



Ingleby Manor Free School

Health & Safety Policy Document

To be read in conjunction with:

**Positive Conduct Policy
E-Safety Policy
Smart Technology Policy**

**Reviewed on 21st September 2016
Review date: September 2017**

Part I

1. Introduction

- 1.1 This document describes the Organisation and Arrangements for the school and should be read in conjunction with the council's Health and Safety Policies and Guidelines as contained in the council's Health and Safety Manual, a copy of which is in the school.
- 1.2 This policy is designed to benefit teaching and support staff, students, governors, parents, visitors, contractors and all those on site and has been produced in full consultation with the trade unions.
- 1.3 The promotion of the safety, health and welfare of staff and students is considered to be a mutual objective for the LA, Governors and staff. It is therefore the school's policy so far as reasonably practicable, to take the necessary steps to ensure the safety, health and welfare of its staff and students and the public and visitors.
- 1.4 The aim of this document is to ensure that all reasonably practicable steps are taken:-
- 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 and safety 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 and others safety and health at work, and to ensure that they have access to health and safety training when provided;
 - to formulate effective procedures for use in case of fire and other emergencies and for evacuating the school premises
 - to formulate effective procedures to be followed in the case of an accident;
 - to provide and maintain adequate welfare facilities;
 - to make special arrangements to ensure the health and safety of any disabled person using the school site.
- 1.6 The Principal has overall responsibility for the application of the school's health and safety policy. However, staff within the school are responsible for implementing and maintaining compliance with the school's safety policy generally and particularly in the areas for which they are responsible.

1.7 The practice of self-monitoring has become a vital feature of health and safety on school premises. It is the responsibility of all staff to be vigilant on health and safety matters at all times and the practice of monitoring is inherent in the management structure for health and safety.

Part II

2. Roles and Responsibilities

2.1 General

2.1.1 Part 1 of the Health and Safety at Work etc Act 1974 imposes various duties on employers in respect of health, safety and welfare at work. Certain provisions are particularly applicable in schools:

- general duties of employers to their employees under section 2,
- general duties of employers to persons other than their employees under section 3, and
- general duties of persons concerned with premises to persons other than their employees under section 4.

2.1.2 The general duty of employers to their employees is to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all employees.

2.1.3 The duty in respect of those who are not employees is to ensure, so far as is reasonably practicable, that persons not in employment are not exposed to risks to their health or safety.

2.1.4 The final duty under section 4 is to take such measures as it is reasonable to take to ensure, so far as it is reasonably practicable, that the premises, all means of access and exit and all plant and substances are safe and without risk to health.

2.1.5 The Act also imposes duties on employees and other persons. Section 7 requires employees while at work, to take reasonable care for the health and safety of themselves and others and to co-operate in ensuring that their employer and others comply with the Act. Section 8 imposes a duty on everyone not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare.

2.1.6 It is a criminal offence to fail to discharge any of the above duties. Employers, employees and other persons can face unlimited fines.

2.1.7 In order that the law is 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 that they are applied;
- to observe standards of dress consistent with safety and/or hygiene;

- 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 their own safety and/or the safety of others;
- to co-operate with other employees in promoting improved safety measures in the school;
- to co-operate with the appointed safety representative(s) and the enforcement officer of the Health and Safety Executive.

2.1.8 All staff have the responsibility to co-operate with the Principal, SLT and each other, to achieve a healthy and safe workplace and to take reasonable care of themselves and children.

2.1.9 Whenever any member of staff notices a health and safety problem which they are not able to put right, they must straight away inform the main office who will ensure appropriate action is taken.

2.1.10 The provisions of the Occupiers' Liability Acts must also be borne in mind. Under the Occupiers' Liability Act 1957, the occupier of premises must take care to ensure that visitors will be reasonably safe in using the premises for the purposes for which they are invited or permitted to be there. Occupiers must be prepared for children to be less careful than adults, but can expect workers to guard against any special risks ordinarily incidental to their trade or profession (eg a decorator should know a safe way to fix his ladder, but should be warned if the wall to be decorate is dangerous).

2.1.11 The Occupiers' Liability Act 1984 deals with the occupiers' duty towards those who are not visitors (eg trespassers, those using a right of way etc). The duty is to take such care as is reasonable to ensure injury is not suffered due to the danger concerned. The duty arises if (1) the danger exists or is suspected, (2) those who are not visitors might go near it and (3) the risk is one against which some protection might reasonably be expected (eg a conker tree with a dangerous branch). The duty is discharged by a warning (eg a sign) or taking steps to discourage risk taking.

2.1.12 Both the LA and the governors have responsibilities under the Health and Safety at Work etc Act 1974 and the Occupiers' Liability Acts of 1957 and 1984, as both could be called "employer", "person concerned with premises" and "occupier". However, given the framework within which schools are governed, more detailed roles are set out below.

