



Sharples
S C H O O L

Health & Safety Policy

Approved by Governors: November 2014

Signed Chair of Governors:

Signed Headteacher:

Date for review: July 2018

The Health, Safety and welfare of our employees, students, visitors and contractors is an important priority for the school. The management of health and safety adds value to the school by reducing accidents, injuries and ill health and helps us fulfil our duty of care to all our users.

As far as reasonably practicable, we will;

- Identify and control significant health and safety risks which arise from our activities.
- Provide information, instruction and supervision to employees and all other users.
- Consult with employees and others on matters which affect their health and safety.
- Provide and maintain premises and resource equipment.
- Ensure employees know how to store, use and dispose of hazardous substances, chemicals and medical aids.

General Statement

The general aims of these policy statements are accepted and the arrangements set out below are designed to implement the general aims of Sharples School. The Governing Body / Headteacher recognises its responsibility to the health, safety and welfare of all staff, pupils and other persons visiting the school premises.

It is the policy of the Governing Body/ Headteacher, so far as is reasonably practicable:

- To maintain all areas under the control of the Governors and Headteacher in a condition that is safe and without risk to health ;
- To establish and maintain a safe and healthy environment throughout the school;
- To establish and maintain safe working procedures among staff and pupils;
- To ensure that risk assessments are carried out by competent staff;
- To consult with employees on matters affecting their health and safety;
- To provide and maintain safe plant and equipment;
- To provide and maintain means of access to and egress from that place of work that are safe and without risk;
- 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 employees and pupils to avoid hazards and contribute positively to their own health and safety and to ensure that they have access to health and safety training as appropriate or as and when provided;
- To prevent accidents and cases of work related ill health;
- To provide and maintain safe, healthy and adequate welfare facilities;

Responsibilities - Organisational Structure

1	Board of Trustees	As a Multi Academy Trust, the Trustees have overall responsibility for the premises. They have delegated responsibility to the Local Governing Body.
2	Governing Body	Is responsible for the Health and Safety in school. They delegate day to day responsibility to the Headteacher.
3	Headteacher	The Headteacher employs a Director of Finance as part of the Senior Leadership Team, to lead, organise and manage the Health and Safety in school.
4	Director of Finance	Leads and manages the Health and Safety in school, assisted by the Facilities Manager and Site staff.

SCHOOL RESPONSIBILITIES

Headteacher and Governors

Headteachers are responsible for the day-to-day Health and Safety management of schools and all staff directly employed by the school. This responsibility will include ensuring that staff are aware of the safety rules and procedures which apply and also that they have access to detailed and specific regulations affecting their work. In particular Headteachers must be aware of the arrangements governing visits and general contractors whilst on the school premises.

Headteachers / Governors Roles

- Monitor the effectiveness of the safety policy;
- Make arrangements to ensure that all staff employed by the school, and all other persons working on the premises, are aware of all policies, risk assessments and all other relevant health and safety information;
- Understand headteacher and governor responsibilities under the Health and Safety at Work Act,
- Ensure that staff are aware of and seek advice in the event of an unusual situation which is likely to be a health and safety hazard;
- Make arrangements and implement the Local Authority's accident reporting procedure and ensure that staff are aware of the system;
- Ensure accidents are reported and investigated where necessary, and ensure control measures are implemented;
- Develop and maintain safe working practices;
- Ensure that all staff are aware of the first aid arrangements and first aiders;
- Ensure the implementation of procedures in the event of fire and ensure that all staff are aware of their roles and responsibilities;
- Provide suitable induction training for all new staff;
- Identify health and safety training needs;
- Ensure all structural defects in contracted schools are reported to the Authority;
- Ensure staff have an awareness of relevant health and safety legislation and their responsibilities as employees;
- Where personal protective equipment is identified as necessary, ensure it is provided and maintained;
- Ensure there are suitable provisions for contractors working on site;
- Understand the organisation, role and powers of Health and Safety Executive Inspectors;
- Recognise that the policy, risk assessments and practices are not static, and ensure that the schools health and safety policies and procedures are updated and amended where necessary.

