




**THE  
LONG EATON  
SCHOOL**

# Health and Safety Policy 2019

Health and Safety at Work Act 1974 (General Duty of Care Section 2)  
'It shall be the duty of every employer to ensure, so far as is practicable,  
the health, safety and welfare off all his employees'

<b>Date Drafted:</b>	<b>February 2019</b>
<b>Date Approved by Governors:</b>	13/2/19,
<b>Signed:</b>	
<b>Review Frequency:</b>	<b>Annually</b>
<b>To be Reviewed By:</b>	<b>Mrs L Reeve</b>

**Please read in conjunction with: Lone Working/Working at Heights/Fire  
Safety/First Aid policies and all individual department safety policies**

# Health and Safety Policy

## 1.0 Statement of Intent

The Health and Safety at Work Act 1974, makes provision for the health, safety and welfare of all people at work and for the controlled use of dangerous substances and emissions.

It is the management's intention to provide a safe and healthy environment and conditions for employees, students and visitors and to ensure that the work and activities carried out by the school do not adversely affect the health and safety of other people.

Employee/employer consultations shall take place on all safety issues, in particular before allocating health and safety responsibilities to individuals.

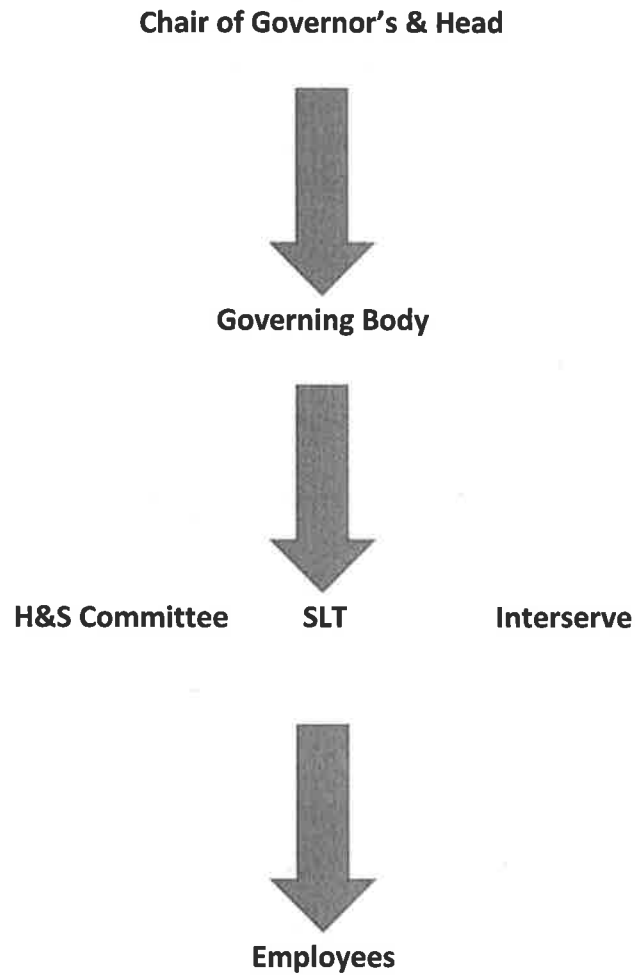
Expert advice will be sought, where necessary, in order to determine risks to Health and Safety and devise strategies to deal with them where they cannot be effectively dealt with by the school management.

The school shall have a commitment to provide adequate training and information in respect of Health and Safety risks, in order to enable them to carry out their Health and Safety duties.

The health and safety of all persons on the site will be of utmost priority.

The general policy will be under constant review to take into account new legislations and safety advice. A full programme of monitoring, evaluation and audit will be carried out to ensure that the school has an effective and efficient Health and Safety Policy.