2.2 The LA

The role of the LA is to advise schools about local authority Health and Safety policies, guidelines and procedures and this site specific document, and to keep them in the Health and Safety Manual provided to all schools.

2.3 The EAB

2.3.1 Governing bodies are obliged to take all measures within their power to ensure that the school premises are safe and not hazardous to the health of staff, students, visitors or trespassers. In effect, the governing body and the Principal have total control and responsibility for the day-to-day health and safety of those persons using and occupying the school.

2.3.2 Governing bodies now have greater responsibility for the discipline in the school, which is a major factor in ensuring the safety of all those on the site. In free schools, they also have increased powers with regard to finance. This means that governing bodies theoretically have both the responsibility for health and safety and the means of discharging it.

2.3.3 Governing bodies should ensure therefore that they have received and understood the LA policy and have produced their own policy for the school. They should also make periodic inspections and review detailed reports from the Principal or the school's safety committee arising from their inspections. They should also ensure that the school's budget contains an element for health and safety. A booklet by the Health and Safety Commission Health and Safety Guidance for school governors and members of school boards has been published by HSE Books.

2.3.4 Although the overall responsibility lies with the governing body, individual EAB members may be liable if they consent to, or connive at any breach of the regulations or if any breach is due to neglect by an individual governor.

2.3.5 In practice, individual responsibility is discharged by ensuring that the governing body knows its duties, listens to advice, carries out inspections, follows up complaints, calls for reports and takes appropriate action, eg taking protective and preventive measures, informing the LA or instituting repairs.

2.4 The Principal

2.4.1 The Principal has day to day responsibility for health and safety in the school and in particular he/she should:

- be the focal point for day to day references on safety and give advice or indicate sources of advice;
- co-ordinate the implementation of safety procedures in the school;
- maintain contact with outside agencies able to offer specialist advice;
- report all known hazards immediately to the authority and/or Governing Body and to stop any practices or the use of any plant, tool, equipment, machinery etc which are dangerous or potentially so;
- take decisions about or make recommendations to the authority or the Governing Body for additions or improvements to plant, tools, equipment, machinery etc which are dangerous or potentially so;

- make or arrange for investigation of the premises, place of work and working practices on a regular basis and ensure that he/she is kept informed of accidents and hazardous situations;
- ensure that a risk assessment survey of the premises, methods of work and all school-sponsored activities is conducted on a regular basis and reviewed annually, or if a significant change has occurred that might render the assessment obsolescent. This survey will identify all defects and deficiencies, together with the necessary remedial action or risk control measures. The results of all such surveys will be reported to the Governing Body.
- review from time to time:
 - the provision of first aid in the school and emergency procedures and make recommendations for improvements as appropriate
 - the dissemination of safety information concerning the school
- inform the Governors from time to time of the safety procedures of the school, and provide them with up to date reports on safety issues;
- monitor the school's policy on health and safety procedures and update it as new information is supplied by the authority;
- ensure that a teacher is designated with responsibility for Child Protection.

[Functional responsibility of some or all of the above tasks will be undertaken by the named person found in Part V Section 1.]

2.5 TLR Post Holders & SLT members

- 2.5.1 TLRs are responsible for inspecting specialist accommodation so as to maintain a suitable level of health and safety. Should they lack the resources to maintain the required standard of health and safety within the department, the matter should be communicated in writing to the Principal.
- 2.5.2 All booklets and information concerning health and safety will be passed to the relevant TLR who should ensure that they and their colleagues are fully conversant with the health rules and the literature pertaining to their particular situation issued by the authority. It is the TLRs duty to ensure that all such literature is readily available and, where practicable, displayed in prominent locations in the working environment.
- 2.5.3 Health and safety information warning of hazards and dangerous practices should be displayed in prominent positions in working areas. It is a health and safety legislative requirement that this is done.
- 2.5.4 TLRs are responsible for producing a Safety Statement, including safety procedures and practices which are a supplement to the main policy. They will be brought to the attention of staff and students under their charge and posted in a prominent position.

2.5.5 Any training requirements necessary to ensure the continuing safe working practice of the department should be identified, and reported to the designated person (see Part V Section 1) who will ensure that all identified training needs are met by undertaking recognised training courses.

