



# **The Crossley Heath School**

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## **HEALTH AND SAFETY POLICY**

### **September 2018**

## Version Control

Version Number	Purpose/Change	Author	Date
1	Created	Paula Oldroyd	15/08/18
2	Submission to Governors for approval	Claire Heaton	

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**Responsibility:** Finance Director/Site Manager  
**Date for Review:** September 2019

## **1. Statement of Intent**

- 1.1 The Governors of the Crossley Heath School recognise and accept that the health, safety and welfare at work of all employees, whether on the school premises or carrying out school business elsewhere, is the responsibility of the Governors. A duty of care also extends to ensure the health and safety of students and members of the public who may be working in or visiting school premises.
- 1.2 The Governors will provide a safe and healthy a working environment as is reasonably practicable for all its employees. The school operates a non-smoking, including vaping, policy within the building and its grounds.
- 1.3 The Governors will endeavour, at all times, to implement all statutory regulations appertaining to health and safety. Where statutory regulations do not apply, the Governors will use appropriate guidelines in maintaining a safe place of work.
- 1.4 The Governors will take all reasonably practicable steps to meet their responsibilities by:
  - The provision of such training and instruction and supervision as are necessary to ensure, so far as is reasonably practicable, the safety of all employees, students and visitors.
  - The provision and maintenance of plant and systems of work that are, so far as is reasonably practicable, safe and without risks to health.
  - Arranging to ensure annual training for relevant staff to cover the following:-
    - a) Manual handling;
    - b) Storage and transport of articles and substances (COSHH, CLEAPS);
    - c) Fire (Evacuation and prevention) – all staff;
    - d) General health and safety procedures and practices (Safe working practices)
    - e) Risk assessment and following instructions to negate or reduce the risk (read and comply with the risk assessment for their area of work) so far as is reasonably practicable, in connection with the above
  - The maintenance of premises and grounds in a condition that is safe and without risk to health, and the provision and maintenance of means of access and egress that are safe and without risks.
  - The employment of persons who are competent in the work for which they are employed, ensuring continued CPD and training is provided to maintain their knowledge and competence.
- 1.5 A copy of this-policy will be available to all employees. It will be updated and reviewed annually or in the event of new guidelines/legislation, a school incident or near miss. Staff will be notified of the amendments via the bulletin. Amendments relating to the work of particular departments or groups of staff will be notified via their line manager.
- 1.7 The Governors will provide, so far as is reasonably practical, Codes of Practice, Safety Manuals and Safety Bulletins and systems to cover all aspects of health, safety and welfare administered on their behalf. The school subscribes to the Royal Society for Prevention of Accidents (RoSPA). Copies of the monthly online publication are circulated to members of the Health & Safety Committee.

## **2 Objectives of Policy**

- 2.1 To minimise and eliminate, so far as is reasonably practicable, the risk of injury and hazards to all personnel employed in school activities and undertakings.
- 2.2 To minimise and eliminate, so far as is reasonably practicable, risks of injury and hazards to the health of students and members of the public who may be affected by the activities or undertakings outside of the normal day to day activities of the school, for example building works, upgrades and refurbishments.
- 2.3 To provide a thorough induction for new employees to the school and continue to monitor, identify and provide training on a timely basis, making them aware of the hazards and potential dangers, and accident prevention techniques to allow them to avoid these. This will ensure safe working practices are in place.
- 2.4 To ensure that employees understand their legal duties under Section 14 of The Management of Health & Safety at Work Regulations 1999 and all other safety, health and welfare related legislation, regulations and codes of practice. This is on the Health and Safety poster that must be displayed by law around the school premises.
- 2.5 To ensure consultation with employees through the recognised channels on all matters relevant to safety, health and welfare.
- 2.6 To ensure provision of such protective clothing and equipment as may ensure the health, safety and welfare of employees. This is relevant to specific Departments and staff:-
  - Catering
  - Cleaning
  - Premises
  - Science teachers
  - Lab technicians
  - DT and Art staff and Technicians
  - First Aid

## **3. Arrangements for Ensuring Health & Safety (Code of Practice)**

- 3.1 This is a Code of Practice for The Crossley Heath School.
- 3.2 This statement deals with those aspects over which the Head Teacher has control and covers safety associated with the building structure, plant, fixed equipment and services. It describes how the Head Teacher will discharge responsibilities in respect of students, visitors and other employees who are present on school premises as part of the internal organisation, management and discipline of the school in accordance with the Articles of Association.
- 3.3 The aim of the statement is to ensure that all reasonably practicable steps are taken to secure the health, safety and welfare of all persons using the premises:
  - To establish and maintain a safe and healthy environment throughout the school.
  - To establish and maintain safe working procedures among staff and students.
  - To make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
  - To ensure the provision of sufficient information, instruction and supervision to enable all people working on site and students to avoid hazards and contribute positively to their own

safety and health at work and to ensure that they have access to health and safety training as and when provided.

