



Homewood School & Sixth Form Centre

LEARNING · RESPECT · BELONGING

HEALTH & SAFETY POLICY

Date approved by Governors
November 2016

HOMEWOOD SCHOOL & SIXTH FORM CENTRE

Health & Safety Policy

This policy will be reviewed annually

Please note that full consultation has taken place with recognized trade unions on this document; however, not all of the document has necessarily been agreed with all the trade unions.

DATE OF POLICY: NOVEMBER 2016

DATE OF REVIEW: NOVEMBER 2017

Member of staff responsible for Policy:

**Principal & School Facilities
Manager**

Signed.....Head Teacher

Signed.....Chair of Governors

Homewood School and Sixth Form Centre

Health and Safety Policy

This policy will be reviewed on at least an annual basis or whenever significant changes to systems or the workplace take place.

Where any changes, amendments or additions are made, the revision number will change. Reviews that result in no changes at all will maintain the same revision number.

| Review date | Revision No. | Signature |
|-------------|--------------|-----------|
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General Statement

The Health and Safety at work etc Act 1974 (HSWA) requires all organisations employing five or more people to have a written health and safety policy.

The Principal and Governors are committed to establishing and implementing arrangements which will ensure that staff and pupils will be safeguarded when on school premises, or engaged in off-site activities (e.g. school trips), and that the premises for which they are responsible are safe for visitors, as well as for pupils and staff.

Homewood School & Sixth Form Centre Policy

- To comply with all statutory requirements as a minimum
- To provide adequate control of health and safety risks arising from our work activities and equipment and through the use of materials and substances we work with.
- To consult with employees on matters of Health and Safety giving information, instruction, supervision and training to ensure all employees are competent to carry out there tasks.
- To provide and maintain safe plant, equipment, working practices and to keep and maintain the school equipment in good order.
- To ensure safe handling and use of substances.
- To provide clear instructions on actions to be taken in the event of emergencies.
- To maintain safe and healthy working conditions.
- To monitor and review this policy whenever considered necessary and at least annually.
- To provide adequate welfare facilities throughout the school

Signed:

Principal

Date:

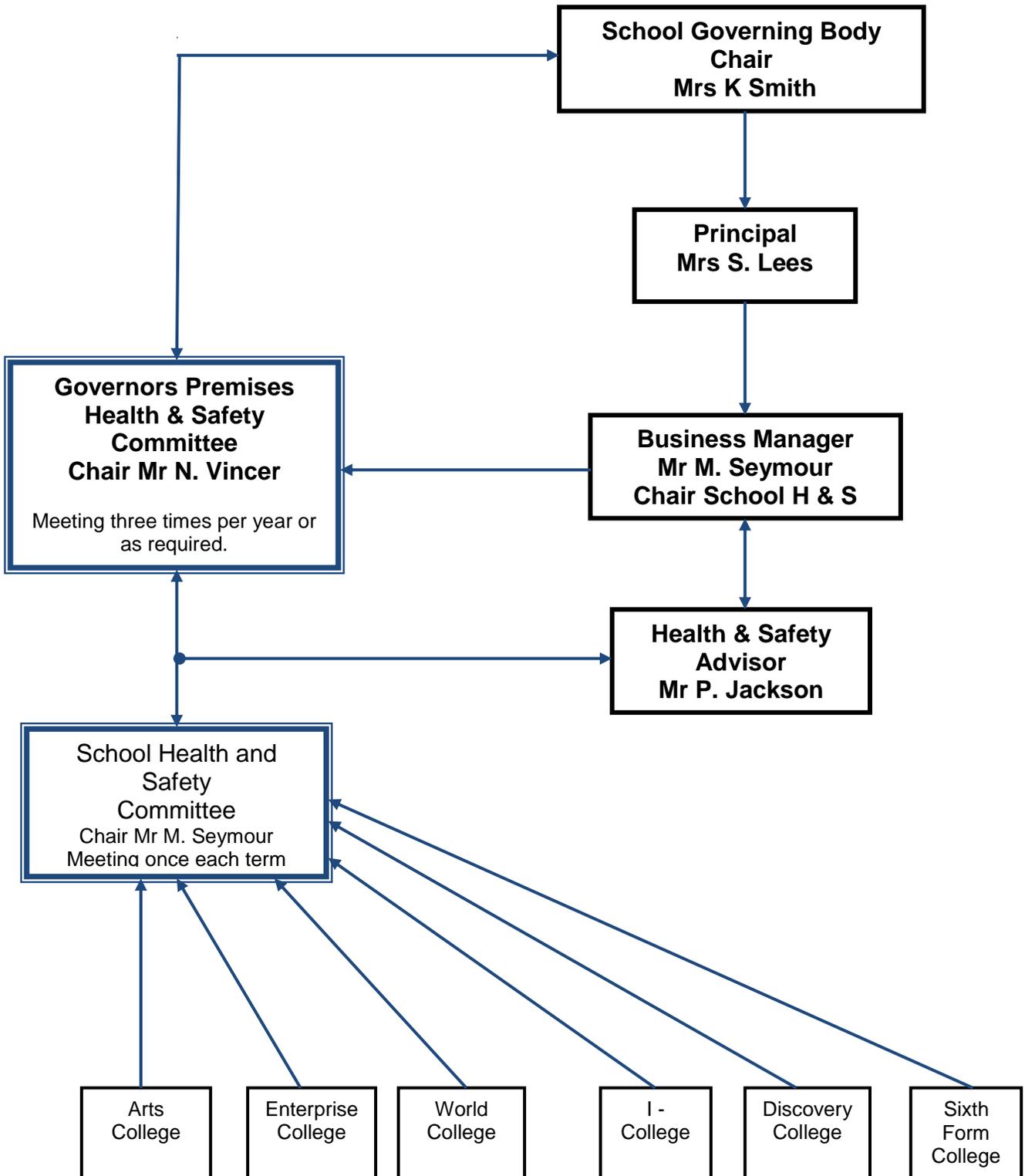
Signed:

Chair of governors

Date:

ORGANISATION

The School Governing Body as the **employer** has overall responsibility for health and safety.



The overall responsibility for Health and Safety rests with the Governors and Principal.

Day to Day responsibilities for ensuring this policy is put into practice are delegated to the Business Manager and the Health and Safety Advisor.

To ensure Health and Safety standards are maintained / improved, the following people have responsibility in the following areas.

| | |
|--|--|
| Mr N. Vincer School Governor (H&S). | Chair of Premises Health and Safety Committee. |
| Mr M. Seymour School Business Manager | Chair of School H & S Committee Overview of all H & S |
| Mr P. Jackson School Facilities Manager. | Health and Safety Advisor & Site Risk Assessments. |
| Mr A Lawson Leader of Discovery College | Co-ordinator for Risk Assessments Discovery College. |
| Mrs Kate Farrell Director of I-College | Co-ordinator for Risk Assessments I-College. |
| Mrs H. Jones Leader of World College | Co-ordinator for Risk Assessments World College. |
| Mr P Hanson Leader of Arts College | Co-ordinator for Risk Assessments Arts College. |
| Mrs B. Wostear Leader of enterprise College | Co-ordinator for Risk Assessments Enterprise College. |
| Ms R. Fagg Principal Teacher Applied Learning | Co-ordinator for Vocational Risk Assessments |
| Mr G Mills Leader of Sixth Form College | Co-ordinator for Risk Assessments Sixth Form College. |
| All Principal Teachers & School Managers | To ensure that all Risk Assessments within their area of responsibility are completed and appropriate control measures implemented. Completed assessments are then passed to the appropriate Co-ordinator. |

The following areas need to allocate members of staff to be attached to the School Health and Safety Committee and they are responsible for bringing to and reporting back any issues that need to be addressed at the committee meeting once a term.