2.6 Teaching and Support Staff Holding Posts/Positions of Special Responsibility

2.6.1 These staff:

- have a general responsibility for the application of the local authorities and the school's safety policy to their own curriculum/areas of work and are directly responsible to the Principal or other designated members of staff for the application of existing safety measures and procedures within the curriculum/area of work. Advice or instructions given by the Council/Directorate and the Principal/Nominated Person, including the relevant parts of this document, 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 of risks to health in connection with the use, handling, storage and transport of articles and substances (eg chemicals, boiling water, duplicating fluid, guillotines, cleaning materials etc);
- shall make every effort to resolve any health and safety problems any member of staff may refer to them and refer to the Principal/Designated Person 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 Principal, Vice Principal and designated others as appropriate;
- shall ensure, as far as is 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;
- shall, where appropriate, seek the advice and guidance of the relevant Adviser or Officer of the Council;
- shall report to the Principal or SLT colleague where appropriate requirements for safety equipment and on additions or improvements to plant, tools, equipment or machinery which are dangerous or potentially so.

2.7 The Class Teacher

2.7.1 The safety of students is the responsibility of class teachers, who have traditionally in law carried responsibility for the safety of students when in their charge. Students should never be left unattended in a classroom.

2.7.2 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 this matter with the Principal or SLT colleague as appropriate, before allowing any practical work to take place.

2.7.3 Class teachers are expected:

- to exercise effective supervision of the students and to know the emergency procedures in respect of fire, bomb alert and who the designated first aiders are, and to carry them out;
- to know the special safety measures to be adopted in their own teaching areas and to ensure that they are applied;
- to give clear instruction and warning as often as necessary;
- to follow safe working procedures:
 - to ask for protective clothing, guards, special safe working procedures etc where necessary
 - to make recommendations to their Principal, or SLT colleague as appropriate, eg on safe equipment and on additions or improvements to plant, tools, equipment or machinery which are dangerous or potentially so
 - to ensure safe storage or use of potentially harmful implements such as glue guns, craft tools, scissors etc
- to ensure a particularly high level of supervision is exercised when children are assisting in the movement of equipment;

2.8 Other Specific Staff

2.8.1 In addition to the overall responsibility of the Principal, the following have delegated responsibility in the areas shown:

	Area	Any Special Responsibility
All teachers	Own classroom/area	Day to day safety
Kitchen Team	Kitchen and Servery	Day to day safety
Site Supervisor	Plant Rooms	Day to day safety
Academic Mentors	In accordance with designated duties	Day to day
Volunteers	In accordance with designated duties	Day to day
safety	External Providers	In accordance with designated

2.9 Consultation with Trade Union Representatives

2.9.1 The health and safety concern of the school extends to all staff of the school. Each union with members employed at the school is invited to nominate a union representative whose role is to meet with the Principal on matters of health and safety.

2.9.2 At such meetings, the Principal is able to explain the management implications of health and safety as it affects the working conditions of the staff with the particular aim of gaining acceptance of practices designed to improve the health and safety of the whole working environment. These meetings also afford the opportunity for the views of individual staff to be communicated to senior Leadership and can result in the review of health and safety procedures currently practised. At such meetings, information issued by the unions with regard to health and safety can be communicated to the Principal for discussion.

2.10 Supervision of Students

2.10.1 The mid session breaks are legally deemed part of the working day. The procedure and rota of supervision will be circulated by email, as will absence cover.

2.10.2 No children should be allowed to practise activities in high risk teaching areas unless personally supervised by a teacher qualified in that subject. Cover teachers are not expected to cover such activities.

2.10.3 Students expecting to be collected after 4:45pm must wait in the designated area, adjacent to the school office.

2.10.4 The school's arrangement for the supervision of students during inclement weather is as shown in Part V.

2.10.5 The school building is open from 7:30am until 4:45pm. Parents are expected to ensure that children arrive at school before the designated start time. Students who arrive after 8:30am at the pedestrian entrance must make their way to the main entrance.

2.10.6 The school has a laid down programme for the supervision of children arriving and Leaving by bus or coach.

2.10.7 A member of the Senior Management Team will be on duty until such time as shown in Part V to deal with any emergency.

2.10.8 No child must be allowed out of school during school hours unless there is a request from the parent or guardian. The Principal/Main Office, must be notified and any letter making such a request should be kept until after the student's return.

2.10.9 Parents will be asked to make sure that children do not bring items to school which are hazardous or dangerous. If such items are found by any member of staff, they will be confiscated and the parents asked to come into school to collect them. The student will then be subject to the school's disciplinary policy.

2.10.10 If any member of the public refuses to Leave the premises or is constituting a nuisance, immediate assistance should be requested from the Police.

2.11 The Student

2.11.1 Students are expected:

- to exercise personal responsibility appropriate to their age and understanding, for the safety of themselves and their classmates;
- to observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear, dress and other items considered dangerous).
- to observe all the safety rules of the school and, in particular, the instructions of teaching staff given in an emergency;
- to use and not wilfully misuse, neglect or interfere with things provided for their safety;

NB All students and parents should be made aware of the contents of this section.

2.12 Visitors

2.12.1 Regular visitors and other users of the premises (eg parent helpers/delivery people from specific companies) are 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 by the teacher to whom they are assigned.

