



HEALTH AND SAFETY POLICY FOR RUSH COMMON SCHOOL

In this policy as in all documents of Rush Common Academy Trust (“RCAT”) any reference to Directors of Rush Common School or Trustees of Rush Common Academy Trust is a reference to The Board of Directors of Rush Common Academy Trust and any reference to the Headteacher of Rush Common School is a reference to the Chief Executive Officer of Rush Common Academy Trust.

Introduction

The “Health and Safety at Work etc. Act 1974” (HSWA) and subsequent regulations place obligations upon employers, their employees, and the self employed, in respect of measures to safeguard everyone involved in, or affected by, work activities.

These obligations have been developed during the years since the original HSWA and through the issuing of regulations and approved codes of practice.

This process of development may be expected to continue and has been given additional impetus through the embodiment into UK law of EC Directives, of which the “Management of Health and Safety at Work Regulations 1999” is a significant example.

This health and safety policy serves the dual purpose of drawing together into one document those procedures and guide-lines which have been developed within the school in response to the regulations that currently apply and a framework for future developments and updating that may apply as necessary.

Responsibility for the production, updating, and development of this policy lies with the Headteacher, but the actual updating and amendment may be delegated.

All employees and contractors are required to be familiar with this policy, to understand it and to act in accordance with its requirements.

All employees and contractors have a legal obligation to work and act with due regard to the health and safety of themselves and others, to co-operate in complying with statutory duties, and not to intentionally or recklessly misuse anything provided by the school in the interests of health, safety and welfare.

This policy is issued with the authority of the Headteacher and its requirements are binding upon all employees.

Safety policy statement

The Headteacher of Rush Common Academy fully accepts his/her responsibilities under the “Health and Safety at Work Act 1974” to provide the resources to ensure the health, safety and welfare of both staff and pupils.

The school is committed to identifying, then eliminating or controlling, any hazards encountered in the school or on the site.

The Headteacher will monitor this safety policy and revise it as necessary.

The school is also committed to the safety of others, not employed by the school, who may be affected by the activities of the school, including pupils, helpers, visitors, contractors on site.

This statement, together with the policy, will be communicated to all members of staff via the school’s internal communication system and through induction training for new staff. A copy of the policy is available on the school website, which is accessible to every member of staff.

Signed: (Chair of Board of Directors)

Signed: (Headteacher)

Date for Review:

Roles and responsibilities

Directors

Whilst Directors do not have to actually implement the health and safety policy of the school, they do have a role in ensuring that the school has a suitable health and safety policy in place and that it is acted upon.

By ensuring that the health and safety policy is developed and implemented the Directors will be discharging their legal requirement of ensuring the health, safety and welfare of the school's employees and the health and safety of those not in their employment i.e. pupils, parents, visitors and contractors.

The Directors must also ensure that the senior school leadership operates safe school premises with safe equipment, materials and substances.

The Directors also ensure that the policies and standards laid down by the RCAT are adhered to.

To ensure that the above are in place it will be necessary for the Directors to periodically inspect the school and ask specific questions of senior school management to ensure compliance.

Headteacher

The Headteacher retains overall responsibility for ensuring the health, safety and welfare of all the employees and the health and safety of pupils, visitors and contractors. The following duties normally relate to the Headteacher but any of them may be delegated to suitable staff. Note that even if duties are delegated, overall responsibility rests with the Headteacher to ensure they are carried out.

Headteacher duties include activities organised on behalf of the school but being undertaken away from the school site.

The Headteacher will:

Take day to day responsibility for all health and safety matters affecting the school;

Ensure effective communications on health and safety matters exist between the school and the Children's Service Safety Advisers;

Ensure compliance with health and safety law;

Provide Directors with an annual report on matters affecting health and safety within the school;

Together with school staff, assess and control the risks to persons, from hazards within the school, and any of its activities, wherever they are undertaken;

Provide equipment and articles for the school that are adequate for their intended use, are correctly serviced and properly maintained;

Ensure hazardous substances, i.e. cleaning substances, are properly used, stored and disposed of;

Maintain first aid and accident reporting systems that are suitable for the school;

Evaluate the need for health and safety training for school staff and arrange for its delivery, training is often identified during appraisals, the Head of Business needs to be informed to arrange relevant training;

Bring to the attention of the Board of Directors, any matter of health and safety that cannot be resolved or is of substantial or imminent danger to any person;

Liaise with contractors, or their representative undertaking work on the school site, to ensure the safety of any persons exposed;

Ensure arrangements for fire prevention within the school are adequate and that suitable arrangements are in place for testing the fire alarm systems, firefighting equipment, emergency lighting etc. and that records are maintained;

Ensure adequate fire drills are carried out and their results recorded;

Keep the school's health and safety policy under review and bring any amendments to the notice of all staff;

Ensure that adequate emergency procedures exist in relation to fire, gas leak, intruder etc.;

Ensure that the school has access to competent health and safety advice.

Head of Business and Finance

The Head of Business and Finance is assigned the responsibility for reviewing risk assessments for Educational Visits and also for ensuring the regular inspection of small electrical items.

