



# **Abbey School**

## **Health and Safety Policy**

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Reviewed: 21<sup>st</sup> November 2017  
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Staff responsible: Headteacher – Mrs Luci Windle

Signed \_\_\_\_\_

## **Abbey School**

### **Health and Safety Policy**

#### **What is a health and safety policy statement?**

Your health and safety policy statement sets out how you manage health and safety in your organisation. It is a unique document that shows **who** does **what**; and **when** and **how** they do it.

#### **Why do I need a health and safety policy statement?**

The health and safety policy statement is your starting point in managing health and safety in the workplace. By law, (Health and Safety at Work Act 1974 section 2(3)) if you employ five or more people you must have a written health and safety policy. This contains your statement of general policy on health and safety at work and the organisation and arrangements for putting that policy into practice.

Writing a health and safety policy is more than just a legal requirement – it is your commitment to planning and managing health and safety. It is the key to achieving acceptable standards, reducing accidents and cases of work-related ill health and it shows your employees that you care for their health and safety.

#### **Who should do what?**

The responsibility for health and safety rests with Nexus Multi Academy Trust, the Head Teacher and the Local Governing Body.

However, many day-to-day tasks may be delegated. Your statement should show clearly how these tasks are allocated, but remember that there is still ultimate responsibility on the Governors and Head Teacher.

Governors and Head Teachers should consult your employees (through safety representatives, if you have any) about the policy statement. Everyone should be able to see from the policy statement exactly who is responsible for different things, such as advice, reporting an accident, and first aid.

#### **When and how should they do it?**

Your policy statement should describe your arrangements, i.e. the systems and procedures you have in place for ensuring employees' health and safety.

#### **How often do I need to revise the policy statement?**

It should be reviewed and possibly revised in the light of experience, or because of operational or organisational changes. It is useful to review the policy regularly (e.g. annually).

#### **Do I have to do anything else?**

Yes, you have other legal duties under other legislation. In particular, under the Management of Health and Safety at Work Regulations 1999, you have to assess the risks arising from your work activities and record the significant findings. You also have to record your arrangements for health and safety. You may wish to refer to the School Model Risk Assessment file for information that will assist this process.

**Remember:** What you write into the policy has to be put into practice. The true test of a health and safety policy is the actual conditions in the workplace, not how well the statement is written.

#### **How to use this guidance**

This guidance is split into three parts. It contains a statement of general policy based on your legal duties under the Health and Safety at Work Act 1974. Then you can record your organisational responsibilities and your arrangements to ensure the health and safety of your employees. Notes are included alongside each section to help you. Some useful publications are listed in the notes and at the end of this guidance.

# HEALTH AND SAFETY POLICY STATEMENT

Health and Safety at Work etc Act 1974

**This is the Health and Safety Policy Statement of**

## Abbey School

**Our statement of general policy is:**

- to make adequate arrangements for the health, safety and welfare of the staff and pupils;
- 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 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; and
- to review and revise this policy as necessary at regular intervals.

### **Organisational Grid**

Name	Designation	Responsibility	
Luci Windle	Headteacher	Overall responsibility for health and safety	Delegates duties as below Reports to the governors.
Karen Blakemore	Business Manager	Ensures the school runs smoothly on a day to day basis, that monthly and annual checks are completed correctly and by competent companies through SLA's.	Reports to head and governors
Neil Scott	Site Manager	Completed checks as required	Report to the business manager
	Senior Leadership	Responsible to assisting in ensuring school is compliant. Monitoring and assessing risk assessments	Report to Head teacher and Governors
	All staff	All staff have a duty to report anything. Also responsible for ensuring they complete risk assessments for activities they are undertaking	Report minor things to Business Manager

## RESPONSIBILITIES

**Overall and final responsibility for health and safety is that of**

**Head Teacher – Mrs L Windle**  
**Chair of Governing Body – Mrs Mary Smith**

Insert the name of the Head Teacher and/or the Chair of Governors, or the Governor with responsibility for health and safety.

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

**Business Manager – Miss K Blakemore**

If the Head Teacher is not always there, or does not have time to manage on a day to day basis, you can delegate this role to someone else, e.g. Deputy Head Teacher, Head of Year, and Premises Officer etc. Ensure that the person with overall responsibility is kept informed of health and safety matters – it will still be their overall responsibility

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

<u>Name</u>	<u>Responsibility</u>
<b>Mrs L Windle</b>	Health & Safety
<u>Name</u>	<u>Responsibility</u>
<b>Mr N Scott</b>	Hazardous Substances/ Grounds and Building – monitor and maintenance
<u>Name</u>	<u>Responsibility</u>
	H & S Governor

Delegate functions to people within your School either by specific areas within the workplace or by topic. Include their specific responsibilities in their job descriptions.

Ensure that they are competent to undertake their health and safety responsibilities and have adequate resources to enable them to do their job properly.

It is important that responsibilities are clearly set out – this will make sure that if there are any health and safety concerns they can be reported to the right person, so they can be dealt with.

You may wish to insert a diagram or chart showing your management structure/arrangements.

**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**
- **report all health and safety concerns to an appropriate person (as detailed in this policy statement).**

**Employees have legal responsibilities to take care of the health and safety of themselves and others, and to co-operate with management to help comply with the law.**

Equally, if employees have any concerns over health and safety issues, they should be clear about whom they should tell, so that concerns can be addressed.

## ARRANGEMENTS

### HEALTH AND SAFETY RISKS ARISING FROM OUR WORK ACTIVITIES

#### Risk Assessments will be undertaken by

#### Note

Senior Leadership Team  
Class Teacher

You must assess risks to the health and safety of anyone who may be affected by your work activities, so that you can weigh up whether you have done enough or need to do more to comply with the law.

#### The findings of the Risk Assessments will be reported to

Senior Leadership Team

You will find some examples of key areas that you should consider, at the end of this guidance. The school model risk assessment file has also been designed to provide a useful starting point.

#### Action required to remove/control risks will be approved by

Head Teacher – Mrs L Windle  
Senior Leadership Team

You will need to involve a number of different people including your safety representatives and employees, to do the risk assessments.

You will need to record the significant findings of your risk assessments in a separate document. Your policy statement only records your arrangements for ensuring the assessments are done, and are kept up to date.

Head Teacher – Mrs L Windle  
Senior Leadership Team

Once you have done your risk assessments, you must take the necessary action to remove or reduce the risk as far as is reasonably practicable. Risk Assessments should be reviewed at least annually.

#### will check that the implemented actions have removed/reduced the risks

You can find more guidance in HSE's free leaflets Five steps to risk assessment INDG163 (rev1) 1998 and A guide to risk assessment requirements: Common provisions in health and safety law INDG218 1996.

#### Assessments will be reviewed

Appendix HS02  
Appendix HS05

Annually

or when the work activity changes,  
whichever is soonest.

## ARRANGEMENTS

### CONSULTATION WITH EMPLOYEES

**Employee Representative(s) are**

**Note**

**Business Manager – Miss K Blakemore**

You must consult your employees.

If you recognise a trade union and that trade union has appointed a safety representative, you must consult them on matters affecting the employees they represent.

**Consultation with employees is provided by**

**Head Teacher – Mrs L Windle**

If you do not have trade unions, you must consult employees, either directly or through an elected representative.

You may decide to establish a school committee or another meeting as a forum for consultation.

If you have a health and safety committee, you could list what it does, who is on it and how often it meets.

## ARRANGEMENTS

### SAFE PLANT AND EQUIPMENT

**Site Supervisor – Mr N Scott**

will be responsible for identifying all equipment/plant needing maintenance.

**Business Manager – Miss K Blakemore  
Site Supervisor – Mr N Scott**

will be responsible for ensuring effective maintenance procedures are drawn up.

**Business Manager – Miss K Blakemore  
Site Supervisor – Mr N Scott**

will be responsible for ensuring that all identified maintenance is implemented.

**Any problems found with plant/equipment should be reported to and will check that new plant and equipment meets health and safety standards before it is purchased**

**Business Manager – Miss K Blakemore**

Advice will also be sought from the H & S section at RMBC or through the buildings manager if unsure.

## ARRANGEMENTS

### SAFE HANDLING AND USE OF SUBSTANCES

**Business Manager – Miss K Blakemore  
Cleaning Team  
Classroom Teachers**

**will be responsible for identifying all substances which need a COSHH assessment.  
Training will be given and updated as necessary.**

**Business Manager – Miss K Blakemore  
Cleaning Manager – Ms M Beighton**

**will be responsible for undertaking COSHH assessments and maintaining files for either the cleaners or whole school.**

**Head Teacher – Mrs L Windle  
Senior Leadership Team**

**will be responsible for ensuring that all actions identified in the assessments are implemented.**

**Head Teacher – Mrs L Windle  
Senior Leadership Team**

**will be responsible for ensuring that all relevant employees are informed about COSHH assessments.**

**Business Manager – Miss K Blakemore**

**will check that new substances can be used safely before they are purchased.**

**Assessments will be reviewed every**

**12 months**

**or when the work activity changes, whichever is soonest.**

## ARRANGEMENTS

### INFORMATION, INSTRUCTION AND SUPERVISION

The Health and Safety Law poster is displayed at Reception. School contact is

Note

Head Teacher – Mrs L Windle

A SLA is purchased to buy in this support from the H & S team who are all vetted and fully qualified to do so.