| | |
|--------------------------------|--|
| Arts College | Health and Safety representative. |
| Enterprise College | Health and Safety representative. |
| World College | Health and Safety representative. |
| Design Technology | Health and Safety representative. |
| Catering Manager | Health and Safety representative. |
| School Nurse. | Health and Safety representative. |
| Farm Manager | Health and Safety representative. |
| Discovery College | Health and Safety representative. |
| Vocational Studies | Health and Safety representative. |
| Theatre Manager (Arts College) | Health and Safety representative. |
| Union Rep | Unison Health and Safety representative. |

1. Management

- 1.1 **The Principal** is responsible for giving effect to overall Health and Safety Policy within Homewood School. Through financial management she will where reasonably practicable ensure that there are funds and materials available to meet Health and Safety requirements.
- 1.2 **The School Business Manager (Mr M. Seymour)** supports the Principal with respect to Health and Safety Policy within the School. He works closely with the Health and Safety Advisor.
- 1.3. **The Health and Safety Advisor. (Mr P. Jackson)**
Will continually review the effectiveness of this policy and personnel under his control to whom responsibility for various aspects of Health and Safety have been assigned.
- 1.4 **Staff Development: (Mrs D. Faulkner)**
Has oversight of general staff training, however the appropriate H&S training is coordinated by the Facilities Manager, SBM and Personnel dept.

1.5 **Principal Teachers and Line Managers** must ensure that they and their staff are trained and fully aware of this policy and all relevant Health and Safety procedures. This will include the training or retraining of staff:

- On new machinery, vehicles and equipment.
- On new conditions in the work place.
- When transferred to new positions within the school.
- In carrying out statutory Risk Assessments as required under the Management of the Health and Safety at work regulations 1999 and other specific legislation.

All departmental Risk Assessments are to be completed and in place by the start of the Autumn Term and reviewed annually by Principal Teachers, (6 monthly for high risk departments: Design Technology, Photography, Science, Ceramics, Art, Vocational Subjects, Theatre, PE and Farm).

Blank risk assessment forms are held on "Teacher Share" in the "Risk Assessment folder" or Generic Risk Assessments can be obtained from the **Health and Safety Advisor** and these should be Personalised and amended for each subject area.

All risk assessments **MUST** be **COMPLETED, SIGNED AND DATED** with a paper copy retained within the department for instant reference and an electronic copy saved to "Teacher share" – "Risk assessment folder" – "College". The results of the risk assessment will also be communicated to all affected people.

1.6 **Budget Holders.** All Budget holders are responsible for their budgets and own and manage the procurement of supplies. Responsibility for the budget will make you the 'Contract Owner' irrespective of whether you undertake the procurement or not. It is important to consider any potential health or safety issues that may arise as a consequence of the purchase of any item of equipment, plant or structures. It is also the budget holders' responsibility to inform the **School Business Manager or Health & Safety Advisor** prior to any purchase if potential H & S issues exist.

2. Responsibilities

- 2.1 The main responsibility for carrying out the Health and Safety policy effectively rests with **Teachers, Support staff, Principal Teachers** and members of the **Leadership Team**, be it for a workshop, laboratory, classroom, Farm, sports field, gymnasium, canteen, office or any other external area. They must ensure that specific legal requirements are adhered to and that steps are taken to comply with changes in these requirements.
- 2.2 **Principal Teachers** must ensure, in collaboration with their subject teachers, technicians or other persons for whom they are responsible, that Health and Safety factors and training are taken into account when new equipment, teaching/instructional methods or working practices are being planned or are under consideration.
- 2.3 The **Leadership Team, Principal Teachers** and the member of the Leadership team responsible for staff development are responsible for the necessary training and instruction of staff at all levels.

- 2.4 All **Principal Teachers** and **Line Managers** will call for and continually review reports on the progress of matters relevant to Health & Safety in their areas of responsibility and will take corrective action where necessary or to report to the **Health and Safety Advisor** for Leadership Team approval/action.

Arrangements and Accountability

The Health and Safety at work etc Act 1974 (HSWA) states (2. (1)):-

“It shall be the duty of every employer to ensure so far as is reasonably practicable, the Health Safety and Welfare at work of all his employees”.

And

Every employee must (sec7):

- Take reasonable care of their own Health and Safety.
- Take reasonable care of the Health and Safety of anyone who may be affected by their acts or omissions.
- Co-operate with their employer or any other person to enable legal obligations to be met.