In addition to the duties outlined above for the Head of Business and Finance, they will also assume the duties of the Headteacher when deputising for the Headteacher in matters of Health and Safety. It is therefore important that the Head of Business and Finance is fully familiar with all aspects of the Health and Safety policy. The Head of Business and Finance is responsible for arranging any necessary training identified through appraisals to meet Health and Safety requirements.

Teachers

Are responsible for the creation and completion of risk assessments for educational visits and class based activities, these are to be reviewed by the Site Manager.

All employees

All employees are to be familiar with the school health and safety policy and:

- Ensure that they work in ways that are safe and without risk to themselves, the pupils other staff or visitors;
- Co-operate with those who have a duty to ensure health and safety by adhering to advice, instructions and procedures for health and safety;
- And by reporting any unsafe practices which come to your notice;
- Participate with the school to improve the standard of health and safety.

Site Manager

The Site Manager has very specific and important roles to play in the implementation of the health and safety policy for the school.

The Site Manager will ensure:

- Staff within their control are adequately trained or instructed to perform the duties for which they are employed;
- The COSHH assessments have been carried out, up to date, and the assessment sheets available to staff who need them;
- All staff using chemicals have been informed of the dangers from the chemicals they use and the control measures that are in place to prevent them from being harmed;
- All staff using chemicals are informed of the first aid treatment required in the event of them coming into contact with the chemicals;

- Risk assessments have been carried out on all hazardous activities undertaken by the department i.e. using ladders, entering boiler rooms etc.
- Responsible for ensuring all necessary statutory maintenance and testing is undertaken with regards to health and safety.
- Responsible for inducting new staff with regards to manual handling, and carries out refresher training annually on inset day.

School Health and Safety Representatives

The Directors and Headteacher recognise the role of the Health and Safety committee. As there is no union appointed safety representatives the Headteacher will appoint representatives of the Health and Safety Committee in consultation with staff. Health and Safety Representatives must be allowed:

To investigate accidents and potential hazards

To investigate complaints about matters relating to health, safety and welfare

To make representations to the employer about such matters arising from such complaint, and such investigation and on general issues affecting health, safety and welfare in the workplace

To carry out inspections within directed time, but wherever practicable outside of teaching time

Health and Safety Committee

The Health and Safety Committee are to meet on a regular basis regarding health and safety within the school, to review any concerns raised, review risk assessments, review all works completed by the caretaker raised by the staff, the health and safety are to report their findings to the Headteacher and board of directors.

The Health and Safety committee is made up of the following representatives:

Deputy Headteacher

H&S Director

Head of Business and Finance

Site Manager

Staff representative

Employee trade union representative is welcomed

Community Committee

The school will have a Community Committee which will monitor Health and Safety issues within the school. The Committee will report to the Full Board of Directors.

Visitors to the School (including Parents)

- All visitors to the school will sign in at the reception. Visitors will be collected from reception by the member of staff concerned or escorted to the appropriate area of the school.
- Hirers of the school premises must be made aware of their obligations in relation to Health and Safety when making the booking.
- Whilst on site, all visitors must wear a school visitor's badge. Temporary teaching staff on cover duties will be required to indicate their presence in the school by reporting to reception.
- If a member of staff meets someone on site who they do not recognise and is not wearing a visitors badge, they should, if they do not feel threatened, enquire if the person needs assistance and direct them either to the school reception or off the site, as appropriate.
- If an intruder is uncooperative in going to the reception or leaving the site, or a member of staff feels threatened, or is threatened with violence or a violent attack takes place, immediate help from the Police should be sought by telephone.

Contractors

- All contractors to the school will sign in at the reception.
- No contractor may undertake work on the school site without permission from the Site Manager or Head of Business and Finance, other than in an emergency e.g. fire, flooding or to make safe following theft/vandalism.
- Contractors are responsible for the Health and Safety of their employees and for their safe working practices, which must not constitute a hazard to staff, students and visitors to the school.
- Whilst on site, all contractors must wear a school contractor's badge. Cleaning contractors' employees must wear an identification uniform or an identify badge at all times.

Safety Education

- The DfE has published guidance for schools on Safety Education, which RCAT will follow and adopt. This guidance shows how the curriculum for Personal, Social and Health Education (PSHE) can address the issue of accidental injury and death in children and young people.
- One of the aims of PSHE is to enable children to apply personal and social skills to a range of contexts in their lives. Skills in risk assessment learned in relation to preventing accidents are transferable to other issues.
- This DfE guidance also sets out the general teaching requirement for health and safety in relation to science, design and technology, information and communication technology, art and design, and physical education.

