



## Fazakerley High School



## Health & Safety Policy

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## Fazakerley High School's Health, Safety & Welfare Policy

### Part One: Policy Statement

Fazakerley High School will take all reasonably practicable steps to ensure the health, safety and welfare at work of all its employees. The school also recognises its responsibilities in respect to persons other than its own employees as well as the environment. High standards of health and safety performance are recognised as an integral part of quality service delivery. Fazakerley High School is committed to achieving this goal.

The Board of Governors regards the promotion of health and safety at work to be of the utmost importance for all personnel that attend as pupils, work in and visit Fazakerley High School.

This is achieved by:

- Developing and maintaining a positive health, safety and welfare culture which secures the commitment and participation of all employees.
- Meeting its responsibilities in a way which recognises that relevant legal requirements are the minimum standard.
- Adopting a planned and systematic approach to the implementation of this Policy;

To ensure so far as is reasonably practicable:

1. The provision and maintenance of plant and systems of work that are safe and without risks to health.
2. The elimination of risks to health from the use, handling, storage and transportation of articles and substances.
3. The provision of such information, instruction, training and supervision as is necessary to ensure the health and safety at work of its employees.
4. The maintenance of any place of work under Fazakerley High School in a condition that is safe and without risks to health and the provision of means of access and egress that are safe and without such risks.
5. The maintenance of a working environment that is safe, without risks to health and has adequate facilities and arrangements for the welfare of employees at work.

All personnel within the school have a legal obligation to co-operate in the operation of this policy by not interfering with or misusing equipment that has been provided in the interest of health and safety.

All personnel within the school have a corresponding obligation to comply with this policy so far as is reasonably practicable by:

- Complying with safety procedures, whether written or brought to their attention by other means for their own protection, protection of those under their supervision and others who may be affected by their actions.
- Reporting to the health and safety advisor W Torley Any incident which has led, or could have led to damage or injury.
- Assisting in any investigation with regards to accidents, dangerous occurrences or near misses.

In line with the Safety Organisation set out in part 2 of this policy, it is the responsibility of all line managers to ensure compliance with safety arrangements within their areas of responsibility. From time to time, safety arrangements are adopted for the control of risk and reflect the procedures, which are to be followed within the school.

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Headteacher

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Chair of Governors

## **Part Two: Safety Organisation**

### **The objectives of Fazakerley High School health and safety policy are:**

- Promote high standards of safety, health and welfare in compliance with the Health and Safety at Work act 1974, other statutory instruments and approved codes of practice.
- Ensure that places and methods of work are safe and healthy through the arrangements set out in part 3 and others which are adopted from time to time as appropriate to changing circumstances.
- Protect personnel, whether they are employees, pupils, members of the general public visiting the school or contractors and their employees or premises staff from any foreseeable hazards.
- Ensure adequate training, instruction, supervision and information is given to all personnel in order that they may work in safety in so far as is reasonable and practicable.
- Ensure a safe and healthy working environment for all personnel and that there are sufficient facilities and arrangements for their welfare.
- Ensure that awareness with regards to all aspects of safety is fostered by all personnel.
- Ensure personnel are aware of their responsibility to take any steps necessary in order that the health and safety of both themselves and others may be safeguarded and to co-operate in all aspects with regard to safety.
- Ensure that full and effective consultation on all matters is encouraged.

### **Responsibilities of individuals within the school are as follows:**

#### **Governing Body**

The Governing body is responsible for the effective planning, directing, monitoring and reviewing of the progress of all health, safety and welfare matters within the school. In the discharge of its duty the Governing Body, in consultation with the Head Teacher will make itself familiar with the requirements of the Health and Safety at Work etc Act 1974 and any other health and safety legislation and codes of practice which are relevant to the work of the school, in particular the Management of Health and Safety at Work Regulations 1999.

The development and implementation of the school's Health, Safety and Welfare Policy and the organisational arrangements through which the Policy will be implemented.

- The adoption of a planned, systematic approach to health, safety and welfare management in which hazards are identified, risks are suitably assessed and prioritised and objectives are met for risk elimination or reduction.
- That suitable resources are allocated to allow the effective implementation of this Policy.
- That there is an adequate system for communicating health, safety and welfare information throughout the organisation. In particular that there are arrangements for consulting with employees on health, safety and welfare issues and for promoting collaborative working with employee representatives.

- That adequate regard is paid to health, safety and welfare considerations in all contracts entered into by the school.
- That arrangements are in place to measure, monitor and review health, safety and welfare performance.