2.12.2 All visitors should be required to report to and sign in at the school office. Similarly, they should sign out prior to departure from the premises.

2.13 Contractors

2.13.1 All contractors working at the school will be acquainted with the school's and the council's health and safety policies before commencing any work.

2.13.2 Employees who are in charge of equipment that belongs to the school or the authority, must not lend it to contractors who are not Commercial Services employees. The contractor is expected to supply any/all equipment needed to complete safely the work that they have undertaken to do.

2.14 Community Use

2.14.1 Under the 1996 Education Act, the Principal and EAB recognise that community use of premises will be required, this is managed by the IMFT. Such groups' attention will be drawn to the detail of this safety policy which they will be required to comply with so far as it affects their operation. Safety provisions over and above those contained in this safety policy may be appropriate for particular common use activities and each group will be responsible for producing their own safety procedures which compliment those in existence within the school.

Part III

3. Conclusion

3.1 The whole staff are committed to make these arrangements work. This will ensure, so far as is reasonably practicable, that working conditions are safe and without risks to health and safety so that the working life for everyone is accident free.

3.2 This document is not a finite statement of policy. It will require regular consideration and revision where necessary. It cannot include all items necessary to achieve safe working conditions and due consideration must be given by all employees to the statutory requirements and internal arrangements which can, and will, help the achievement of a safe and healthy place to work.

3.3 Any member of staff noticing a failure to comply with this statement of organisation and arrangements, or other advice/guidance issued by the authority or Principal in pursuance of the Safety Policy, should immediately report the circumstances to the Principal. The Principal should then initiate appropriate remedial action

Part IV

4. Annual Update of Information and Review of Health and Safety Policy Document

4.1 The following information provides specific details relating to particular references in the text of the document as indicated below.

- Names and position of any staff who are delegated to undertake specific health and safety functions which are the responsibility of the Principal under paragraph 2.4.1:-

David Willard – Princiapl

Michelle Fryer – H&S Officer

Zoe Matthewman, Louise Arnold & Michelle Fryer – Child Protection Officers

Brian Reid – Science Technician

- Risk assessments of premises, methods of work and activities as referred to in paragraph 2.4.1 were carried out throughout the year.

Premises: Health and Safety Manuals

Methods of Work: within relevant document

Activities: Main Office – Trips file.

- The school's arrangement for the supervision of students during inclement weather as referred to in 2.10.3 is as follows:-

Mid Morning Break and Lunch:
Main Hall and Sports facilities.

Displayed on Duty Notice Board Main Office / Staff Room Reviewed

- A member of the Senior Leadership Team will be on duty or on call **until 5:30pm** to deal with any emergency (para 2.10.6 refers).
- Security of premises is managed during normal working hours by site supervisory staff. Out of hours this is managed by the alarm receiving company in conjunction with the site supervisors. Emergency key holder access is via office manager and site supervisors.
- The accident record book is located in **The Medical Room.**

(paragraph 3.1.6)
- The medical room is located adjacent to the main office.

(paragraph 3.3.2 refers)
- First aiders' and appointed persons names and locations are:
(Paragraph 3.3.2 refers)
FIRST AIDER 1 – Mrs Eve Young
FIRST AIDER 2 – Mrs Beverley Bird
FIRST AIDER 3 – Mrs Rachael Evans
FIRST AIDER 4 – Miss R Steele
ADDITIONAL FIRST AIDERS – Mrs M Fryer, Mr M Ali
- Responsibility for the administration of the fire drill/bomb alerts rests with ***Michelle Fryer/David Willard (Principal)***

(paragraph 3.4.3 refers)
- Fire drills and alarm tests took place on the following dates during the last year:
(paragraph 3.4.5 refers)
September 22nd 2016 10:10am
- Site Incident Controller
Michelle Fryer
- Fire Marshalls as listed in the Fire Safety Manual Volume 3.

Fire Drills: Fire Safety Manual Volume 3

Alarm Tests: Fire Safety Manual Volume 3

- Fire extinguishers are serviced by

TBC They are Brand new Sept 2016 first inspection due July 2017

(paragraph 3.4.5 refers)

- To comply with COSHH Regulations (paragraph 3.5.11 refers), a full survey of the school was carried out to assess which products may be harmful on (to be undertaken)
13th September 2016 – carried out by Safety Management Services Europe

- Relevant COSHH assessment records have been made available to all staff and are available for reference in **the relevant departmental area.**

- The school's approved contractor for the maintenance of appliances, audio visual equipment etc (paragraph 3.6.12 refers) is:

MISCO

5.2 This Health and Safety Policy Document has been subject to an annual review and approved by the EAB on:

Date: 21.09.16

Signed: D. Willard Principal