Health and Safety Arrangements

Fire Safety

- Appropriate procedures for ensuring that safety precautions are properly managed will be formulated and disseminated to all staff. These procedures will include fire drills. To see the school Fire Emergency Plan click here <http://rushcommonschool.org/wp-content/uploads/2014/09/Fire-Emergency-Plan-PPD2.pdf>
- The school's evacuation procedure will be prominently displayed in all teaching rooms, offices and curriculum areas. All staff and students must be fully conversant with the procedures for evacuation of the premises in case of a fire/bomb threat. Evacuation procedures will be tested each term. The evacuation and safety of visitors and contractors will be the responsibility of the person who they are visiting or working for.
- All firefighting equipment will be checked annually by an approved contractor and records maintained. The fire alarm will be tested weekly from different points when the site is not in use and records maintained. All emergency lighting will be tested six monthly and records maintained.

Asbestos Management

- Rush Common Academy Trust acknowledges and accepts its responsibilities under the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999, the Control of Asbestos Regulations 2012 and any other regulations appertaining to asbestos. The School will do all that is reasonably practicable to protect school employees and others from the risk to health from exposure to asbestos fibre when using School buildings.
- The asbestos policy can be found on the school website. Asbestos management files are maintained in the school front office.

Reporting Accidents

- All accidents to staff, pupils and visitors must be reported, in writing, using the Academy's accident report book. Certain accidents must be reported to the Health and Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). The first aider will use the on line reporting system for this purpose.

Coping with the sudden death of a pupil

- A copy of the DfE guidance notes on coping with the sudden death of a pupil is available on their website and will be followed.

First Aid

- First aid can save lives and prevent minor injuries becoming major ones. Under health and safety legislation, employers have to ensure that there are adequate and appropriate equipment and facilities for providing first aid in the workplace. For the School Administration of Medicines PPD click here <http://rushcommonschoool.org/wp-content/uploads/2014/09/Administration-of-Medication-Jan-16.pdf>
- A DfE good practice guide, Guidance on First Aid for Schools has been written to provide advice for schools on drawing up first aid policies and ensuring that they are meeting their statutory duties. In particular it includes a checklist of issues which schools may find helpful when undertaking a risk assessment. The Board of Directors will adopt this guidance on good practice <http://media.education.gov.uk/assets/files/pdf/g/gfas.pdf>
- The Head of Business and Finance should ensure that the number of certified first aid trained staff will not, at any time be less than the number required by law. In addition, supplies of first aid material will be held at various locations throughout the school with access points clearly labelled. These supplies will be checked on a regular basis by a qualified first aider.
- For information on the administration of medicines see professional practice document.

Equipment

- Protective clothing/gloves/masks/helmets must be provided and used by the site manager when required. Visitors must be provided with protective clothing if appropriate.
- The following equipment must be checked annually by approved inspectors or an appropriately trained person:
 - All electrical appliances
 - Fixed gymnasium equipment
- When new equipment is purchased, it is the responsibility of the Site Manager to ensure that it meets appropriate standards and that its installation and use conforms to Health and Safety requirements.
- Equipment, materials and chemicals must be stored in the appropriate storage containers and areas. All containers must be labelled with the correct hazard sign and contents label.
- The School Operations Manager and Site Manager must ensure all school maintenance is carried out for all equipment annually.

Housekeeping

- The External Provider will monitor the cleaning standards of the cleaners. The Site Manager/Head of Business and Finance, will provide regular feedback on the quality of the service and monitor agreed forward plans.

- The Site Manager will monitor the efficiency of the waste collection service.

Visits

- Educational trips and visits must be organised in accordance with the School's "Off Site Procedures".

New and Expectant Mothers

- A risk assessment will be carried out for new and expectant mothers as necessary.

Lettings Policy

- Letting of the school building is managed by the School Operations Manager, for full details see attached policy <http://rushcommonschool.org/wp-content/uploads/2014/09/Lettings-Policy-Rev-June-153.pdf>

Security

- All staff should be conscious of all aspects of the security of people and property. In particular, the emergency exit doors on the outer perimeter of the buildings should only be used in the event of emergencies and kept secure at all other times.
- Maintaining security is aimed at reducing the opportunity for unauthorised persons to enter the buildings through non-designated access points. It is also necessary to be alert to the possible presence of unauthorised persons on site who may constitute a threat to staff, students and bona-fide visitors and contractors.

Critical incidents

- As part of its commitment for the well being of staff, students and visitors, the Academy has set out a procedure which is to be adopted in the event of a critical incident occurring either on the Academy premises on an activity away from the Academy site.

Disability Discrimination Statement

- It is unlawful to discriminate against disabled people. A person is considered disabled if they have a mental or physical impairment which has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities. A school discriminates if:
 - It treats a disabled person or prospective person less favourably than another for a reason related to their disability and without justification.
 - It fails, without justification to make reasonable adjustments which require the school to think ahead, anticipate the barriers disabled people may face and remove them before a disabled person is placed at a substantial disadvantage.

Review of this policy

The Board of Directors through its Community committee review this policy every three years. It may however review this policy earlier than this if the government produces new regulations, or if it receives recommendations on how this policy might be improved.

Approved by the Community Committee of Rush Common School Board of Directors on date:

Signed: C Wilmshurst (Chair of Board of Directors)

Signed: L Youngman (Headteacher)

Date for Review: