

**Your School Logo Here**

**XXX School  
Health & Safety Policy**

XXX/HSP/POL/1  
Issue 1.0 – Date

**SAMPLE**

XXX School

**Address:**

**Tel: 01**

**Fax: 01**

Copy Number

## CONTENTS

### 1. INTRODUCTION

Purpose of Policy.....	6
Scope.....	6
Document Authority .....	6
Amendment Control.....	6
LEA Policy .....	6

### 2. POLICY AND OBJECTIVES

General.....	7
Health & Safety Policy Statement .....	8
Objectives.....	9
Consultation .....	9

### 3. ORGANISATION AND RESPONSIBILITIES

Culture .....	10
a) Communication.....	10
b) Co-operation .....	10
c) Control .....	10
d) Competence .....	10
Organisation Structure.....	11
Responsibilities.....	12
Governing Body .....	13
Head teacher .....	14
School Health & Safety Representative .....	15
Teaching Staff.....	16
Non Teaching Staff .....	17
All Employees .....	18
School Safety Committee.....	19

#### 4. ARRANGEMENTS

Accidents.....	20
Accident Reporting Procedure .....	20
Procedure for Employees, Members of the Public .....	21
Procedure for Pupils .....	21
Accident/Incident Investigation.....	21
Administering Medicines.....	22
Allergies.....	23
Adverse Weather .....	23
Alcohol, Drugs And Substance Misuse .....	23
Animals .....	23
Asbestos Management .....	24
Audit.....	24
Control Of Infection And Communicable Diseases .....	24
Control Of Contractors .....	25
Control Of Substances Hazardous To Health (COSHH).....	25
Critical Incidents .....	25
Curriculum Health And Safety.....	26
Disability And Special Educational Needs .....	26
Display Screen Equipment .....	26
Educational Visits .....	27
Electrical Safety.....	27
Fixed Electrical Installations .....	27
Electrical Equipment .....	28
Inspections (Portable Appliance Testing .....	28
Extension Leads .....	29
Environmental Management .....	30
Events – Before & After School / PTFA Functions .....	30
Fire .....	30

**4. ARRANGEMENTS Continued**

First Aid .....	31
Interactive Whiteboards .....	31
Lone Working .....	32
Manual Handling .....	33
New & Expectant Mothers .....	33
Occupational Health .....	34
Playground Safety .....	35
Personal Protective Equipment .....	36
Risk Assessment .....	36
Safe Systems of Work (SSW).....	37
Safety Inspections .....	38
Maintenance and Inspection of Equipment and Premises.....	38
Equipment .....	38
Areas .....	39
School Uniform .....	39
Security .....	39
Equipment .....	39
Employees/Voluntary Staff .....	40
I.C.T.....	40
Premises.....	40
Pupils.....	40
Security Measures Considered .....	40
Services .....	41
Electricity .....	41
Gas .....	41
L.P.G.....	42
Water .....	42
Staff Training And Induction .....	42
Stress .....	43
Vehicles and Pedestrian Segregation .....	43
Violence .....	44

**4. ARRANGEMENTS Continued**

Visual Displays .....	44
Voice Care .....	45
Welfare Provision .....	46
Work Equipment .....	47
Work Experience / Young People .....	48
Working At Height .....	49

**5. PERFORMANCE MEASUREMENT (MONITORING)**

Active Monitoring .....	50
Carrying out the inspections.....	51
Reporting.....	52
Reactive Monitoring .....	54

**6. REVIEWING PERFORMANCE AND AUDITING**

Auditing Routines .....	55
-------------------------	----

SAMPLE

## **HEALTH AND SAFETY POLICY STATEMENT**

The Governing Body of XXX School will meet its responsibilities under the Health and Safety at Work etc Act 1974 and other health and safety legislation to provide safe and healthy working conditions for employees, and to ensure their work does not adversely affect the health and safety of others such as pupils and visitors. We are responsible for reducing injury and illness at work.