- To maintain a safe and healthy place of work and safe access and egress from it.
- To formulate effective procedures for use in case of fire and other emergencies and for evacuating the school premises.
- To lay down procedures to be followed in case of accident.
- To provide and maintain adequate welfare facilities.

#### 4. Responsibilities and Duties in Matters Concerned with Safety

##### 4.1 The Head Teacher

The ultimate responsibility for all school safety organisations and activity rests with the Head Teacher who shall:

- Be the focal point for day-to-day references on safety and give advice or indicate sources of advice.
- Work with the SLT and Governors to communicate effectively the policies and updates to health and safety.
- Co-ordinate the implementation of the approved safety procedures in the school.
- Maintain contact with outside agencies able to offer expert advice.
- Report all known hazards immediately to the Governors and stop any practices or the use of any equipment or processes that may affect student safety and staff wellbeing.
- Review annually the provision of (i) first aid; (ii) emergency procedures; working practices; places of work; and make recommendations for improvement.
- Ensure procedures are followed so the Head Teacher is kept informed of accidents and hazardous situations.
- Regularly review the communication of safety information concerning the school and policy amendments and recommend necessary changes.
- Inform the Governors of any updates and changes of the safety procedures, policy, legislation and improvements in welfare facilities of the school that have been agreed by the Health and Safety/Business Committee.

##### 4.2 Obligations of ALL Employees

4.2.1 The Health and Safety at Work Act 1974 states:

*“It shall be the duty of every employee whilst at work to:*

- *Take reasonable care for the health and safety of themselves and of any other persons who may be affected by their acts or omissions at work, and*
- *As regards any duty or requirement imposed on them by their employer or any other person by or under any of the relevant statutory provisions, to co-operate with him/her so far as it is necessary to enable that duty or requirement to be performed or complied with”.*

The Act also states that:

*“No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions”.*

4.2.2 In order that the laws be observed and responsibilities to students and other visitors to the school are carried out, **ALL** employees are expected:

- To know the special safety measures and arrangements to be adopted in their own working areas and to ensure they are applied.
- Adhere to the staff dress code and wear any uniform and/or protective equipment provided to perform their duties.
- To exercise good standards of housekeeping and cleanliness.
- To know and apply the emergency procedures in respect of fire and first aid.
- To use and not wilfully misuse, neglect or interfere with things provided for his/her own safety and/or the safety of others.
- To co-operate with other employees in promoting improved safety measures within the school.
- To co-operate with the appointed safety representative and the enforcement officer of the Health & Safety Executive or the Public Health Authority.

4.2.3 To complete the maintenance request form on the VLE in respect of any health and safety issues, thereby ensuring that potential or actual hazards are avoided or rectified.

#### 4.3 Obligations of Teaching and Non-Teaching Staff Holding Positions of Special Responsibility - Members of SLT, Department Leaders and Support Staff Managers

The above staff:

- Have a general responsibility for the application of this policy to their own department or area of work and are directly responsible to the Head Teacher for the application of existing safety measures and procedures within that department/area of work. Advice or instructions given by the Governors and the Head Teacher, including the relevant parts of this statement, shall be observed.
- Establish and maintain safe working procedures including arrangements for ensuring, as far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances, (eg chemicals, boiling water, duplicating fluid, guillotines).
- Resolve any health and safety problem any member of staff may refer to them and refer to the Head Teacher any of these problems for which they cannot achieve a satisfactory solution within the resources available to them.
- Carry out a regular safety inspection of the activities for which they are responsible, and where necessary submit a report to the Head Teacher.
- Ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and students to avoid hazards and contribute positively to their own safety and health at work.
- Seek the advice and guidance of relevant advisory bodies.

#### 4.4 Obligations of Class Teachers

4.4.3 The safety of students in classrooms, laboratories, workshops and the school grounds is the responsibility of class teachers. Teachers have traditionally carried responsibility for the safety of students when they are in their charge.

