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Tadcaster
Grammar School

Health and Safety Policy

Reviewed

November 2018



HEALTH AND SAFETY POLICY

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Tadcaster Grammar School

Our statement of intent is:

- to implement the requirements of the STAT MAT Health and Safety Policy;
- to make adequate arrangements for the health, safety and welfare of the staff and students;
- to provide adequate control of the health and safety risks arising from our work activities;
- to consult with our employees on matters affecting their health and safety;
- to co-operate with Schools Health and Safety Service in matters related to health and safety;
- to provide and maintain safe plant and equipment;
- to ensure safe handling and use of substances;
- to provide information, instruction, and supervision for employees;
- to ensure all employees are competent to do their tasks, and to give them adequate training;
- to prevent accidents and cases of work-related ill health;
- to maintain safe and healthy working conditions;
- to review and revise this policy as necessary at regular intervals.

Signed:

Head of School

Signed:

Chair of the Governing Body

Date Reviewed: 27th November 2018

Review date: November 2019.

RESPONSIBILITIES

Overall responsibility for health and safety within the school is that of the :-

Head of School.

Chair of Governors.

Day to day responsibility for ensuring this policy is put into practice is delegated to :-

LEAD OFFICER.
Estates Manager.

SCHOOL H & S CO-ORDINATOR.
Estates Manager.

To ensure health and safety standards are maintained / improved, the following people have responsibility in the following areas -

<u>Post / Name.</u>	Responsibility
All Faculty/Department Leaders.	To ensure safe working practices in line with Health & Safety At Work etc. Act 1974 and Management of Health & Safety at Work Regulations 1999.

<u>Post.</u>	Responsibility
Site and Facilities Manager	PAT Testing.

<u>Post.</u>	Responsibility.
School Health Manager	First Aid.

<u>Post.</u>	Responsibility.
Estates Manager.	Health and Safety Co-ordinator.

All employees have to:

- co-operate with supervisors and managers on health and safety matters;
- not interfere with anything provided to safeguard their health and safety;
- take reasonable care of their own health and safety; and the health and safety of others;
- report all health and safety concerns to an appropriate person (as detailed in this policy statement).

(See Appendix B)

ARRANGEMENTS

HEALTH AND SAFETY RISKS ARISING FROM OUR WORK ACTIVITIES

Risk assessments will be undertaken by Faculty/Department Leaders. (see Appendix A).

The findings of the risk assessments will be reported to the Health and Safety Coordinator.

Action required to remove and or control risks will be approved by the Lead Officer.

**Faculty/Department Leaders will be responsible for ensuring the action required is implemented.
(see Appendix A)**

The Health and Safety Coordinator, will check that the implemented actions have removed / reduced the risks.

Risk assessments will be reviewed annually by Faculty/Department Leaders.

CONSULTATION WITH EMPLOYEES

Employee Union Representatives are :-

(Voice) Not Represented.

(NUT) Samson Sharratt.

(NAS/UWT) John Alderman.

(UNISON) Brian Towse.

Consultation with employees is provided through the termly meetings arranged by union representatives.

SAFE PLANT AND EQUIPMENT

**Faculty/Department Leaders will be responsible for identifying all equipment / plant needing maintenance.
(See Appendix 1)**

Faculty/Department Leaders will be responsible for ensuring effective maintenance procedures are drawn up. (See Appendix 1)

**Faculty/Department Leaders will be responsible for ensuring that all identified maintenance is implemented.
(See Appendix 1)**

Any problems found with plant/equipment should be reported to Faculty/Department Leaders.

Faculty/Department Leaders will check that new plant and equipment meets health and safety standards before it is purchased. (See Appendix 1)

Health and safety advice is available from the schools H&S Coordinator and NYCC Health and Safety Service – Schools.

SAFE HANDLING AND USE OF SUBSTANCES

Faculty/Department Leaders will be responsible for identifying all substances which need a COSHH assessment.(See Appendix 1)

Faculty/Department Leaders will be responsible for undertaking COSHH assessments.(See Appendix 1)

Faculty/Department Leaders will be responsible for ensuring that all actions identified in the assessments are implemented. (See Appendix 1)

Faculty/Department Leaders will be responsible for ensuring that all relevant employees are informed about COSHH assessments. (See Appendix 1)

Faculty/Department Leaders will check that new substances can be used safely before they are purchased.
(See Appendix 1)

Assessments will be reviewed every academic year or when the work activity changes, whichever is soonest.