Health and safety advice is available from

RMBC (Competent Person) - Mr D Fenton

Deputy Head Teacher – Mr Wayne Askham

Supervision of young workers/trainees will be arranged/undertaken/monitored by

Head Teacher – Mrs L Windle  
Senior Leadership Team

is responsible for ensuring that our employees working at locations under the control of other employers, are given relevant health and safety information. We also have a stress policy which is accessible to staff. Teaching staff are also insured which come with benefits such as counselling and 24 hr doctor. As a school we also promote wellbeing offering courses to staff, a mindfulness room which is available to everyone and an open door policy will SLT so staff can talk if they need to.

## ARRANGEMENTS

### COMPETENCY FOR TASKS AND TRAINING

Induction training will be provided for all employees by

Deputy Head Teacher – Mr Wayne Askham  
Senior Leadership Team

Job specific training will be provided by

Head Teacher – Mrs L Windle or delegate

Specific jobs requiring special training are

Positive Handling

DT/Science based activities

Driving the minibus

Training records are kept at/by

Business Manager – Miss K Blakemore

Copies of certificates are placed in personnel files and information also transferred into SIMS

Training will be identified, arranged and monitored by

Head Teacher – Mrs L Windle  
Senior Leadership Team

This will be done the PDR's and through the needs to of the school / pupils as they change.

## ARRANGEMENTS

### ACCIDENTS, FIRST AID AND WORK-RELATED ILL HEALTH

Health surveillance will be arranged by

Head Teacher – Mrs L Windle  
Senior Leadership Team

Health surveillance records will be kept by

Head Teacher – Mrs L Windle  
Senior Leadership Team

The first aid box(es) is/are kept at

Reception Office  
Science Laboratory  
Food Technology Room  
Design Technology Room  
Leaders of Learning Office  
All Mini Busses

These are also regularly checked to ensure contents are correct. Staff to replace items used straight after use.

The fully qualified First Aiders are

Business Manager - Miss K Blakemore  
Admin Assistant – Kathryn Exley –  
Paediatric First aid

Inclusion Support Workers are Emergency First Aid trained

Business Manager – Miss K Blakemore

is responsible for reporting accidents, diseases and dangerous occurrences to the RMBC Health and Safety section and Riddor

## ARRANGEMENTS

### MONITORING

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

**PAT Test all portable equipment regularly**

This is done through an SLA with S & G who are qualified to do this.

**Carry out Health & Safety Walks of the grounds**

The Head, business manager and site manager carry out walks every ½ term with other staff reporting things as and when they occur,

**RMBC (Competent Person) – Mr D Fenton**

The Health and Safety section services are purchased through and SLA so they can advise us on any matters.

**Head Teacher – Mrs L Windle**

is responsible for investigating accidents.

**LA Occupational Health**

This service is used when required.

**Head Teacher – Mrs L Windle  
LA Representative**

is responsible for investigating work-related causes of sickness absences

**Head Teacher – Mrs L Windle  
Senior Leadership Team**

is responsible for acting on investigation findings to prevent a recurrence

**Fire Risks / review**

Fire risks and assessments are checked and carried out by the building manager during her monthly visits – also supplemented by visits from the fire office if required.

## ARRANGEMENTS

### EMERGENCY PROCEDURES – FIRE AND EVACUATION

**Business Manager – Miss K Blakemore**

is responsible for ensuring the fire risk assessment is undertaken and implemented.

Escape routes are checked daily by

**Site Supervisor – Mr N Scott**

Fire extinguishers are maintained and checked annually by

**Churches Fire**

Alarms are tested weekly by

**Business Manager – Miss K Blakemore  
Site Supervisor – Mr N Scott**

A log of the tests is kept and any issues resolved.

Emergency evacuation will be tested every

**Half term**

The Security Co-ordinator is

Copies of evaluations of the evacuations is kept in the fire file in the business managers office.

**Head Teacher - Mrs L Windle**

The Deputy Security Co-ordinator is

**Business Manager – Karen Blakemore**

#### Other SLA's

Competent Person advice & guidance - RMBC  
Building Manager/Fire officer - RMBC  
Health and Safety Section - RMBC  
Legionella testing – monthly and annual risk assessment – HSL  
Wright Bros – Boiler and gas appliances  
Intruder alarm – PN alarms – annual service  
Fire detection – Protec – annual service  
Playground and gym equipment – GEMS  
Fixed Wire testing – RMBC

These are reputable companies and vetting for them has been sourced and verified.

Copies of documents are kept in a file in the business manager office

Fire risks are checked by the building manager during her monthly visits – also supplemented by visits from the fire office if required.