Our commitment is to:

- Develop and embed a safety culture that recognises the importance and value of effective safety management.
- Clearly define for all staff their responsibilities and allocation of duties within the safety management system.
- Identify the hazards to employees and third parties affected by work. Effectively manage all significant risks to safety and health and reduce them to the lowest reasonably practicable level.
- Consult with staff at all levels on safety and health issues and encourage active participation.
- Ensure that all staff are provided with adequate and appropriate safety and health information and training, are competent in safety and health matters and are only allocated tasks commensurate with their skills.
- Provide a safe, healthy working and learning environment. Ensure adequate welfare facilities exist throughout the school.
- Comply with and wherever possible exceed legislative health and safety requirements.
- Establish and measure our safety performance against objectives
- Continually improve our safety performance
- To work, through continuous improvement to prevent accidents and work-related ill health

We all have a personal responsibility to act in a safe manner at all times and to ensure that others do likewise.

Signed by: \_\_\_\_\_ Date: \_\_\_\_\_  
Chairman of Governors

Signed by: \_\_\_\_\_ Date: \_\_\_\_\_  
Head teacher

## Responsibilities

Everybody within school has some responsibility for health and safety.

Individuals with specific responsibility for *managing* health and safety will be named on the Health and Safety Law Poster, which is prominently displayed in {where displayed} so that all staff members can obtain the information without reference to third parties.

At XXX School, the following are nominated with specific responsibilities:

{enter name} is the Safety Representative.

{enter name} is responsible for the circulation of Safety Information, Guidance, Codes of Practice.

{enter name} is responsible for the recording of Accidents and maintenance of the accident books and records.

{enter name} is responsible for the weekly test of the fire alarm and associated equipment, including means of escape and fire doors (as per fire procedure)

The following staff are designated as First Aiders:-

- {enter name, title and where can be found
- {
- {

## The Governing Body

The Governing Body are responsible for determining and approving the health and safety policy of XXX School and for ensuring that management resources are directed to implementing the policy.

The governing body shares with the Local Education Authority, the overall responsibility for health and safety. For its part the governing body will ensure:-

- Appropriate health and safety management systems (procedures etc) are designed, developed, disseminated, implemented and regularly reviewed.
- Health and safety management systems are monitored to ensure their effectiveness
- The Health & Safety Policy and performance is reviewed annually
- The resources made available to implement the management systems provide sufficient capacity to ensure the effective control of risks.
- A school Safety Committee is established along with appropriate and agreed terms of reference.
- Appropriate facilities and information for accredited Union Safety Representatives are provided to enable them to fulfil their duties.
- All reasonable facilities and information are provided to the officers of the LEA; Inspectors of the Health and Safety Executive, and any other health and safety officials, as appropriate.
- Safety takes priority over commercial, operational, environmental or social pressures, since no task is deemed more important than health and safety – failing to maintain a safe place of work is a breach of **criminal law**.

Governors will also:

- receive all reports on health and safety resulting from any inspection, audit or monitoring carried out by the School, the LEA or an enforcement agency such as the Health and Safety Executive;

Governors will be expected to make reports on health and safety matters to:-

- the LEA when requested to do so for the purpose of monitoring the LEA's implementation of its own health and safety policy;
- to parents, through Governors' Minutes, Annual Reports etc.

## All Employees

The Health and Safety at Work Act (1974) and Management of Health and Safety at Work Regulations (1999), require every employee whilst at work to take reasonable care for the health and safety of themselves and of any other persons, including pupils and visitors, who may be affected by their acts or omissions at work.

All employees are expected to:-

- know those special safety measures and arrangements to be adopted in their own working areas and ensure they are applied;
- inform the Head teacher or the School Health and Safety representative of any training they feel they need to carry out their responsibilities;
- use and not wilfully misuse, neglect or interfere with things provided for their own safety and/or the safety of others;
- to co-operate with other employees in promoting improved safety measures in their School;
- to co-operate with the appointed safety representatives and the enforcement officer of the Health and Safety Executive or Public Health Authority.

SAMPLE

## School Safety Committee

The School Safety Committee comprises:

*Names of members - title & role*

The terms of reference of the Committee are to:

- monitor the implementation of Health and Safety Policies and safety procedures throughout the school;
- review safety measures and to advise the Head teacher and Governing Body of any necessary changes to those measures;
- ensure that there are arrangements for the dissemination of information on health and safety matters to all staff and pupils;
- receive reports of accidents and dangerous occurrences and to draw the attention of the Head teacher and Governors to any necessary preventative/remedial action;
- receive reports from the LEA, safety representatives and external health and safety agencies;
- ensure that arrangements are in place to protect the health, safety and welfare of staff, pupils and visitors to the school, and to review these as necessary;
- receive audit and monitoring reports and advise the Governors and Head teacher of any necessary preventive and/or remedial action arising from those reports;
- assist in reviewing the School Health and Safety Policy and risk assessments annually or as required.