Employees

The Health and Safety at Work Act 1974 states -"It shall be the duty of every employee whilst at work:

- (a) To take reasonable care for the health and safety of himself and of any other persons who may be affected by his acts or omissions at work: and
- (b) As regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as it is necessary to enable that duty or requirement to be performed or complied with".

The Act also states "No person shall intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety or welfare in pursuance of any of the relevant statutory provisions".

All employees:

- Have a general responsibility for the application of the Health & Safety Policy, and any school policy, to their own department or area of work and are directly responsible to the Head for the application of existing safety measures and procedures within that department/area of work. Advice or instructions given by the Head, including the relevant parts of this statement, shall be observed;
- Shall, where necessary, establish and maintain safe working procedures including arrangements for ensuring, as far as is reasonably practicable, safety and absence or risk to health in connection with the use, handling storage and transport of articles and substances, (e.g. chemicals, boiling water, duplicating fluid, guillotines); they should also refer to documents produced for these products under the COSHH Regulations;
- Shall resolve any health and safety problems any member of staff may refer to them and refer to the Head any of these problems for which they cannot achieve a satisfactory solution within the resources available to them;
- Shall carry out a regular safety inspection of the activities for which they are responsible and, where necessary, submit a report to the Head;
- Shall ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own safety and health at work;
- Shall, where appropriate, seek the advice and guidance of the relevant in school Adviser or Officer of the Authority;
- Shall propose to the Headteacher requirements for safety equipment and on additions or improvements to plant, tools, equipment or machinery which are dangerous or potentially so.

It is recognised by the Trade Union organisations that the disciplinary procedure would be relevant in circumstances where employees choose to disregard these responsibilities.

Class Teachers and Teaching Assistants

The class teacher is responsible for the safety of pupils whilst in classrooms, workshops and laboratories, this has been a statutory duty since 1987.

Where class teachers or teaching assistants have concerns regarding the various safety issues for example class sizes, condition of equipment etc. They should discuss the problems with the Head Teacher or Head of Department before the lesson. Class Teachers and teaching assistants should:

- Liaise with and recommend to the Director of subject or Headteacher any safety issues and hazards such as class sizes, condition of equipment and also recommend additions and discuss improvements that can be implemented.
- Ensure that before the lesson, by carrying out a risk assessment, that all protective clothing, guards, screens, etc. plus any special safety procedures are available and will be used;
- They personally should follow safe procedures and working practices;
- Know the various safety procedures in their teaching areas including the location of any safety equipment, they should ensure that all the procedures are followed:

- Control and supervise the pupils and ensure that safety rules and protective equipment are followed and used:
- Ensure that safety instructions are clear and understood and check frequently that they are being followed:

Site staff

Site supervisors / site assistants are key members of the school staff in that they are often the first person to notice health and safety hazards and are, in a large number of schools, the 'contact person' for reporting faults and liaising with contractors on site.

Their role within the schools safety arrangements should be clearly defined and **all** staff made aware of this role.

Site staff should:

- Follow the health and safety and methods of working detailed in the policy,
- Complete regular workplace inspection forms for all areas of school internally and externally
- Liaise with the Facilities Manager for the management of works required to ensure removal of potential risks or at least putting correct control measures in place
- Undertake any training relevant to risk assessments, fire safety, legionella, asbestos, workplace safety, manual handling, managing contractors, and general maintenance of equipment.
- Completing safety walks with Facilities manager
- Carry out fire checks at regular periods as identified in the fire risk assessment
- Carry out legionella tests at regular periods as identified in the legionella risk assessment
- Manage contractors on site as detailed below
- Keep records of all inspections, works completed on site, identify when serviced work is due and organise same
- Supervise on-site vehicle movement ensuring relevant control measures are in place for safety of all users
- Follow COSHH regulations when using any types of substances
- Ensure all resources are stored in suitable areas and only accessible to users who are trained and competent to use them
- Ensure any issues are reported to relevant persons as identified in organisational chart

Facilities Manager should:

- Ensure all documentation is completed and kept up to date
- Ensure all inspection reports are filed for easy reference
- Ensure all workplace inspection checks are completed and recorded
- Ensure all whole school risk assessments are in place and reviewed regularly
- Ensure all maintenance / service checks are carried out on time and any recommendations made to the Director of Finance of works to be completed.
- Ensure site staff are kept up to date with any matters relating to Health and Safety on site.

First Aiders

All schools must have at least one First Aider who can provide trained support in the event of an accident or illness to any employee, and non-employee. Where the risk of injury is identified as significant, such as during PE lessons and within DT workshops and Science labs, access to a first aider and first aid equipment must be readily available (including provision of a wash basin or sterile water).

Pupils

Pupils are expected to:

- Exercise personal responsibility for the safety of self and class-mates;
- Wear the correct clothing consistent with safety and/or hygiene (this would preclude unsuitable footwear, knives and other items considered dangerous);
- Follow all the safety rules of the school and in particular the instructions of teaching staff given in an emergency;
- Only use, and not wilfully misuse, neglect or interfere with things provided for his/her safety.

NB: It is essential that all pupils and parents are made aware of the requirements of this section.

Visitors

The Health and Safety at Work Act, 1974 imposes a general duty of care on most people associated with work activities. Everyone employed in educational establishments is protected by the Act and employers have an obligation to ensure, as far as is reasonably practicable, that persons NOT EMPLOYED by them who may be affected by their activities are not exposed by their actions to health or safety risks within the school premises. (Health and Safety at work Act, 1974 Section 3.)

Visitors should report to the main reception on arrival at the school, they should be required to observe the safety rules of the school, 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, and should not be asked to carry out tasks for which they are not 'competent', trained or authorised for.

In addition the 'Occupiers Liability Act 1957' introduced a 'common duty of care' which an occupier owes to all visitors other than trespassers. This duty required him/her to see that visitors were reasonably safe in using the premises for the purpose for which they were invited, or permitted to be there. In 1984 the Occupiers Liability Act was updated and occupiers must also take reasonable care to see that trespassers do not suffer personal injury whilst on the premises.

Contractors

Contractors should report to the main reception on arrival at the school and outside contractors working on educational premises are required to ensure safe working practices by their employers under the provision of the Health and Safety at Work Act and must pay due regard to the safety of all persons using those premises in accordance with Section 3 and 4 of the Health and Safety at Work Act. They should also inform the school of any hazardous operations they intend to carry out and liaise with the appropriate person on site regarding this work. They should also have available COSHH assessments for any substances they intend to use.

In instances where the contractor creates hazardous conditions and refuses to eliminate them, the Headteacher must take actions as are necessary to prevent persons in his/her care from risk of injury and inform Corporate Resources, or where the work has not been procured through Corporate Resources they should speak to their planning officer.

Roles & Responsibilities	
The senior member of staff in school with responsibility for Health & Safety matters is:	Headteacher
The Governor appointed for health and safety is:	Chair and Vice chair of Governors
Consultation with staff regarding health & safety is provided via:	Staff briefings Emails
Designated Child Protection Officer is: Deputy Designated Child Protection Officer is:	Ms Ann Webster Mr Lee Savage Mr Andrew Perman
Risk Assessment	
The person responsible for ensuring risk assessments are carried out is:	Director of Business & Finance
Copies of risk assessments are located:	Google Drive
Staff who have undergone training and are competent to carry out risk assessments are:	Facilities Manager
Any hazards noted within school must be reported to:	Facilities Manager
Risk assessments will be reviewed periodically	Every 3 years – Facilities Manager Dept. risk assessments carried out by dept. head
Educational Visits Coordinator is:	Miss C Molyneux
Educational visits risk assessments are can be accessed by:	EVOLVE
Emergency Fire Arrangements	
Competent person responsible for monitoring the fire risk assessment and liaising with the fire risk assessor is:	Facilities Manager
Fire drills will be carried out termly by:	Headteacher
Fire alarm points will be tested on a weekly basis by:	Site staff
Means of escape will be checked on a weekly basis by:	Site staff
Firefighting equipment will be checked on a weekly basis by:	Site staff
Emergency lighting will be tested on a weekly basis by:	Site staff
Records of tests, check and drills will be held in/by:	Facilities Manager – facilities office
Fire extinguishers will be serviced on an annual basis by:	Automatic alarms
Accident, Dangerous Occurrence, Violent Incident and Near Miss Reporting and Investigation	
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 complete an accident report as soon as possible after the event for both employees and non-employees (including pupils, visitors, etc)	
Location of accident forms:	Facilities office
Persons responsible for accident forms:	Facilities Manager
Person responsible for carrying out accident investigation is:	Facilities Manager

