

York High School

A Sports College at the Heart of the Community
Inspiring People - Achieving Excellence

Health & Safety Policy March 2010

1. STATEMENT OF INTENT

The health and safety of all employees and all other persons who use the school premises is a major concern for the School. The Governing Body recognises that achieving and maintaining high standards of safety requires that the School's management, staff, pupils, visitors and contractors are aware of, and discharge, their respective responsibilities. The Health and Safety at Work Act 1974 requires all staff, including relief staff and contractors working on the school premises, to conduct themselves in a manner in which they pose no risk to their own or any other person's health and safety. "Other persons" include staff, pupils and visitors to the School.

The School's Health and Safety Policy will accompany and complement that of the City of York Council which will be referred to when the School's policy is reviewed. In considering these various policies, it is recognised that the Local Education Authority is the employer of the school staff and retains overall responsibility for health and safety.

The School will so far as is practicable:

- provide a safe and healthy working/teaching/learning environment in compliance with, or improving upon, statutory requirements;
- arrange for the maintenance of the building and appropriate cleaning services;
- provide safe systems of working to ensure, so far as is reasonably practicable, the health and safety at work of all staff and pupils;
- provide safe plant and equipment;
- manage and maintain the use of personal protective equipment;
- provide adequate information and training on Health and Safety at Work and Fire Prevention and monitor the management of the school such that all employees, pupils, contractors, visitors and others, follow the School Safety Procedures, e.g. Health and Safety at Work notices will be displayed in appropriate locations around the School;
- provide safe storage for dangerous materials and substances;
- provide adequate first aid facilities and appropriately trained staff;
- establish, practice and maintain effective emergency evacuation procedures. If the School is used for community activities outside of the school day variations to emergency procedures will apply. Copies of other arrangements (i.e. Adult Education) will apply in addition to this policy.
- work closely with the Fire Service and work actively towards complying with all of their requirements.
- provide appropriate Fire equipment. The fire warning signal is an intermitting siren. Fire Action arrangements are displayed in all rooms, fire extinguishers are located in corridors and high risk areas. Break glasses are positioned at the end of corridors and adjacent to stair-wells. The Master Panel is positioned behind the main school reception.

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- provide consultative measures to monitor and review the effectiveness of Health and Safety measures;
- carry out detailed reporting and investigation of all accidents and dangerous occurrences to persons and/or property to prevent a recurrence; liaise with the City of York Council, Health and Safety Executive and other official bodies with the aim of improving all aspects of Health and Safety at Work.
- follow the CYC policy and guidance with regard to all Educational visits.

Date of Adoption by Governing Body: _____

Chair of Governors' Signature: _____

Date to be Reviewed: _____

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ORGANISATION

The Governing Body accepts the responsibilities stated in the Local Education Authority Health and Safety Policy & Guidance for:

- a) **The Governing Body** is responsible for monitoring that information is correctly disseminated and also for monitoring and reviewing the School's Health and Safety policy on an annual basis. The Governing Body acknowledges its legal duty to notify the Local Education Authority and the Health and Safety Executive of major accidents and dangerous occurrences. These responsibilities are delegated to the Headteacher or the Headteacher's representative. The Governing Body monitors the fact that a high standard of Health and Safety is maintained in the school and that sufficient funds are set aside with which to operate safe systems of work.
- b) **The Headteacher** retains overall responsibility for the implementation of the School's Health and Safety Policy but has delegated management responsibility to the Business & Community Manager with the additional focus of Educational Visits. The Headteacher is fully committed to the Governing Bodies Statement of Intent regarding Health and Safety and will ensure a clear written policy is communicated adequately to all staff. The Headteacher will ensure that:
- Staff are provided with information, instruction and training on health and safety issues
 - Appropriate consultation arrangements are in place for staff and their Trades Unions' representatives
 - Arrangements are in place to monitor premises and performance and that appropriate records are kept
 - Adequate risk assessments are carried out and the relevant remedial action is taken
 - Emergency procedures are in place for fire and that Fire Safety Risk Assessments have been undertaken
 - Equipment is tested and remains in a safe condition
 - All accidents are investigated and reported as directed by the LEA's procedures
 - Report annually to the Governing Body on the health & safety performance of the school
 - Catering staff are aware of their responsibilities regarding health and safety
 - Other LEA policies and procedures are followed
- c) **The School Health & Safety Coordinator** is named as the Business & Community Manager within the school structure and has the following responsibilities as devolved by the Headteacher:
- To act as Health and Safety adviser to the Headteacher
 - To coordinate and manage the annual risk assessment process for school

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- To make provision for the inspection and maintenance of equipment and to ensure that relevant records are kept
- To ensure that all safety and welfare information is appropriately disseminated to staff
- To coordinate the control of contractors on site when work is being undertaken
- To coordinate the annual general workplace monitoring inspections and performance monitoring process

d) **All staff holding positions of responsibility (Deputy Headteachers, Pastoral Leaders, Faculty Leaders, Site Management, etc.)** will manage health & safety in their areas for all staff, students and link staff. They should follow the school's Health and Safety Policy and in particular:

- Plan and carry out risk assessments within their area of work prior to activities taking place
- Control Health and Safety in their area by conducting regular checks and keeping appropriate records
- Arrange for members of their Faculty/Team to receive information and training as appropriate
- Resolve Health and Safety issues referred to them by their staff or refer them on to the Headteacher should they be unable to achieve a satisfactory solution
- Investigate any accidents within their area of responsibility and report accordingly to the LEA health and safety adviser
- Prepare an annual report for the Headteacher on Health and Safety in their area of responsibility

Specific Area

Faculty of Sport & Health
Faculty of Science
Faculty of Technology
Faculty of Communications
Faculty of Humanities
Faculty of Mathematics & ICT
Faculty of Inclusion
Site Management Team

Responsible staff

Mr P Kenny & Mr P Bickle
Mrs P McNalty
Mr D Harrison
Mrs C Kitchen
Mr S Hardy
Mr J Byrne
Mrs A Lane
Mr S Sampson

e) **Trade Union Appointed Health and Safety Representatives** will be allowed to investigate accidents and potential hazards, pursue employee complaints and carry out inspections within directed time, but outside of teaching time. Any Appointed Health and Safety Representatives are entitled to information regarding accidents and to be paid for time off to train for and carry out their function. They do not form part of the management structure and are not carrying out duties on behalf of the Headteacher or Governing Body.