## 4. ARRANGEMENTS / PROCEDURES

### ACCIDENTS

#### Accident Reporting Procedure:

The Governing Body is aware of its statutory duty under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)

The Social Security (Claims and Payments) Regulations 1979 require all injuries to be recorded, regardless of how minor they appear, in the Accident Book.

Schools have a duty to record:-

- any accident to any person occurring on school premises;
- any accident to a member of staff at any location whilst on school business;
- any accident to a pupil off-site whilst under the supervision of a member of staff e.g. school trips.

Any employee who witnesses an accident, dangerous occurrence, verbal abuse or actual or threatened violence or near miss, or to whom one is reported, will make an entry in the accident report book as soon as possible after the event. All reports should be brought to the attention of the Head teacher before being sent to the Safety Officer

Where accidents are found to be caused by faulty plant, equipment, premises or unsafe systems of work, **immediate** action must be taken to remove or isolate the hazard and warn people until the necessary modifications or repairs can be made.

A copy of all accident reports must be kept in a secure location. The information contained in these documents must be treated as confidential in accordance with the requirements of the Data Protection Act 1998.

Accident book(s) are kept by the following people at the location(s) specified:

Location of Accident Book	Person in Charge of Accident Book

**HEALTH AND SAFETY POLICY  
XXX SCHOOL**

The Governors recognise that accidents involving the pupil's head may be problematic because the injury may not be evident (e.g. internal) and the effects only become noticeable after a period of time, therefore:

- a) Where a pupil receives a blow to the head as a result of an incident, a form to record such incident will be completed
- b) Where emergency treatment is not required the form will be sent to the parent/guardian informing them of the accident to their child

Procedure for Employees, Members of Public:

<b>OCCURRENCE</b>	<b>TIMESCALE</b>	<b>REPORT TO WHO</b>	<b>HOW</b>
Fatalities, Major Injuries and Dangerous Occurrences	IMMEDIATELY	LEA Safety Officer  <b>LEA TO INFORM HSE</b>	By Telephone
Personal Injuries to employees resulting in over 3 days absence	Within 10 days of occurrence	LEA Safety Officer  <b>LEA TO INFORM HSE</b>	Form F2508 (RIDDOR) send to HSE
All personal injuries	As soon as practically possible	Head teacher. LEA Safety Officer	Entry into accident book.  Accident form

Procedure for Pupils

<b>OCCURRENCE</b>	<b>TIMESCALE</b>	<b>REPORT TO WHO</b>	<b>HOW</b>
Fatalities, Major Injuries and Dangerous Occurrences	IMMEDIATELY	LEA Safety Officer  <b>LEA TO INFORM HSE</b>	By Telephone
Minor injuries	As soon as practically possible	Head teacher	Entry into accident book.

Accident/Incident Investigation

The Head teacher will initially investigate the circumstances of all accidents/incidents. The depth of an investigation will vary according to the severity or potential severity of the accident/ incident. In some minor cases a brief discussion with a member of staff may be adequate. Monitoring of accidents will be undertaken to identify any trends, hazardous areas or accident 'blackspots.' Reports will be passed to the Governing Body for comments and action to be taken.

The LEA Safety Officer may also investigate serious accidents. Records of investigations must be kept with any incident reports.

### **ADVERSE WEATHER**

The school has carried out risk assessments for day to day outside activities which include the potential for adverse weather. Any potential for exposure to weather which could possibly lead to cold injury, heat injury or over exposure to the sun will be planned for.

Refer to Adverse Weather policy document.

### **ALCOHOL, DRUGS AND SUBSTANCE MISUSE**

The School recognises that alcohol and substance abuse is a health and social concern, which should be treated in a constructive and confidential manner. It believes that early identification and appropriate treatment is the most effective way of dealing with such abuse.

Any person misusing alcoholic beverages, or using non prescribed drugs that impair their capability whilst at work will be subject to disciplinary procedures. Employees operating or supervising the operation of vehicles or machinery may not consume any alcohol, or any substance that may impair their judgement during the working day.

Refer to our Alcohol and Drug Misuse Policy document.