Accident forms must be completed and returned to Bolton Council, Health & Safety Team, 2nd Floor Paderborn House, Le Mans Crescent, Bolton. BL1 1UR

The person responsible for monitoring and reviewing accidents and incidents to identify trends and patterns is:

Director of Business & Finance

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

First Aid

A list of qualified first aid trained staff and their location within school along with expiry date of qualification is listed below:

Name	Location	Date of expiry of certificate
M Moss	Student zone	October 2020
E Kaminska	SEN Dept	November 2020
N Podmore	Hill Cot House	November 2020
T Openshaw	HIU	May 2020

The following are appointed persons and have been trained in emergency first aid

Name	Location	Date of expiry of certificate
E Mackey	SEN	February 2019
J Baldwin	PE	February 2019
J Baldwin	PE / SEN	February 2019
P Grundy	PE	February 2019
A McClelland	SEN	February 2019
C Molyneux	Science	January 2019
S Howker	Reprographics	June 2020
A Heaton	Science	June 2020
D Hesford	English	June 2020
M Hermida	English	June 2020
J Gregory	Inclusion	June 2020
R Greenhalgh	Site	June 2020
K McCann	Science	June 2020
M Cox	Science	June 2020
A Southern	Humanities	June 2020
M Armson	Technology	June 2020

The person responsible for ensuring that qualifications are maintained is:

Facilities Manager

First aid boxes are kept in the points throughout school:

Reception, First aid, PE, minibus, Science, Math, HIU, SEN, Reprographics, Health Hub

Travelling first aid boxes are located:

First aid room

The location and contents of all first aid boxes are checked on a:	Monthly basis
The address of the nearest hospital with accident and emergency facilities is:	Royal Bolton Hospital, Minerva Road, Farnworth, Bolton, Lancashire, BL4 0JR Telephone 01204 390390
Occupational Health provision is provided by:	Local authority
Pupils with medical/special needs	
The person/s responsible for undertaking and reviewing healthcare plans of students with medical needs is:	SENCO / Educational healthcare worker
The person/s responsible for ensuring student specific (PEEPS's) risk assessment are conducted is:	SENCO / Educational healthcare worker
The person responsible for the supervision and storage of pupils medicines is:	First aider if located in first aid room SENCO if located in Star kitchen
Maintenance & Premises	
All employees and governors must report any hazards that could be a cause of serious or imminent danger, e.g. damaged electrical sockets, broken windows, suspected gas leaks, wet or slippery floors immediately to:	Site staff Facilities Manager Director of Business & Finance
A person encountering any damage or wear and tear of the premises which may constitute a hazard should report it to:	Site staff Facilities Manager Director of Business & Finance
Defective furniture or equipment should be taken out of use immediately and reported to:	Site staff Facilities Manager Director of Business & Finance
The person (and their deputy) responsible for unlocking and locking, dealing with emergency call outs for the building , and arming and disarming security alarms is:	1 st - Bolton security & Response 2 nd - Facilities Manager / Director of Business & Finance 3 rd - Site staff
Health & Safety Training	
Health and Safety including school specific arrangements should be drawn to the attention of all employees during their induction training as covered in induction handbook. Induction training should cover:	School Health & Safety Policy Educational Visits Risk Assessment Fire & Emergency Arrangements Accident Reporting Arrangements First Aid Arrangements Good Housekeeping Hazard Reporting & Maintenance Procedures Whistle Blowing Policy
Person responsible for organising health and safety training is:	Director of Business & Finance
Work Equipment	
Ladders - Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Facilities Manager
Person(s) authorised to use:	Trained ladder users
Caretaking & cleaning equipment – Person responsible for selection, maintenance, training, supervision, safe use and risk assessment is:	Facilities Manager
Equipment for students with SEN – Person responsible for ensuring that all hoists, both ceiling mounted and mobile, used for moving people are inspected regularly	Facilities Manager

