

HEALTH AND SAFETY POLICY

POLICY AS REQUIRED BY THE HEALTH AND SAFETY AT WORK ACT 1974

PREAMBLE

Every employee of Nunthorpe School ("The School") should read the School's policy which draws attention to the specific obligations of the School. Every employee should also be aware of the Corporate Health and Safety Policy dated 20 September 2008 issued by Redcar & Cleveland Borough Council ("The Authority").

This policy statement meets specific needs of the School's employees, students, visitors and members of the public who may use the School's premises.

All employees are reminded of their duties under Section 7 of the Health and Safety at Work Act 1974. Section 7 enables the premises to successfully carry out practices that are developed to ensure compliance with the Act.

All employees have the responsibility to co-ordinate with their Line Managers to achieve a healthy and safe workplace. Each employee also has a responsibility to take reasonable care of themselves and of others who may be affected by their activities at work.

GENERAL STATEMENT OF INTENT

The Headteacher will, so far as reasonably practicable, provide and maintain safe and healthy working conditions, equipment and systems of work for the employees and students in its premises. They also accept responsibility for the health and safety of visitors and other people entering or using the School's premises.

This policy allocates duties for safety matters and particular arrangements as set out.

This policy should be read in conjunction with the School's First Aid Policy. The School's First Aid Policy delegates responsibility for First Aid to the Headteacher. The Headteacher, in conjunction with the First Aid Co-ordinator, develops detailed procedures.

Both policies will be reviewed and updated - particularly when changes occur either to premises or personnel. The Headteacher will ensure that this policy is kept up to date.

This policy will be kept under regular review in the light of developments and best practice.

RESPONSIBILITIES

The following persons have responsibilities for health and safety at the School's premises.

HEAD TEACHER

The School's Headteacher has overall and final responsibility for health and safety in the School's premises and for drawing the attention of employees in these premises to the statement of Health and Safety Policy.

DEPUTY HEADTEACHER / BUILDINGS DEVELOPMENT MANAGER

The Deputy Headteacher, or in his absence, the Buildings Development Manager will be responsible for health and safety in the School's premises in the absence of the Headteacher.

FIRE WARDENS

The School's Fire Wardens are:

Deputy Headteacher

Buildings Development Manager

If they are unavailable, then any member of the Senior Leadership Team can act as replacement.

EMPLOYEES

It is the duty of a member of staff to report any potential Health and Safety problem and also to ensure that they are satisfied that appropriate action is taken to remedy it.

RISK ASSESSMENTS

These are to be carried out by each individual Faculty/Area within the School with supervision by the Buildings Development Manager (if required).

Expectant mothers must notify the Buildings Development Manager or the Administration Manager to have a risk assessment carried out at the earliest opportunity.

Risk assessments must be carried out for all external trips.

Risk assessments must be reviewed if any change in practice takes place and also updated on a yearly basis.

COSHH (control of substances hazardous to health) ASSESSMENT

All COSHH documents should be kept by individual Faculties/Areas within the School **and followed to the letter**. Any new hazardous materials should be accompanied by COSHH forms. If they are not then the Head of the relevant department/area needs to chase this up immediately; if unsuccessful, this urgent problem, must then be passed on to the Buildings Development Manager.

Any queries with regards to the above MUST be passed to the Buildings Development Manager immediately.

PORTABLE APPLIANCE TESTING (PAT)

This is carried out annually by an outside contractor organised by the Buildings Development Manager.

The Buildings Development Manager will arrange that new electrical appliances are tested.

Employees are not allowed to bring any portable electrical equipment into the School as these may not meet the safety requirements for equipment in the workplace.

WATERSAFE MANAGEMENT AND LEGIONELLA TESTING

These are carried out on a monthly basis by Rentokil in accordance with the Local Authority's strict requirements. The Buildings Development Manager will maintain a record of the monthly readings and these will be reported to the Health and Safety Committee meetings.

ARRANGEMENTS

ACCIDENT RECORDING AND REPORTING

All accidents and incidents must be reported to the Central Administration office. They will follow the Local Authority's Corporate Accident reporting procedure which can be found in the Health and Safety file in the Central Administration Office or the Building Development Manager's Office (the latter is in our Sixth Form Centre – Ground Floor).

VIOLENCE TO STAFF

Definition of Violence

Violence at work can include any incident in which an employee is abused, threatened or assaulted. As such it can include:

- i) Physical Attack – whether visible injury occurs or not.
- ii) Animal Attack – where an animal is used as a threat.
- iii) Verbal Abuse – when an employee feels threatened. This would include sexual or racial abuse by a member of the public.
- iv) Attack against property.

All incidents must be reported to the Central Administration Office or the SIG Officer in order to follow the Local Authority's Corporate Code of Practice for dealing with violence at work.

SAFETY SURVEYS

With regards to Health and Safety and the general upkeep of the School's premises, it is the responsibility of the Buildings Development Manager to carry out periodic checks and ensure the site is safe and tidy. All checks are to be recorded on the weekly checklist which can be found in the Building Development Manager's Office.

ARRANGEMENTS (CONTINUED)

REPORTING AND RECTIFYING FAULTS

All faults or requests for minor jobs/works must be reported using the Maintenance Helpdesk on the School's intranet. Any major works or emergencies must be reported immediately to the Building Development Manager or the Site Manager.

All faults and requests for minor jobs/works will be rectified by the Site Management Team according to an agreed schedule of work.

SMOKING

Nunthorpe School is a NO SMOKING site. Anyone found to be doing so will face disciplinary procedures.

GENERAL FIRE SAFETY

It is the responsibility of the Building Development Manager to carry out periodic fire drills in accordance with the local Fire Authorities procedures.

It is the responsibility of the Site Management Team to ensure all fire routes are kept clear (on a daily basis) and carry out weekly checks of the Fire Alarm system.

PROFESSIONAL ASSOCIATION REPRESENTATIVES

The School has representatives of the following professional associations ~~are~~:

UNISON

ATL

NASUWT

NUT

ASCL

The names of the representatives are available from the Headteacher.

TRAINING

It is the responsibility of all Line Managers to ensure any training necessary for colleagues is given or made available.

Safety training is undertaken during the employee's induction into our school.

A copy of the School's Health and Safety policy and the Local Authority's Corporate policy is held on the School's intranet and employees will be made aware of this during their induction.

ARRANGEMENTS (CONTINUED)

CONTROL OF VISITORS

All visitors to the School's Site must sign in at the School's Main Reception. At this time they will be provided with a Visitors ID badge including health and safety information. Visitors to the Sixth Form Experience Building may go directly to the Reception for that building to sign in where they will be provided with a Visitors ID badge including health and safety information.

CONTROL OF CONTRACTORS

A Control of Contractor form **MUST** be completed before any works can be started on site by the contractor in question. This must be signed off by the Buildings Development Manager or Site Manager. These forms are obtained and filed in the school's Main Reception.

EMPLOYEES LEAVING THE SITE DURING THE WORKING DAY

For fire evacuation procedures any employee leaving the site during the normal working day **MUST** sign out using the appropriate signing in/out book on the Main Reception desk and sign back in on their return.