### **ANIMALS**

Living things make an important contribution to the education of children. There must always be proper planning for their correct care and maintenance, including the potential difficulties of weekends and holiday times. Pupils will receive instruction of potential hazards associated with keeping and caring for animals.

Teachers to be conversant with Science Guidance from CLEAPSS School Science Service, refer to Association for Science Education ASE "Be Safe" 3<sup>rd</sup> Edition 2001 booklet & The National Association of Advisers & Inspectors in Design & Technology "Make it Safe" 5<sup>th</sup> Edition 2001 booklet if required.

Refer to our Animals Policy document.

## INTERACTIVE WHITEBOARDS

The Head teacher will ensure the schools commitment in complying with the legislative requirements to adequately risk assess the use of Interactive Whiteboards and follow the guidance issued by the NUT & HSE.

The school will ensure:

- a) Training in the safe use of the equipment & health and safety issues is provided.
- b) Whiteboards are fitted at the optimum level to minimise the need for straining to reach the higher areas or for stooping to use the lower parts of the board.
- c) Projectors are, wherever possible, placed out of the reach of the pupils. A ceiling mounted projector is the ideal solution.
- d) Whiteboards will be mounted at a comfortable height for use by pupils.
- e) If there is a requirement for the equipment to be mobile around the school, it will be ensured that the unit is anchored firmly when in use, and that trailing power cables are covered and secured.

The school will also ensure that pupils are always adequately supervised whilst the projector is operating, and staff & pupils have been trained to follow safe routines of projector use – this includes:

- Never staring directly into the projector beam.
- When using projectors where there is likely to be a person in front of the beam, the use of a method of brightness control, such as a neutral density filter or brightness adjustment facility will be incorporated. These modifications can be removed or adjusted for other purposes such as cinema projections, where there is no intention of anyone being positioned in front of the beam, so allowing the projector to be used to its full image quality potential.
- Keep your back to the beam as much as possible, and avoid standing facing into the beam for more than a few seconds at a time (the use of a stick or laser pointer\* will be used in this regard).
- Always step *outside* the projector beam when turning to face the class for more than a few seconds.
- The manufacturer's instructions will be followed & warning notices are displayed prominently on the equipment, in particular reminding all users to avoid staring into the projector beam at all times.
- In a bright room, rather than increasing the brightness of the projector, the room blinds will be used.

*\*Laser pointers will be kept securely, and pupils prevented from misusing them, e.g. attempting to aim the laser beam into the eyes of other people.*

## VIOLENCE

Violence at work is any incident where a person is abused, threatened, or assaulted at their work, and which endangers their safety, health, well-being or work performance. It covers insults, threats, or physical or psychological aggression. There may be a racial or sexual dimension to the violence.

Workers in school can find themselves more at risk because the job involves:

- Dealing directly with pupils and/or their guardians
- Working late or alone
- Making off site or home visits
- Working with pupils with special needs

The school has a responsibility to protect staff from foreseeable risks of violence and will carry out the following:

1. Identify if there is a problem
2. Carry out a risk assessment which may include an overview of the following areas: Physical & Security aspects of the premises; Working practices/patterns: Visits away from the workplace;
3. Ensure all staff are informed of the results of risk assessments and provided with necessary information and training
4. Prepare an emergency plan
5. Provide support for victims.
6. Investigate fully any incidents
7. Ensure adherence to the schools procedure for dealing with violence.

Refer to our Violence Policy document

## VISUAL DISPLAYS

Our school has a responsibility to ensure that all reasonable precautions are taken to provide protection for any person carrying out the erection or removal of display materials within the school.

We will ensure:

- a) All staff are trained in the correct use of access equipment & fire precautions and have been instructed to select and use appropriate access equipment. Adequate access equipment such as stepladders or kick stools are provided and are located for ease of use e.g. in each classroom or between two classrooms.
- b) If using a mobile tower, it is erected by a trained and competent person and is fitted with brakes and outriggers.
- c) Working at heights for lone workers is prohibited. There must always be two persons present when working on displays in order to allow passing of materials etc.