**FLOW CHART TO REFLECT THE ORGANISATION FOR HEALTH AND SAFETY PURPOSES**



**Interserve Integrated Services are the School's service provider (catering, cleaning, caretaking and maintenance) and they have responsibility for any Health and Safety Issues onsite.**

## 2.0 ORGANISATION FOR IMPLEMENTING THE POLICY

The ultimate responsibility for Health and Safety in the school lies with the employer, in this case the Governing Body, who in the discharge of its duties and in consultation with the Head, will:

- Make itself familiar with the requirements of the Health and Safety at Work Act 1974 and any other Health and Safety legislation and Codes of Practice which are relevant to the work of the school, in particular the Management of Health and Safety at Work Regulations 1992 (S1 1992 No.2051).
- Ensure that there is an effective and enforceable policy for the provision of Health and Safety throughout the school.
- Periodically assess the effectiveness of this policy and ensure that any necessary changes are made.
- Identify and evaluate all risks relating to:
  - (i) Accidents
  - (ii) Health
  - (iii) School-sponsored activities (including work experience)
  - (iv) Educational visits
- Identify and evaluate risk control measures in order to select the most appropriate means of minimising risk to staff, students and others.
- Create and monitor the management structure.

### NOMINATED HEALTH AND SAFETY PERSONNEL

Trade Union	All union representatives are invited to H&S meetings and are copied in on all documentation
Head	Mrs N Devine
School Business Manager	Mrs L Reeve (Chair H+S)

### HEALTH AND SAFETY COMMITTEE

*(Amended May 2018) \* denotes competent staff members with H&S accreditations*

#### Membership

Mrs L Reeve	Chair (SBM) *
Mrs A Barratt	Senior Science Technician *
Mrs L Jones	Student Services
Mr D Newbury	Health and Safety Adviser - County Hall, Matlock *
Mr A Nicholls	PE Representative
Miss L Ingleson	Interserve IS Representative *
Mr S Hart	Governor
Sam Dorrington	Performing Arts Representative
Jim Smith	English Representative

Trade Union Representatives – Mrs C Maddock/ Mrs K Norouzi/B Hall

#### First Aiders

First Aiders	Expiry Date	Certificate on File	Notes	
Amie O'Brien	14/11/2021	Yes	First Aid at Work	
Rebecca Branney	06/02/2021	yes	First Aid at Work	
Fiona Knowles	19/07/2020	yes	Emergency First Aid at Work	
Francesca Tavoni	19/07/2020	yes	Emergency First Aid at Work	
Simon Patrick	19/07/2020	yes	Emergency First Aid at Work	
Elizabeth Bullard	19/07/2020	yes	Emergency First Aid at Work	
Amy Heath	19/07/2020	yes	Emergency First Aid at Work	
Bryan Hall	19/07/2020	yes	Emergency First Aid at Work	
Ed Dickinson	19/07/2020	yes	Emergency First Aid at Work	
Denise Owusu	19/07/2020	yes	Emergency First Aid at Work	
Penny Day	19/07/2020	yes	Emergency First Aid at Work	
Lee Farabella	11/08/2020	yes	First Aid at Work	
Lynne Jones	11/08/2020	yes	First Aid at Work	
Kay Coxon	02/06/2020	yes	First Aid at Work	
David Hoyle	10/04/2020	yes	First Aid at Work	
Sharon Allison	10/04/2020	yes	First Aid at Work	
Alex Nicholls	15/03/2020	yes	First Aid at Work	
Francesca Cripps	25/02/2020	yes	Emergency First Aid at Work	
Nikki Ellender	20/07/2019	yes	Emergency First Aid at Work	
Robert Booth	02/06/2019	yes	Emergency First Aid at Work	Interserve
Lisa Ingleson	15/02/2019	yes	Emergency First Aid at Work	Interserve
Colin Ward	15/02/2019	yes	Emergency First Aid at Work	Interserve
Katherine Lince	15/02/2019	yes	Emergency First Aid at Work	Interserve
Julie MacPherson	15/02/2019	yes	Emergency First Aid at Work	Interserve
Amanda Smith	15/02/2019	yes	Emergency First Aid at Work	Interserve
Carol Wiles (MDS)	10/01/2019	yes	Emergency First Aid at Work	

## 2.0 RESPONSIBILITIES OF THE GOVERNING BODY

In particular the Governing Body undertakes to provide:

- A safe place for staff and students to work including safe means of entry and exit.
- Plant, equipment and systems of work which are safe.
- Safe arrangements for the handling, storage and transport of articles and substances.
- Safe and healthy working conditions which take account of all appropriate:
  - (i) Statutory requirements
  - (ii) Codes of Practice whether statutory or advisory
  - (iii) Guidance whether statutory or advisory.
- Bring to the attention of the Interserve IS issues outside the control of the Governing Body eg. Repairs' and maintenance which are the responsibility of the Interserve IS.
- Supervision, training and instruction so that all staff and students can perform their school related activities in a healthy and safe manner. All staff will be offered the opportunity to receive health and safety training which is appropriate to their duties and responsibilities and which will be given before an employee commences any relevant work. Wherever training is required by statute or considered necessary for the safety of staff, students and others, then the Governing Body will ensure, within the financial resources available, that such training is provided. Students will receive

such training as is considered appropriate to the school- Necessary safety and protective equipment and clothing together with any necessary guidance, instruction and supervision.

- Adequate welfare facilities incorporating access to DCC Occupational Health Service.
- So far as is reasonably practicable, the Governing Body, through the Head, will make arrangements for the staff, including temporary and voluntary staff and helpers and those on fixed-term contracts, to receive comprehensive information on:
- This policy and all other relevant health and safety matters
- The instruction and training that will be given to all employees so that they may carry out their duties in a safe manner, without placing themselves or others at risk.

#### **4.0 THE RESPONSIBILITIES OF THE HEAD**

- As well as the general duties which all members of staff have (see 5.0), the Head has responsibility for the day-to-day maintenance and development of safe working practices and conditions for teaching staff, support staff, ancillary staff, students, visitors and any other person using the premises or engaged in activities sponsored by the school and will take all reasonably practicable steps to achieve this end through the heads of the appropriate departments, senior members of staff, teachers and others as appropriate.
- The Head is required to take all necessary and appropriate action to ensure that the requirements of all relevant legislation, Codes of Practice and guidelines are met in full at all times.
- In particular, the Head will be aware of the basic requirements of the Health and Safety at Work Act 1974 and any other Health and Safety legislation and Codes of Practice relevant to the work of the school.
- Ensure, as far as reasonably possible, that the health, safety and welfare of staff, students and others using the school premises or facilities or services or attending or taking part in school-sponsored activities.
- Define safe working conditions for the health, safety and welfare of staff, students and others using the school premises and facilities.
- Define safe working practices and procedures throughout the school including those relating to the provision and use of machinery and other apparatus, so that each task is carried out to the required standards and so that all risks are controlled.
- Consult with members of staff, including the safety representatives and Interserve on health and safety issues.
- Arrange systems of risk assessment to allow the prompt identification of potential hazards.
- Carry out periodic reviews and safety audits on the findings of the risk assessment.
- Identify the training needs of staff and students and ensure, within the financial resources available, that all members of staff and students who have identified training needs receive adequate and appropriate training and instruction in health and safety matters.
- Encourage staff, students and others to promote health and safety.
- Ensure, as far as reasonably possible, that any defects on the premises, its plant, equipment or facilities which relate to or may affect the health and safety of staff, students and others are made safe without delay, reporting to Interserve defects that are its responsibility.
- Encourage all employees to suggest ways and means of reducing risks.
- Collate accident and incident information and, when necessary, carry out accident and incident investigations.
- Monitor the standard of health and safety throughout the school, including all school based activities, encourage staff, students and others to achieve the highest possible standards and discipline those who consistently fail to consider their own well-being or the health and safety of others.
- Monitor first aid and welfare provision.
- Monitor the management structure, along with the Governors.
- Ensure that the Critical Incident Plan of the school is reviewed annually.