### **Headteacher**

The Head Teacher is responsible for ensuring the health, safety and welfare of all within their span of control, including employees, pupils and any others using the school premises, facilities or taking part in school-sponsored activities. Ensuring the policy is implemented within the school should be achieved by:

- Identifying safety roles and responsibilities within the school for implementing policy and relevant health and safety procedures.
- Seeking guidance and advice from competent persons, as necessary, to ensure compliance with relevant health and safety legislation.
- Incorporating health, safety and welfare considerations into service plans, including targets for improving health and safety performance.
- Ensuring that contractors are properly vetted, selected, and monitored with regard to their health and safety performance.
- Ensuring that suitable resources are available to implement adequate health, safety and welfare measures within the school. In particular ensuring that all employees and pupils receive adequate information, instruction, training, and supervision to enable them to carry out their responsibilities or curriculum requirements.
- Ensuring co-operation with the City Council and that adequate arrangements are in place for consultation with employees (including trade union safety representatives) on health, safety and welfare issues.
- Developing a positive safety culture amongst employees and holding individuals at all levels within the school accountable for their health and safety performance. Encourage involvement of employees, pupils and others in suggesting ways of reducing risks and promoting health and safety.
- Ensure that suitable and sufficient documented risk assessments are undertaken and action plans produced for implementing control measures and monitoring their effectiveness. All risk assessments should be periodically reviewed.
- Ensure regular formal safety inspections of each department are carried out to check the condition of premises and equipment and confirm safe procedures are in place and effective. Keep suitable records of the findings of these inspections and any action taken as a result.
- Ensure all accident and incidents are recorded and carry out investigations when necessary. Collate and review accident and incident statistics.

- Retain documented proof of those employees that have read and accepted the School Health & Safety Policy.
- The headteacher is responsible for the effective implementation of the safety policy and encouraging staff, through regular monitoring, to implement health and safety arrangements.

### **Health & Safety Manager, Directors of Study and Senior Managers**

The Health & Safety Manager, Heads of Department and Senior Managers are responsible for the implementation of Policy objectives and putting specific health and safety procedures into practice. Within their areas of responsibility they will:

- Ensure they understand the health and safety legislation relevant to their work activities.
- Ensure that there are adequate arrangements in place for implementing both the Policy and department specific health and safety procedures. In particular ensuring that their teams take full account of health, safety and welfare issues when planning, developing or introducing new working methods, equipment or materials. Consultation on these matters must be made with employees and their representatives.
- All departmental heads are responsible for ensuring risk assessments are carried out for their area of responsibility. These should be updated annually
- The Health & Safety Manager is responsible for ensuring departments carry out risk assessments and provide training where necessary to staff members who require assistance in this process.
- The Health & Safety Manager must communicate any changes in legislation and ensure the Health & Safety Policy is reviewed annually and communicated to all staff.
- Seek guidance and advice from competent persons, as necessary, to ensure compliance with relevant health and safety legislation and education standards.
- Ensure that suitable and sufficient documented risk assessments are undertaken within areas under their direct control. All appropriate staff under their direct control must also receive instruction in the risk assessment process.
- Ensure that adequate resources are available to implement adequate health, safety and welfare measures, in particular that all their staff receives information, instruction, training, and supervision to enable them to carry out their responsibilities.
- Ensure that there is an effective system for communication for health, safety and welfare issues, this should also include co-operating with other departments and trade union safety representatives.

- Ensure that suitable and sufficient documented risk assessments are undertaken and action plans produced for implementing control measures and monitoring their effectiveness. All risk assessments should be periodically reviewed.
- Ensure regular formal safety inspections of each department are carried out to check the condition of premises and equipment and confirm safe procedures are in place and effective. Keep suitable records of the findings of these inspections and any action taken as a result.
- All plant, machinery and equipment in the department in which they work are suitable for its intended purpose and are maintained to the standard as required by the manufacturer.
- All reasonably practicable steps are taken to prevent the unauthorised or improper use of any plant, machinery and equipment within their department.
- All hazardous substances within the department are correctly labelled, used, stored and disposed of.
- Monitor the standard of health and safety throughout the department and encourage staff and pupils and to achieve and maintain the highest possible standards.
- Report and appropriately escalate significant health and safety concerns or failures.

### **SPIE, Site Manager and Caretakers**

SPIE, Site Manager and Caretakers (those responsible for premises) will co-operate with the Head Teacher and Head of Departments to ensure that:

- Building-related risk assessments are carried out and necessary corrective actions are taken.
- There are co-ordinated and documented inspections of all areas within the premises to ensure that buildings, grounds, and equipment under their control are safe and properly maintained.
- Access to the school complies with the requirements of the Disability Discrimination Act 2005 and that access and egress remains unobstructed and safe.
- Records of all statutory tests and inspections are kept.
- Appropriate security measures are in place.
- There is sufficient first aid provision within the school.
- A fire risk assessment is undertaken and fire fighting equipment and warning systems are appropriately tested and maintained.
- Emergency procedures are adequate and periodically practised

## **Staff**

In addition to any specific health, safety and welfare responsibilities described above, all employees will be expected to co-operate with the requirements of the School Health and Safety Policy by acting with due regard for their own safety and that of others who may be affected by their acts or omissions. In particular employees will:

- Co-operate with the Head Teacher and managers to enable them to carry out their duties and comply with the requirements of relevant legislation or best practice standards.
- Report hazards and faults or near misses to their immediate manager.
- Work in accordance with any training provided and follow established safe working practices.
- Not interfere with anything provided in the interests of health, safety and welfare.
- Disclose to an appropriate person details of any known medical condition that makes them unfit for or puts them at risk from any particular work activity.

