

# SIR BERNARD LOVELL SECONDARY SCHOOL

## HEALTH & SAFETY POLICY

### ABBREVIATIONS

The following are used in the policy:

- BAALPE** – British Association of Advisers and Lectures in Physical Education  
**COSHH** – Control of Substances Hazardous to Health  
**DSE** – Display Screen Equipment (Computers)  
**H&S** – Health and safety  
**HSE** – Health & Safety Executive (body enforcing Health and Safety legislation in schools)  
**NAAIDT** – National Association of Advisers in Design & Technology

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**PART A - GENERAL STATEMENT**

**PREAMBLE**

This policy is produced in respect of Sir Bernard Lovell School only and is supplemental to the Council & Education Service H&S Policies. (These are as contained in Part 1, Section 1.1 of the H&S Manual.)

**STATEMENT OF POLICY**

The school is committed to providing a safe environment and recognises its responsibility to promote a culture where H&S issues are discussed in an open and positive way to achieve improved standards and safe methods of work.

Without prejudice to the generality of the above the school will ensure, so far as is reasonably practicable, for all members of the school community that:

- 1 plant, equipment and systems of work are safe and without risks to health.
- 2 the handling, storage or transport of articles and substances will be safe and without risk to health.
- 3 information, instruction, training and supervision will be provided as necessary, to ensure the health and safety of employees, and those who are affected by the work of the school.
- 4 the site is maintained in a safe condition and without risks to health.
- 5 access to and egress from the site is maintained in a condition that is safe and without risks to health.
- 6 a working environment is provided that is safe and without risks to health.
- 7 there are adequate arrangements for staff welfare at work and the welfare of students and other visitors.

The persons with specific responsibilities for H&S are identified in Part B of this policy and the arrangements implemented to meet the above requirements are as detailed in Part C of this policy.

Signed .....  
Headteacher

Date.....

Signed .....  
Chair of Governors

Date.....

This policy will be reviewed annually

## **PART B - ORGANISATION**

### **GOVERNORS**

Governors have the responsibilities as identified in the Education Service Safety Policy.

They will ensure that:

- a) the Headteacher produces a school H&S policy for ratification by the Full Governing Body, but which is overseen and regularly reviewed by the F & P Committee
- b) risk assessments of work activities are undertaken and a written record of the assessments kept;
- c) sufficient funding is allocated for health and safety, e.g. in respect of training, personal protective clothing etc;
- d) safety inspections are undertaken three times per year;
- e) a positive H&S culture is established and maintained.

### **HEADTEACHER**

The Headteacher as the day-to-day manager of the site will ensure that:

- a) a school H&S policy is produced for approval by F & P Committee of the governing body and that the policy is regularly reviewed and revised as necessary;
- b) risk assessments of work activities are undertaken, that a written record of the assessments is kept and that the assessments are reviewed regularly and when they are no longer felt to be valid. (See the Management of H&S Regulations, Section 1.2 of the H&S Manual.);
- c) safe systems of work identified via risk assessment or to comply with national standards/guidance are monitored to ensure they are followed and effective;
- d) information and advice on H&S is acted upon/circulated to staff and governors. In particular the H&S Manual is kept in H&S Coordinator Office so that it is available to all staff and governors and the H&S bulletin is circulated for the attention of staff and governors;
- e) safety inspections are undertaken three times per year;
- f) an annual report is provided to the school governors on the schools' H&S performance covering the areas identified in the annual return provided to the LEA; and regular reports provided to Finance and Premise Committee
- g) he/she cooperates with the Council in meeting its legal requirements in respect of the monitoring of health and safety practice and procedures;
- h) staff are competent to undertake the tasks required of them and that they have been provided with any necessary training, equipment or other resources to enable the task to be undertaken safely;
- i) if he/she delegates H&S duties to an individual, normally referred to as the H&S Coordinator, they ensure that the duties are clearly defined, the person is competent to carry them out and that sufficient resources are allocated to enable them to be carried out.

### **H&S COORDINATOR**

The H&S Coordinator is delegated with specific responsibilities in respect of the management of H&S and will:

- a) receive all H&S information sent to the school and disseminate the information to staff/governors as necessary;
- b) advise the Headteacher and Governors on action required to comply with relevant H&S Legislation;
- c) in consultation with Head/Governors, set timescales/ensure work is carried out to meet the requirements of H&S Legislation;
- d) ensure the safety inspections occur three times a year.

### **CURRICULUM LEADERS (Assistant Headteachers)**

Each Curriculum Leader is responsible for the day to day management of Health and Safety Issues within their Curriculum Area.

- a) ensure that H&S is a standard item on the agenda's of Curriculum/Departmental meetings
- b) produce a Curriculum Area/Departmental H&S Policy, which follows the conventions of the school policy;
- c) assist the H&S Coordinator in identifying competent persons/carrying out risk assessments;
- d) ensure that H&S requirements, e.g. staff training, provision of Personal Protective Equipment (PPE), are adequately catered for from Curriculum Area/Department budgets or brought to the attention of Head/H&S Coordinator/Governors as appropriate; and
- e) ensure that staff are made aware of H&S information relevant to them and have access to the H&S publications provided or referred to as standards; and that they are empowered to bring to the notice of the Curriculum Director/Manager any H&S concerns.

### **ACCREDITED H&S REPRESENTATIVE (S)**

Accredited H&S representatives are trade union representatives, appointed by trade union members working for South Gloucestershire Council. Accreditation follows submission of the names of the representatives to the Council, by their local union officer, and issue of an accreditation card by the Council. The Accredited H&S Representatives rights are covered by the Safety Representatives and Safety Committees Regulations 1977, an approved code of practice known as the brown book expanding on the basic legislation, whilst there is a local Safety Representatives Agreement which can be found in the H&S Manual, page 2.760. The H&S Representative is invited both to participate in site inspections and to attend the Governors H&S Committee.

### **EMPLOYEES (ALL)**

All employees must:

- a) take reasonable care for their health and safety at work and that of other persons who might be affected by their acts or omissions at work;
- b) report immediately, or as soon as practicable, any defects noted with plant equipment machinery or the workplace generally to their line manager or other designated person;
- c) not misuse anything provided for health and safety purposes;
- d) report any accident, near miss incident, dangerous occurrence or case of ill health arising out of work and cooperate with management in investigating such accidents or incidents;
- e) co-operate with management in respect of complying with H&S requirements.

**NB Staff are advised to ensure that their own vehicle insurance covers them for any use of the vehicle for work purposes. The Council does not hold insurance to cover use of private vehicles.**

### **SITE TEAM, HANDYPERSON(S) AND CLEANER(S)**

Have the responsibilities indicated for all employees together with those indicated in the policy statement for 'Site Managers, Handyman(s) and Cleaner(s)'. (See Part-D, Appendix a)

### **VOLUNTEER HELPERS**

Have the same duties as those indicated for employees.

### **STUDENTS**

Although students are not employed and have no specific responsibilities in legislation, other than the requirement on all persons not to interfere with items provided for H&S, the school expects students to

- a) comply with school rules relating to general behaviour;
- b) to take note of and comply with information provided for safety with regards activities undertaken;
- c) in cases of emergency to remain quiet, listen and obey instructions given by staff; and
- d) not misuse anything provided for H&S reasons.