## **5.0 THE DUTIES OF SUPERVISORY STAFF**

- All supervisory staff (eg. Curriculum Team Leaders, Subject leaders, Heads of Department, Co-ordinators, Technicians) will make themselves familiar with the requirements of the Health and Safety at Work Act 1974 and any other Health and Safety legislation and Codes of Practice which are relevant to the work of their area of responsibility
- In addition to the general duties which all members of staff have, they will be directly responsible to the Head or the member of staff nominated by the Head to have overall day-to-day responsibility for the implementation and operation of the school's Health and Safety Policy within their relevant departments and areas of responsibility.
- They will take a direct interest in the school's Health and Safety Policy and in helping other members of staff, students and others to comply with its requirements.
- As part of their day-to-day responsibilities they will ensure that safe methods of working exist and are implemented throughout their department.
- Health and Safety regulations, rules, procedures and Codes of Practice are being applied effectively.
- Staff, students and others under their jurisdiction are instructed in safe working practices.
- New employees working within their department are given instruction in safe working practices.
- Regular safety inspections are made of their area of responsibility as required by the Head or as necessary.
- Positive, corrective action is taken where necessary to ensure the health and safety of all staff, students and others.
- All plant, machinery and equipment in the department in which they work is adequately guarded.
- All plant, machinery and equipment in the department in which they work is in good and safe working order.
- All reasonably practicable steps are taken to prevent the unauthorised or improper use of all plant, machinery and equipment in the department in which they work.
- Appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the department in which they work.
- Toxic, hazardous and highly inflammable substances in the department in which they work are correctly used, stored and labelled in accordance with the COSHH section in the H&S Risk Management Handbook (copy in SBM's office)
- They monitor the standard of health and safety throughout the department in which they work, encourage staff, students and others to achieve the highest possible standards of health and safety and discipline those who consistently fail to consider their own well-being or the health and safety of others.
- All the signs used meet statutory requirements including the use of 'visual' signs.
- All health and safety information is communicated to the relevant persons.
- They report, as appropriate, any health and safety concerns to the appropriate individual.

## **6.0 THE DUTIES OF ALL MEMBERS OF STAFF**

- All staff will make themselves familiar with the requirements of the Health and Safety at Work Act 1974 and any other Health and Safety legislation and Codes of Practice which are relevant to the work of the department in which they work. They should:
- Take reasonable care of their own health and safety and that of other persons who may be affected by their acts or omissions at work.
- As regards any duty or requirements imposed on his or her employer or any other persons by or under any of the relevant statutory provisions, co-operate with him or her as far as necessary to enable that duty or requirement to be performed or complied with.
- All staff are expected to familiarise themselves with the health and safety aspects of their work and to avoid conduct which would put them or anyone else at risk.
- Be familiar with the Safety Policy and all safety regulations as laid down by the Governing Body.

- Ensure Health and Safety regulations, rules, routines and procedures are being applied effectively by both staff and students.
- See that all plant, machinery and equipment is adequately guarded.
- See that all plant, machinery and equipment is in good and safe working order.
- Not make unauthorised or improper use of plant, machinery and equipment.
- Use appropriate equipment and tools for the job and any protective equipment or safety devices, which may be supplied.
- Ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled.
- Report any defects in the premises, plant, equipment and facilities which they observe.
- Take an active interest in promoting health and safety and suggest ways of reducing risks.

## **7.0 HIRERS, CONTRACTORS AND OTHERS**

This is the responsibility of Interserve IS

## **8.0 FIRE PROCEDURES**

Interserve IS are responsible for testing of equipment, inspection and servicing of fire equipment.  
(please see Fire Safety Policy also)

## **9.0 FIRST AID (please also see First Aid Policy)**

Departments are responsible for ensuring that the first aid boxes are restocked and that first aid supplies are available. First Aid boxes to be cleaned at start of a new school journey and will be cleaned and re-stocked on return.

## **10.0 SECURITY**

All visitors must report to reception to sign in the visitors' book and receive a visitor's badge which will be returned when visitors leave the premises.

Designated parking spaces are available for visitors with 8 disabled parking bays.

External lighting should be checked and maintained by Interserve IS. External lighting to be in use for evening events. (As directed by school)

Staff should be vigilant at all times and report any intruders to the school office immediately.

## **11.0 PERSONAL SAFETY**

Please see the School's Lone Working Policy