health and Safety Manager or Site Manager and introduce procedures to minimise the possibility of mishaps
- use protective clothing and safety equipment provided (when appropriate) and ensure these are kept in good condition
- provide instructions, warning notices and signs as appropriate
- ensure that offices, general accommodation and vehicles are kept tidy and report any defects to the Site Manager
- members of staff are expected to be vigilant at all times but particularly where there are vehicles on site and when activity is taking place at height
- report all health and safety concerns to the Headteacher, Health and Safety Manager or Site Manager
- ensure that any accidents or incidents which could have resulted in personal injury are reported to the Health and Safety Manager
- assist in the investigation of any accident (or incident where personal injury could have arisen) and take appropriate corrective action

Students

3.11. All students must:

- co-operate with the Governing Body, Headteacher, Health and Safety Manager and staff on health and safety matters and in

particular must follow the instructions of staff in the event of an emergency

- take reasonable care for their own health and safety and that of others at the School
- observe standards of dress consistent with safety and/or hygiene
- use and not wilfully misuse, neglect or interfere with anything provided to safeguard their health and safety
- report all health and safety concerns to the Headteacher, Health and Safety Manager or Site Manager.

Hirers

3.12. All hirers of the School must in addition to the responsibilities of visitors below:

- ensure arrangements are made for checking the security and condition of the premises and equipment used after vacation by the hirer or his/her staff.

Visitors

3.13. All visitors and other users of the School premises (to include contractors, delivery people and visitors to the Ridgeway Leisure Centre) must:

- observe the Safety Rules of the school
- ensure that they have consulted with the Headteacher, Health and Safety Officer or Site Manager regarding the appropriate means of their access to and egress from the site
- ensure that they are familiar with the School's fire and emergency evacuation procedures
- ensure that they have adequate information about premises, plant and equipment (if appropriate).

4. Risk assessments

- 4.1. The Headteacher is responsible for ensuring that appropriate risk assessments of any activity, premises, equipment or substance presenting a significant risk of injury are undertaken
- 4.2. The findings of the risk assessments will be reported to the Headteacher and the Health and Safety Manager. They should be stored on the Team Health and Safety file if applicable and the School's central Health and Safety file

- 4.3. Action identified to remove/control risks will be considered by the Headteacher
- 4.4. The Headteacher will be responsible for ensuring that appropriate action required is implemented
- 4.5. The Headteacher will check that implemented actions have removed/reduced the risks
- 4.6. Risk assessments will be reviewed regularly or when the activity, promised equipment or substance changes.

5. Safe premises, plant and equipment

- 5.1. The Site Manager will undertake regular inspections of the School site with a view to identifying actual and potential hazards
- 5.2. The Site Manager will report any actual and potential hazards to the Headteacher and Health and Safety Manager
- 5.3. The Site Manager will act upon any reports of actual or potential hazards by introducing procedures to minimise the possibility of mishap
- 5.4. The Site Manager will provide instructions, warning notices and signs as appropriate
- 5.5. The Site Manager will be responsible for identifying all premises, plant and equipment needing maintenance, for ensuring effective maintenance procedures are drawn up and for ensuring that all appropriate maintenance is implemented
- 5.6. The Headteacher will make arrangements for appropriate improvements to premises, plant, tools and equipment as identified by the Site Manager
- 5.7. The Site Manager will check that new premises, plant and equipment meet health and safety standards before it is utilised
- 5.8. The Site Manager shall ensure that all new plant and equipment is accompanied by adequate information and instructions for use
- 5.9. The Site Manager will arrange a regular property survey of the School premises
- 5.10. The Site Manager will keep a register of known asbestos material within the School (if any) and will seek specialist advice on asbestos-related issues whenever necessary
- 5.11. Contractors at the School will be appointed by the Governing Body with reference to Swindon Borough Council's Code of Practice for Contractors and Health Safety and Premises Management for School's Policy

- 5.12. The Headteacher will be responsible for ensuring that he is aware of all contracts and/or third parties entering the school to undertake maintenance, service or works contracts
- 5.13. The Site Manager will be responsible for overseeing the planning and safe execution of works by contractors
- 5.14. The Site Manager will ensure that School minibuses are operated in accordance with the Minibus Policy
- 5.15. The Site Manager will ensure that First Aid Boxes are regularly inspected and the contents comply with the Guidance Note: First Aid
- 5.16. The Site Manager will be responsible for ensuring adequate on site security in accordance with the School's Security Policy

6. Safe handling and use of substances

- 6.1. The Headteacher will be responsible for identifying all substances which need COSHH assessment
- 6.2. The Headteacher will be responsible for undertaking those assessments
- 6.3. The Headteacher will be responsible for ensuring that all appropriate actions identified in the assessments are implemented
- 6.4. The Headteacher will be responsible for ensuring that all relevant employees are informed about the COSHH assessments
- 6.5. The Headteacher will be responsible for checking that new substances can be used safely before they are purchased
- 6.6. The Headteacher shall ensure that all substances purchased are accompanied by adequate information and instructions for use
- 6.7. The Headteacher will be responsible for reviewing assessments regularly or when the school activity changes.