INFORMATION, INSTRUCTION AND SUPERVISION

The Health and Safety Law Poster is displayed in -

Toulston Lodge,
6th Form,
Site Manager's Office,
Staff Room,
Rose Cottage,
Kitchen,

Supervision of young workers/trainees will be arranged/undertaken/monitored by Faculty/Department Leaders.

The Head of School is responsible for ensuring that our employees working at locations under the control of other employers are given relevant health and safety information.

COMPETENCY FOR TASKS AND TRAINING

Staff induction will be provided for all employees and a check list for HR completed.

Job specific training will be provided by Faculty/Department Leaders.

Specific jobs requiring special training are :-

First Aid.

DSE Operators.

Access equipment users, i.e. ladders, stools.

Science, D&T, Site Staff
Manual handling, Working at Heights.

COSHH, Staff handling chemicals.
E.g. Science Faculty, Site Staff.

Training records are kept by HR.

Training will be identified, arranged and monitored by Faculty/Department Leaders.

ACCIDENTS, NEAR MISSES, FIRST AID AND WORK-RELATED ILL HEALTH

Health surveillance is required for employees doing the following jobs:

DSE operators - Self Assessment to be carried out and reviewed by line manager, any associated health issues to be referred to OH.

Health surveillance will be arranged by Faculty Leader/Head of Department Supported by The Health and Safety Coordinator .

Health surveillance records will be kept by HR.

See First Aid Policy for location of first aid boxes.

Staff with Basic First Aid qualification are:-

Danny Bass, Sam Buckley, Deb Clarke, Kim Heneachon, Chelsea Hodgson, Susy Laidlaw, Deborah Parker-Starbuck, Caroline Tobin, Helen Richardson, Sam Swan, Margit Waites Nicola Randall, Jo Binks, Andy Sykes, Kerry McGeechan, Rob Solk, Claire Leadbitter, Carole Collinson.

Staff with First Aid at Work qualification are:-

Jeanette Chauda, John Palmer, Evelyn Proctor, Adam Punt.

All accidents and cases of work-related ill health are to be recorded in the accident book. Accidents must be acted upon as they occur and appropriate action taken to prevent further injury. Accidents are reviewed termly at the Resources Meeting.

All near misses are to be recorded. Near misses must be acted upon as they occur and appropriate action taken to prevent injury. Near misses are reviewed at the termly Resources Meeting.

The following person is responsible for reporting accidents, diseases and dangerous occurrences to the NYCC Health and Safety Service - Schools.

School Health Manager- Jeanette Chauda

MONITORING

To check our working conditions, and ensure our safe working practices are being followed -

Annual safety survey will be issued to all staff with the purpose to identify problems in specific rooms/areas commencing Summer 2018.

Termly inspection by Site Staff.

Daily - all staff required to check their working environment and report defects via the Ticket System.

Statutory inspections for asbestos, emergency lighting, fire extinguishers, RCDs etc to be carried out by Site Staff and Contractors.

Trade Unions to organise safety tour and share findings with H & S Co-ordinator.

The Head of School, H & S Co-ordinator & School's Health Manager are responsible for investigating accidents.

Faculty/Department Leaders are responsible for investigating work-related causes of sickness absences.

Head of School, H & S Co-ordinator, Faculty/Department Leaders are responsible for acting on investigation findings to prevent a recurrence.

ASBESTOS RISK MANAGEMENT. (Asbestos Containing Materials)

The Responsible Officer for asbestos management is the Estates Manager who delegates responsibility to the Site & Facilities Supervisor.

The Asbestos Risk Management file is kept in the Site Office & Estates Managers Office.

Site Plans showing the location of asbestos containing materials (ACMs) are kept in the Site Office & Estates Managers Office.

Ensuring that contractors are made aware of the location of ACMs and that they sign the relevant Authorisation to work is the responsibility of the Site & Facilities Supervisor.

Asbestos risk assessments and a Permit to Work will be undertaken by the Site & Facilities Supervisor prior to any intrusive works to the fabric of the building.

Visual inspections of the condition of ACMs will be undertaken by the Site & Facilities Supervisor.

Records of the above inspections will be kept in the Site Office.

LEGIONELLOSIS MINIMISATION

The Responsible Officer under the Legionnaires Disease Risk Management policy is the Estates Manager with responsibility delegated to Site & Facilities Supervisor.

Risk assessments detailing on-site tasks for the minimisation of Legionellosis risk are kept in: Site Office.

The persons responsible for carrying out the on-site tasks set out in the above assessments are the Site Staff and Annually by contracted company.

Records showing that the above on-site tasks have been undertaken are kept in the Site Office.