Lifts – Person responsible for ensuring that the lifts are inspected regularly	Facilities Manager
Laboratory apparatus & equipment – Person(s) responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Director of subject (Science) Senior Science technician
Design & Technology equipment - Person(s) responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Director of subject (DT) Technology technicians
Person(s) authorised to operate and use is/are:	Technology teachers Technology technicians
The person(s) responsible for instructing students in the safe use of equipment before they use it and checking they use it correctly is/are:	Director of subject (DT) Technology teachers Technology technicians
The person responsible for ensuring that all machinery is adequately guarded and that the guards are in position when the equipment is in use is/are:	Director of subject (DT) Technology teachers Technology technicians
Servicing of machinery including LEV	Facilities Manager
Art Equipment – Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment i/are:	Director of subject (Art) Art teachers
Person(s) responsible for regular (daily) visual inspection is/are:	Director of subject (Art) Art teachers
Person(s) responsible for ensuring portable electrical appliance testing is carried out at appropriate intervals and recoded is/are:	Facilities Manager Director of Business & Finance
Personal Protective Equipment (PPE)	
The persons responsible for inspecting PPE termly and replacing: personal protective equipment when it is worn are as follows: • Science • Design Technology • Art • Caretaking • Cleaning • Catering	<ul style="list-style-type: none"> • Senior Science Technician • Technology Technician • Class Teacher • Facilities Manager / Site staff • Lead cleaning supervisor (Bulloughs) • Catering Manager & Assistant Catering Manager (Mellors)
Copies of all the hazardous substances inventories are held centrally in:	Science, Technology & Site offices
The person(s) responsible for undertaking and updating the COSHH risk assessments are:	<ul style="list-style-type: none"> • Senior Science Technician • Technology Technician • Class Teacher • Facilities Manager • Lead Cleaning supervisor (Bulloughs) • Catering Manager & Assistant Catering Manager (Mellors)
Asbestos	
The person(s) responsible for making arrangements for dealing with asbestos in compliance with Bolton Council's policy, and ensuring that the premises asbestos plan is consulted by visiting contractors and relevant persons is/are:	Director of Business & Finance / Facilities Manager
Copies of the asbestos management plan are held in:	Facilities office
The person(s) responsible for ensuring that the plan is updated, as appropriate is/are:	Facilities Manager

The Duty Holder as defined in Control of Legionella Bacteria in Water Systems ACoP is:	Director of Business & Finance CPS
The responsible person (as defined in the Control of Legionella Bacteria in Water Systems ACoP is:	Director of Business & Finance CPS
The person for co-ordinating work experience placements ensuring risk assessments are completed and ensuring students are visited is:	Raising Aspirations Coordinator
On arrival all visitors should report to reception, and sign in using Inventory system where they will be issued with: ALL VISITORS MUST PROVIDE PHOTOGRAPHIC IDENTIFICATION	Identification badge and appropriate coloured lanyard • Relevant health & safety information • Visitors code of conduct
VISITORS WHO ARE ISSUED WITH VISITOR BADGES/LANYARDS MUST BE ACCOMPANIED BY A MEMBER OF STAFF AT ALL TIMES.	
The person(s) responsible for selecting contractors and vetting contractors health and safety, policies, procedures, risk assessments and past health and safety performance is/are:	Director of Business & Finance / Facilities Manager
The person in control of contractors whilst on site is:	Facilities Manager / site staff
Noise	
Any employee concerned about the noise levels at work should report this matter to Who will arrange for remedial action or for an assessment to be made by the health and safety team	Facilities Manager
Cleaning Arrangements	
All members of staff are responsible for arranging to clear up spillages, which occur whilst they are in charge of the area concerned. Other spillages, leaks or wet floors should be reported to: Who will deal with spillage or wet floor	Site staff Technicians Cleaning staff if on site Catering staff in if the kitchen area
The display screen equipment assessor for school is/are:	Facilities Manager
The Health & Safety Law Poster is located in:	Main reception
The person responsible for updating it is:	Facilities Manager
Smoking	
Sharples School is a no smoking (including e-cigarettes) site this includes all school buildings, grounds and vehicles.	