7. Competence of employees

- 7.1. The Headteacher will arrange induction training in health and safety for all employees (including supply teachers, work experience students and volunteers)
- 7.2. Job specific health and safety training will be arranged by the Headteacher where required
- 7.3. Health and safety training needs will be identified, arranged and monitored by the Headteacher

- 7.4. It is the responsibility of all employees to ensure that their health and safety training record is kept up to date and stored centrally with the Health and Safety Manager

8. Safe working procedures

- 8.1. The Headteacher will ensure that in addition to this Policy, safe working practices are implemented by Team Leaders for areas of work which require specific consideration
- 8.2. The Headteacher will ensure safe working practices are being followed by staff and students by arranging regular safety inspections. The results of these will be reported to the Headteacher and s/he will be responsible for deciding on any appropriate remedial action required in the light of the findings of these inspections
- 8.3. The Headteacher is responsible for the investigation of serious accidents or incidents which could give rise to personal injury. The Headteacher will seek input from those involved, if appropriate
- 8.4. In the event of a serious accident or incident involving a student on site, the Headteacher will report to the student's parents on the outcome of the investigation. If the student or his/her parents are not satisfied with the action taken, they should be advised to consider making a formal complaint, according to the complaints procedure outlined in the School Handbook
- 8.5. The Headteacher is responsible for investigations of work-related causes of sickness absence
- 8.6. The Headteacher is responsible for acting on investigation findings to prevent recurrence
- 8.7. The Headteacher will encourage students to consider their own health and safety through the implementation of the school's vision and values.

9. Information, instruction and supervision

- 9.1. The Health and Safety Law poster is displayed in the reception area
- 9.2. Health and Safety advice is available from the Headteacher
- 9.3. The Headteacher will be responsible for obtaining advice, when appropriate, from outside agencies on matters of health and safety
- 9.4. Supervision of employees, students and volunteers will be arranged, undertaken and monitored by the Headteacher
- 9.5. The Headteacher is responsible for ensuring that staff working at locations outside the school are given relevant health and safety information

- 9.6. The Headteacher will ensure that there is adequate information, instruction and supervision for health and safety matters in all schemes of work for students. Administration and monitoring of this is delegated to Team Leaders

10. Accidents, first aid and work-related ill health

- 10.1. The first aid boxes and first aid provision from Appointed First Aiders are available throughout the School in accordance with Guidance on First Aid
- 10.2. First Aiders must ensure that both an accident report form and the appropriate accident book are completed following the administration of first aid
- 10.3. All accidents and cases of work-related ill health are to be recorded on an accident report form and in the appropriate accident book. These documents (together with guidelines for staff and pupils) are kept by the Health and Safety Manager on reception
- 10.4. The Headteacher is responsible for reporting all fractures, major injury (requiring more than 3 days off school/work), injuries involving attendance at hospital or deaths to the Health and Safety Executive
- 10.5. The Headteacher is responsible for reporting accidents, diseases and dangerous occurrences to the relevant enforcing authority
- 10.6. The Headteacher will review the entries in the accident books and the accident report forms at the end of each term
- 10.7. The Headteacher shall review the provision of first aid in school when appropriate.

11. Fire and emergency evacuation procedures

- 11.1. The Headteacher is responsible for ensuring a fire risk assessment is undertaken, implemented and reviewed
- 11.2. The Headteacher is responsible for ensuring that fire and emergency evacuation procedures are in place in accordance with the Contingency Planning and Procedures Policy
- 11.3. Fire escape routes and exits must be clearly marked for the benefit of unfamiliar users of the premises
- 11.4. The Headteacher shall review the fire and evacuation procedures in school when appropriate.

12. Consultation

12.1. The Governing Body recognise the need to consult staff and student on health and safety matters

12.2. Consultation with staff in the school and at the Leisure Centre is provided through the HR & HS Committee on which the Headteacher sits

12.3. Health and safety is regularly discussed in meetings between:

- members of the Senior Management Team
- senior management and prefects
- Heads of Year and year group prefects
- tutors and students in their tutor group
- School staff, year group staff and matrons.
- Consultation with students is also provided by liaison with the Community Council
- The Headteacher will consult with approved trade union representatives on issues of health and safety
- The Headteacher will consult with representatives from Swindon Borough Council on issues of health and safety.

13. Review of policy

13.1. The Headteacher is responsible for monitoring, reviewing and revising this policy when required and at regular intervals.

14. Linked Policies

- Anti-Bullying Policy
- Behaviour for learning Policy
- Contingency Planning and Procedures Policy
- Drugs and Illegal Substances
- Pupil Attendance and Absence
- Security Policy