4.4.4 If for any reason, eg the condition or location of equipment, the physical state of the room or the splitting of a class for practical work, a teacher considers he/she cannot accept this responsibility, he/she should discuss the matter with the Head Teacher before allowing practical work to take place.

4.4.5 Class teachers are expected:

- To exercise effective supervision of students and know the emergency procedures in respect of fire, bomb scare and first aid, and to carry them out.
- To know the special safety measures to be adopted in their designated teaching areas and ensure they are applied.
- To give clear instructions and warning as often as necessary.
- To follow safe working procedures personally.
- To call for protective clothing, guards, special safe working procedures, etc where necessary.
- To make recommendations to their Department Leader, eg on safety equipment and on additions or improvements.
- Ensure class rooms are free of rubbish and obstructions.

#### 4.5 Visitors

Regular visitors and other users of the premises (e.g. delivery persons from specific companies) should be required to observe the safety rules of the school (*found on the back of their visitors badge*). In particular parents helping out in school should be made aware of the health and safety arrangements applicable to them through the teacher to whom they are assigned.

### 5. **Supervision**

#### 5.1 Students supervision at the beginning and end of the school day

Supervision of students on the school premises is provided by the staff appointed to be on duty before the school day commences (7.30am to 8.15am) and after it finishes 3.30pm to 4.30pm.

Morning: Students arriving from 7.30am should use the entrance by the arena and wait in the 6<sup>th</sup> form Dining Room where they will be supervised by a member of the cleaning staff. The member of SLT on duty will take over from 8.00am – 8.15am.

Afternoon: Students should go to the LRC until 4.00pm where they will be supervised by LRC staff. From 4.00pm – 4.30pm they should wait in reception where they will be supervised by the receptionist.

All students must have vacated the school and its grounds by 4.30pm unless they are under the supervision of a responsible member of staff (who must have completed an events booking form via the VLE). Office and premises staff to be informed.

#### 5.2 Morning break and lunchtime

At break-times supervision of students is provided by the daily duty team of teaching staff. At mid-day, supervision is provided by the daily team of teaching staff on mid-day duty, assisted by the mid-day supervisors. (NB Mid-day supervisors are not in loco parentis; the teaching staff on duty hold this responsibility and must be the ones to give permission to go off site, etc).

#### 5.3 Medication

Students who are required to take medicines in school time as part of a course of treatment must bring a request from home to do so; notify their form tutor and the Nominated First Aider and receive his/her permission to do so. The Nominated First Aider will countersign the request from home.

#### 5.4 Transport

Students using hired transport in school time or for educational journeys must be under the direct supervision of teaching staff at all times.

Pupil using taxis to attend lessons at another school/college should only use the company nominated by the school.

Pupils who use taxis to get to and from school at the bequest of their parents do not come under this policy as it is the responsibility of their parents.

#### 5.5 Movement of students between lessons

Movement of students between different parts of the building and around the building must be carried out with care and common sense.

Inappropriate behaviour such as running, barging through doors, must be stopped whenever it is seen, students must be warned and, if necessary, a sanction imposed.

Students must not be allowed into science laboratories, technology rooms, the sports hall, sixth form centre (unless they are Post 16 students), other practical rooms and the gym unless under direct supervision. Once inside those areas they must follow rules laid down by the staff in charge.

#### 5.6 Accidents/incidents

In the event of a student being involved in an accident whilst at school, the First Aider will telephone the person listed as the main contact on the personal information held in the school office and follow the first aid policy.

#### 5.7 Contractors

All contractors working on site come under the supervision of the Site Manager and must conform to health and safety regulations in force, safe working practices, and reasonable direction by the Site Manager. Any other contractors such as photocopier engineers come under the supervision of the reprographics technician or the member of staff who have called them.

#### 5.8 Car Parking

- Car parking is allowed by staff at the front and rear of the building.
- No car parking within school grounds is allowed by students unless by special arrangement.
- Car parking by contractors is by arrangement with the Site Manager.
- Parents should only drop off and pick up students from the roads by the side of the Moor where they can park safely.
- Staff wishing to leave their cars overnight must inform the premises staff before they leave the vehicle.

### 6. **Provision of First Aid**

#### 6.1 First Aid boxes are located in:

- Reception where there is also a defibrillator
- Staff Kitchen

- A3 – reprographics
- Kitchen Preparation rooms x2
- Girl's gym link to changing rooms
- Tech block (T2 / T4 / T5 / T6)
- Art rooms x2 (B21, B10)
- Science prep rooms x3
- Science office
- C7 classroom
- Sports hall reception including a defibrillator in lobby
- Conference suite kitchen
- 6<sup>th</sup> form block
- Minibus

Each box contains first aid requisites only and a list of contents.