## HEALTH AND SAFETY POLICY XXX SCHOOL

---

- d) If it becomes necessary to cover high wall areas, we will endeavour to make these into a permanent display area - e.g. Painting a mural.
- e) Compliance with the findings of the fire risk assessment in relation to the safe location and flame retardency treatment of display materials
- f) When working on displays wear flat soled footwear with good gripping properties will be worn.
- g) When hanging any items from ceilings that any panels which may contain asbestos are not punctured. Such areas will be identified by stick on warning signs.
- h) Displays do not hang low enough to hit or catch persons across the throat.
- i) Staff check the area afterwards to ensure that all pins/staples have been picked up off the floor.
- j) Staff are provided with and use purposely designed tools to remove staples from boards.

### VOICE CARE

Teachers have to use their voice almost all day, whether speaking to the whole class, small groups or individuals. They are vulnerable when it comes to voice problems. Sore throats and husky voices are an occupational hazard for teachers. Teachers could not teach effectively if suffering from Laryngitis or loss of voice.

The Head teacher will ensure:

- the schools commitment in complying with the schools 'Voice Care Policy' and will ensure this is amended from time to time to reflect current policy, procedure and guidelines.
- that all reasonable precautions are taken to limit the likelihood of adverse health effects to employee's voices.
- the school will provide training where necessary for employees in voice coaching ensuring the correct, safe and effective use of the voice is achieved.
- Provision of occupational health

Refer to Voice Care Policy document

## 5. PERFORMANCE MEASUREMENT (MONITORING)

The system of monitoring the effectiveness of the policy at setting the framework for managing health and safety is facilitated through 'Active Monitoring' and 'Reactive Monitoring'.

### Active Monitoring

Active monitoring is the measurement of the degree to which the performance standards set by the school are being achieved, it gives information before an accident happens. Its primary purpose is to measure success and reinforce positive achievement. This is achieved through periodic checks, routine inspections, analysing reports and data.

Active monitoring indicates:

- a) How common problems or weaknesses are identified
- b) How training needs identified are being met
- c) How deficiencies are rectified and assigned correctly
- d) Where the information from monitoring is being recorded and who ensures it is acted upon
- e) That the introduction of any new equipment or substance is being monitored by whom and where necessary appropriate information is being recorded and reviewed to ensure safety is being addressed.
- f) That all members of staff are expected to report all significant hazards to the Head teacher/or person nominated who will deal with the matter promptly.

Our monitoring schedule includes the following:

<b>Subject</b>	<b>Who responsible</b>	<b>Frequency</b>
Risk Assessments - corrective action	All Staff	Visually - every time use room or undertake task
Risk Assessments - corrective action	All Staff	Recorded – every i) periodic review of existing assessment. ii) requirement for new assessment
Equipment Inspection – using checklist	Nominated staff with specific areas of responsibility	Visually - every time use equipment. See Checklist for formal frequency to be recorded
General workplace inspection – using checklist	Teaching Staff, Site Supervisor	Termly
General School Hazards / Defects. Use list displayed on H & S notice board in staff room	All staff	When hazards and defects are found
School premises and grounds	Site Supervisor	Daily
Fire Management Systems	Nominated Staff	Daily, Monthly & Termly

\*monitoring schedule continued next page\*

## 6. REVIEWING PERFORMANCE AND AUDITING

The audit and review process identifies the degree of compliance and assists in prioritising the schools resources to ensure the objectives are met and that health and safety remains an effective part of the school's overall management system.

Audits establish that appropriate management arrangements are in place and current; adequate risk assessments have been undertaken with appropriate and effective control measures.

Reviewing is a feedback mechanism, feeding information on success and failure back into the system to maintain and improve performance. It is a continuous process which is undertaken at different levels within the school (see schedule below).

The Governors and Head teacher will carry out a formal review, at least annually, of the health and safety policy to ensure that the contents of the policy remain valid.

The Governors and Head teacher are also responsible for the review of the health and safety management system to ensure that any new regulations are adhered to and that the system as a whole remains suitable and applicable. The views of staff are sought.

The result of reviewing will identify any specific remedial action required to be undertaken and establish: a) Who is responsible for implementation; and b) Set appropriate timescales for completion.

### Auditing Routines

We have established auditing routines which comprise of annual and termly audits to ensure health and safety is being managed.

Subject	Who	Frequency
Health & Safety Policy Review	Governors & Head teacher	Annually
Health & Safety Management System Audit	Governors & Head teacher	Annually
Compliance Audit – Using standard Audit Form	Head teacher and H&S advisor	Annually
Accidents/Incidents trends	Head teacher	Termly
Safety audits by others	LEA	3 – 5 years