WORK AT HEIGHT

All work at height in the school must be authorised by relevant Faculty/Department Leaders.

Risk Assessments for working at height are to be completed by relevant Faculty/Department Leaders and the person using access equipment.

Equipment used for work at heights is to be checked prior to use and records kept by individual Faculty/Department Leaders.

Training records for persons carrying out work at heights are kept by Faculty/Department Leaders and HR.

EDUCATIONAL VISITS.

Off-site educational visits must be authorised by the Head of School and Visits Co-ordinator. Overseas and residential visits will be approved by The Governing Body.

The Educational Visits Co-ordinator is Rob Solk.

Risk assessments for off-site visits are to be completed by Visit Leaders.

The Guidelines for Educational off-site Visits for Schools are kept in the EVC office and electronically on the VLE .

Details of off-site activities are to be logged onto EVOLVE by Visit Leaders.

EMERGENCY PROCEDURES – FIRE AND EVACUATION

The Estates Manager is responsible for ensuring the Fire Risk Assessment is undertaken and implemented.

Escape routes are checked by / every :-

Duty Site Staff / Daily, each morning.

Fire extinguishers are maintained and checked by / every :-

Contract company - Annually / Site Staff – Monthly (Visual).

Alarms are tested by Site Staff / once a week.

Emergency evacuation will be tested every term and records kept by Site & Facilities Supervisor.

The Security Co-ordinator is Site & Facilities Supervisor.

Staff responsible for registering after evacuation and groups.

- Form tutors - Students
- Main Office - Visitors / Supply Teachers
- Main Office - Teaching Staff (Non Form Tutors), Associate Staff

Fire Marshals/ location/purpose

The selection of additional Fire Marshals is underway and they will be trained and in place by September 2019

SOME KEY AREAS OF RISK.

- Asbestos
- Chemicals
- Slips, trips and falls
- Confined Spaces
- Display Screen Equipment
- Electricity
- Excavation
- Falling objects/collapsing structures
- Fire and Explosion
- Machinery (including guarding)
- Manual Handling
- Noise
- Pressure Systems
- Radiation
- Stress
- Substances hazardous to health (including dust, fume, etc.)
- Temperatures
- Transport
- Vibration
- Violence to staff
- Work equipment
- Work-related upper limb disorders
- Working alone
- Working at heights
- Working environment

These are just some examples of key areas; this is not an exhaustive list.

Reference can also be made to

- Five Steps to Risk Assessment
- A guide to Risk Assessment requirements
- Buying new machinery
- COSHH
- First Aid at Work
- Consulting employees on Health and Safety

Which are available from HSE Books or www.hse.gov.uk

Or contact –

Schools Safety Risk Adviser / Service Manager
Schools Health and Safety Risk Management Service
North Yorkshire County Council
Room 161, Education Service
County Hall, Northallerton
DL7 8AE
Tel: 01609 532545
Fax: 01609 532543

FURTHER INFORMATION

ALTHOUGH NOT PART OF THE HEALTH AND SAFETY POLICY, I.E. POLICIES IN THEIR OWN RIGHT, REFERENCE SHOULD ALSO BE MADE TO THE FOLLOWING POLICIES WHICH COMPLEMENT HEALTH AND SAFETY IN THE SCHOOL, THESE ARE ALL AVAILABLE ON THE VLE AND SCHOOL WEBSITE.

Accessibility Policy & Plan
Asbestos Policy and Procedures
Educational Visits Policy
Fire Safety Policy & Procedures
First Aid Policy
Lone Working Policy
Medical Conditions
Medication in School
Work Experience Policy
STAR MAT Health and Safety Policy
Schools Emergency Response Guide – under review (copy with Head of School)

Created October 2018 by J Wagstaff, Estates Manager,

Reviewed November 27th 2018. Changes made to Faculty/Department Leaders terminology, contents list and various minor errors.

APPENDIX 1

Department	Faculty/Department Leaders.
Administration, HR, IT	L Northrop-Clay
Business and Commercial Subjects	C Benoit
Business Manager	M Boyes
Catering	M Broadhead
English	C Carson
Estates, H&S	J Wagstaff
Head of School	W Wilson
Humanities	L Ireland
Learning Support	R Potts
Life Skills	A Henson
Mathematics	R Power
Modern Foreign Languages	J Davies
Physical Education	R Solk
Science	P Gomersal
Site and Facilities	N Gill
Technology	J Joslin
Visual and Performing Arts	E Lattimore

Health and Safety Management Flowchart