## 7. Emergency Procedures

### 7.1.1 Illness or Accident

If anyone should become ill or suffer injury as a result of an accident on school premises the procedures below should be followed:

- **First Aid** should be administered, by a qualified first aider. The patient should be given all possible reassurances, and removed from danger.
- **The Nominated First Aider** is located in the DT block and is trained in first aid. If circumstances necessitate, the Head Teacher should be summoned immediately to tend to the patient and make a decision regarding transfer to hospital.
- **Transport to hospital** – if an ambulance is required the emergency '999' service should be used. In cases of a less severe nature where it is felt that hospital treatment may be required, parents should be contacted to make suitable arrangements. Staff should not transport students to hospital.
- **In the event of an accident** - As soon as possible after the incident every case of injury or accident must be fully and accurately reported on an Accident reporting form (located in Science, DT, Reprographics and school office - these are collected every half term) by the person who has had the accident (and verified by the adult present at the time) or the person dealing with the accident. When recording an accident, where possible, detailed statements should be obtained from witnesses. Entries on the Accident reporting forms are for employees and visitors to the school and any student requiring treatment. The Head Teacher must be notified of all serious accidents. A copy of the accident reporting form is given to the student/visitor/employee to take home, the H&S rep and the Finance Director who will record the incident on the Accident reporting log and follow up where necessary.
- In the event of a student being involved in an accident needing hospital treatment whilst at school, the First Aider will telephone the person listed as the main contact on the personal information held in the school office. On return to school a risk assessment will be carried out and a PEEP prepared if necessary.
- If student behaviour has contributed or caused the accident this should be reported to the relevant Achievement Leader who should also inform the Head Teacher.

## 8. Fire and Emergency Procedures

- 8.1 It is the duty of all members to carry out the procedures laid down by the school. For example, "in case of fire, operate the nearest alarm then follow evacuation procedure" ..... specific to the given area). Evac chairs are available should staff/the emergency services wish to use them and instruction of their use will be made available to all staff.

8.2 Students and staff should be familiar with these arrangements.

## **9. Asbestos Procedures**

9.1 The school has an Asbestos Policy which sets out what the school will do to ensure that asbestos is managed effectively in the school buildings and grounds and, importantly, how we will respond to incidents involving the possible release of asbestos fibres.

9.2 All staff will be provided with asbestos awareness training and key personnel will receive detailed training on how to manage asbestos in schools.

## **10. Conclusion**

10.1 It is the responsibility of everyone to make these arrangements work. This will ensure, as far as is reasonably practicable, that working conditions are safe and that the working life of everyone is accident free. Anyone who discovers a hazard should report it to Site manager, Finance Director, Head Teacher and or members of the site team immediately and stay with the hazard until one of the site team attends the hazard to provide cover.

10.2 If an improvement or prohibition notice is served by an enforcement officer (e.g. Health & Safety Executive or Environmental Health Officer) the Head Teacher should immediately advise the Governors. If a prohibition notice is issued with immediate effect, the activities specified should cease forthwith.

9.3 Any member of staff noticing a failure to comply with this policy should immediately report the circumstances to the Head Teacher. The Head Teacher should then initiate appropriate remedial action. If it proves impossible for the Head Teacher to resolve the matter they should then report the matter to the appropriate Governor. If no action is seen to be taken the Head Teacher should be consulted again and if still no action is taken the member of staff should report the circumstances to the nominated Safety Representative (Finance Director) at the school or the appropriate Governor. Hazardous situations should also be reported immediately and the same procedure followed. Incidents which necessitate calling the Police should be reported immediately to the Head Teacher. Contacting the Police is the decision of the Head Teacher or Deputy Head Teacher in her absence.

## **11. Review**

11.1 The internal Health & Safety committee and Business Committee review the emergency procedures on an annual basis or after any accident or near miss that triggers a review. Recommendations from staff or students in respect of improving procedures may be made to the Head Teacher at any time.

## **12. Other Policies and Procedures**

Emergency/Fire/Bomb Evacuation Procedures

Invacuation Policy

First Aid Policy

Medical Needs Policy

Educational Visits Policy

Safeguarding Policy

ICT Policy

Asbestos Policy

Guidance for safer working practices for those working with children and young people

Manual and Handling Young People with Special Educational Needs