Risk Assessments

- Carried out by Principal teachers with assistance from departmental staff.
- Significant findings will be reported to the **Health and Safety Advisor**.
- Risk Assessments will be held by each department and electronically saved to **Teacher share**, - **Risk assessment folder** and then into each **individual College**.
- Assessments will be reviewed every 12 months (6 months for high risk areas) or when activities undergo significant changes.
- Where there is a high risk element then a cross functional team should agree the risk assessment activity. This team should include those staff in charge of the area involved plus the Facilities Manager

Information, Instruction and Supervision.

- The School issues a Staff handbook each year that contains full and detailed Health and Safety information.
- The Health and Safety law poster is displayed in both the main school reception and Staff room and maintained by the **Health and Safety Advisor**.
- Health and Safety advice is available from the **Health and Safety Advisor, the School Business Manager or the Governor for Premises, Health and Safety**. Induction training will be provided for all employees by the **Health and Safety Advisor**.
- Specific job training will be provided by the responsible **Principal teacher**.
- Training will be identified, arranged and monitored, and appropriate training records will be kept by the **Leadership Team member responsible for Staff Development**.

- Community activities and External Organisations using the school premises are supplied with a “Lettings” pack that contains all relevant Health and Safety Information. (Fire alarm instructions, First aid, Emergency phone numbers, Risk assessment form and Accident report form). This also requests a minimum level of public liability cover.

Accidents, First Aid and work related ill health.

- First aid boxes are kept in various locations throughout the school with directions from each classroom to the nearest one.
- A nurse is located in the school sick bay (G23) between the hours 09:00 -16:00 school term time only.
- A list of first aiders can be found in the Staff hand book.
- Accident books are located in the Sick bay, Sinden Theatre, Farm office and Caretakers office and all accidents must be properly recorded.
- **The Health and Safety Advisor and Business Manager** are responsible for reporting all appropriate Accidents, Diseases and Dangerous Occurrences to the enforcing authority in compliance with the requirements of the Reporting of Incidents, Diseases and Dangerous Occurrences Regs. 1995 (RIDDOR 95).
- **The Health and Safety Advisor and Business Manager** are responsible for investigating all accidents in conjunction with the nominated responsible person for the area / discipline in which the accident has occurred.
- **The Personnel Officer** is responsible for investigating Work – related causes of sickness absence.

Emergency Procedures.

- **The Health and Safety Advisor** is responsible for ensuring that appropriate Fire Risk Assessments are undertaken and implemented.
- Escape routes are checked regularly by caretaking staff.
- Fire extinguishers are regularly checked by caretaking staff & maintained by a competent external contractor every 12 months.
- The fire alarm is tested each week on Tuesdays between 07:30 – 08:00 by the duty caretaking staff.
- The Fire alarm is maintained by a competent external contractor and tested 4 times a year.
- Practice Emergency Evacuations will be at the Principals discretion (a minimum of 2 evacuations per year).

Other Key areas of risk that may exist and have separate documentation (are held in the Site Facilities Manager office).

- Asbestos.
- Chemicals. (COSHH)
- Display Screen equipment (see Eye Test statement.)
- Electricity.
- Expectant Mothers.
- Gas.
- Legionella.
- Lone working.
- Machinery.
- Manual handling.
- Noise.

- Premises maintenance (see Premises maintenance plan)
- Slips Trips & Falls.
- Stress.
- Student behaviour (see Ethos for Learning Policy)
- Substances hazardous to health inc. Dust & Fumes.
- Transport inc. school trips.
- Violence.
- Waste.
- Working at height.
- Young Persons Risk assessment.

Health and Safety Reviews

H & S reviews will be undertaken of the premises by a committee including the H & S Governor, the School Business Manager, the H & S Advisor and other representatives of the Premises and H & S Governing body; areas of additional risk will be focused on by this committee. A report with main findings will be prepared and a summary of key action points noted. This will be presented at the next Premises Governors meeting or sooner if considered necessary by the Chair of Governors or the Principal.