## **Health & Safety Forum**

The safety committee is to comprise of:

- Headteacher/ Deputy Headteacher
- LSSL, LCC, SPIE
- Health & Safety Manager
- Nominated Governor
- Union Reps

The committee will meet as deemed necessary but not less than three times annually.

## **Terms of reference of the safety committee**

Under the Health and Safety at Work Act the safety committee have the function, in consultation with the staff and pupils they represent, of keeping under review the measures taken to ensure the health and safety at work of the employees and pupils. Specific functions will include:

- The study of accident and notifiable disease statistics and trends, so that reports can be made to the board of governors on unsafe and unhealthy conditions and practices, together with recommendations for corrective action.
- Examination of safety audit reports on a similar basis.
- Consideration of reports and factual information provided by inspectors of the enforcing authority.
- Consideration of reports which safety representatives may wish to submit.

- Assistance in risk assessment and the development of school safety procedures and safe systems of work.
- Monitoring the effectiveness of safety procedures and safe systems of work.
- Monitoring the effectiveness of the safety content of employee training.
- Monitoring the adequacy of safety and health communication and publicity in the school.

## Part Three: Safety Arrangements

### Introduction

The safety arrangements set out below are for the information, guidance and compliance of all personnel in Fazakerley High School.

All personnel have a statutory duty to co-operate in fulfilling the objectives of the board of governors and a personal responsibility to take reasonable care to ensure that their actions do not cause injury to themselves and to others.

All personnel are required to observe special rules and safe methods that apply to their own work and to report hazards discovered by them to their subject leaders.

No person shall intentionally or recklessly interfere with or misuse anything provided in the interest of health and safety.

The following procedures are laid out in separate policy documents:

- Fire Evacuation Procedures
- First Aid / Accident / Violent Incident / Investigation Reporting
- Violence at work
- Hire of school premises
- Asthma Policy
- Legionella procedures
- Educational visits policy
- Visitors to school
- Safeguarding policy
- Confidentiality policy
- Curriculum policy
- School complaints procedure
- Assembly policy
- Sickness absence policy (managers guide)
- Sickness absence policy (staff issue)
- CPD policy
- Behaviour policy
- Critical incident policy
- Children in the workplace
- Performance management policy
- Assessment policy
- Anti-bullying policy
- Stress policy

### Safe working procedures

All personnel must ensure that safe working procedures are developed through:

- Assessing the tasks
- Identifying the hazards
- Defining a safe method
- implementing the system
- monitoring the system

Once developed, safe-working procedures must be announced to protect all personnel working within their areas of responsibility from dangers to their health and

safety. They are also to familiarise themselves with laid down procedures and ensure that personnel under their control are fully conversant with these procedures.

### **Good housekeeping**

Tidiness, cleanliness and efficiency are essential factors in the promotion of health and safety. Accidents can be prevented by following the guidelines listed below

- Keep corridors and passageways unobstructed.
- Ensure shelves in storerooms are stacked neatly and not overloaded.
- Keep floors clean.
- Do not obstruct emergency exits.

### **Smoking**

Smoking is not permitted on school premises.

### **Consumption of food**

Food is only to be consumed in recognised areas. Under no circumstances can any drinks (hot or cold) be consumed whilst members of staff are on duty.

### **Noise**

Where noise cannot be controlled at source all personnel are to wear ear protection in areas where high noise factors exist. These areas are to be designated with the approved warning signs.

### **Use of vehicles**

Only those persons authorised, and in possession of the appropriate licence, are to drive vehicles on school business

### **Health & Safety Information / LCC Intranet**

School Improvement/ Services to Schools / Health & Safety – you can find all relevant information with regards to:

- How to report accidents
- Model risk assessments
- Blank risk assessments
- Model policy documents
- Accident investigation procedures
- Childcare voucher scheme
- Eye tests
- Health & safety policies

### **Review**

The policy statement, arrangements and procedures will be regularly reviewed to ensure effectiveness and revised when necessary.

### Health & Safety Policy Amendments

<b>Date</b>	<b>Amendment Reference</b>	<b>Page</b>	<b>Summary of Amendment</b>
March 2009	Policy review	Whole document	Policy reviewed and updated
July 2009	Part 2 Safety organisation		Individual duties made clearer
July 2009	Part 3 Relevant important documents		Signpost to other important documents available on EDNET
July 2010	Policy Review		Policy reviewed and updated where necessary
March 2011	Policy review		Updated list of all school policies
August 2013	Policy review and introduce LA Health & Safety policy alongside and to work in conjunction with FHS Health & Safety Policy Introduced Stress Policy	Whole Document	
August 2014	Review policy and make necessary changes for new HT post	Whole document	
August 2015	No amendments required		
August 2016	No amendments required		