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f) **All staff** have a responsibility to:

- Observe and apply the school's Health and Safety policy and to act in accordance with any specific Health and Safety training they may have received
- Check that areas and equipment are safe before commencing activity
- Ensure safe procedures are followed and use protective equipment as required
- Ensure those undertaking work are competent and that their actions would not compromise health and safety
- Report hazards and accidents to the Health & Safety Coordinator and their Line Manager
- Know and apply the procedures in respect of fire, first aid and other emergencies
- Ensure pupils and visitors comply with the Health and Safety Policy
- Ensure that equipment purchased complies with the requirements of legislation and Council and school policies and procedures

The Health & Safety Coordinator will keep a list of those staff that hold valid first aid qualifications.

g) **All pupils**, in accordance with their age and aptitude, are expected to:

- understand that they have responsibilities for health and safety
- observe standards of dress consistent with safety and/or hygiene and wear personal protective equipment where required or instructed
- observe the school's health and safety rules
- use and not wilfully misuse, neglect or interfere with anything provided in the interests of their health and safety or the health and safety of others
- advise a member of staff of any health and safety issue that they think is dangerous, or presents a hazard

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3. PROCEDURES & ARRANGEMENTS

EMERGENCY PROCEDURES

a) **Fire**

- See staff handbook/staff computer system – Fire Procedures

b) **First Aid**

- First aid should only be administered by trained first aiders
- First aiders should follow their training to administer aid as required
- If able, those requiring treatment should contact reception who will either provide treatment or contact a member of staff on the first aid register
- First aiders should advise reception if parents need to be contacted
- Up to date contact details for pupils and staff should be maintained on the school system to enable appropriate persons to be contacted
- If the injured party needs further medical attention, parents/next of kin should be informed and where possible they should arrange for transportation
- Anyone administering first aid must record the details on the appropriate reporting form held in the school office/reception

c) **Accident/Incident reporting**

- All accident or incidents must be recorded on the appropriate recording form held in the school office/reception
- Should the accident or incident involve persons with a disability, this should also be noted
- The accident/incident will be investigated by a member of management
- Appropriate action will then be recorded by a member of management on the reporting form
- Forms will be passed to the CYC Health & Safety Team and a copy kept confidentially in the school files

d) **Suspicious objects**

- If there are any suspicions about a letter or package, it should be carefully placed on a sturdy flat surface, not the floor. Do not tamper with the package and do not open it
- The room, and adjacent rooms, should be evacuated and locked, but do not raise a general alarm
- The Police should be contacted and relevant details given
- Advice from the Police should then be followed

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e) **Bomb threats**

Employees receiving a call regarding a bomb threat should follow the guidance below, even if the threat could be a hoax;

- Let the caller finish the message, do not interrupt or hang up
- If it's essential to respond, do so in one or two words
- Write down the message as accurately as possible and listen for clues
- Alert anyone nearby if possible
- Try to ascertain details about the caller; age, sex, nationality, etc.
- Try to identify any background noise
- Following the message try to keep the caller in conversation and find out;
 - a. Where the bomb is located
 - b. What time it will explode
 - c. What it looks like
 - d. How it was delivered
 - e. Why it was placed
- Immediately contact the Headteacher or the most senior manager available on site and if authorised contact the Police
- Advice from the Police should then be followed

f) **Gas Leaks - Action to be taken in the event of a gas escape**

- Without putting yourself at risk-
- Contact Site Manager who will turn the gas off at the main, if possible
- Site Manager will then contact SLT, who will decide on evacuation process, and contact teaching staff to lead pupils in evacuation, as they would in a fire drill, who are in immediate vicinity of the leak
- SLT to contact TRANSCO EMERGENCY NUMBER 0800 111 999
- DO NOT operate the fire alarm - use verbal instructions only
- DO NOT switch lights or electrical appliances on or off
- DO NOT smoke or use naked flames
- DO open doors and windows to get rid of the gas

ADMINISTERING MEDICINES

a) **Pupils taking medicines**

- The guidance provided by the Local Education Authority is followed. Medicines are kept in, and distributed from, a secure location within school.
- Details relating to individual requirements will be kept on file at the school

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RISK ASSESSMENTS

The Governing Body, through the School, will enable officers of the Council, or their agents, to carry out risk assessments in respect of landlord items.

a) General

- Risk assessments for the whole school site will be carried out on an annual basis and appropriate action required recorded
- The required action will detail person(s) responsible for the completion of the action and an appropriate timescale
- The Site Management Team and Business & Community Manager will carry out risk assessments to the areas described below as follows;

Area	Timescales
Adverse Weather Conditions	January annually
Asbestos	January annually
Electricity	January annually
External Premises	January annually
First Aid	January annually
Flammable Liquids	January annually
Gas	January annually
Hazardous Substances	January annually
Internal Premises	January annually
Lone Working	January annually
Manual Handling	January annually
Slips Trips And Falls	January annually
Violence And Aggression	January annually
Work At Height 1	January annually
Work At Height 2	January annually
Work Equipment	January annually
Workplace Transport	January annually

- Risk assessments will be kept on file for reference and to monitor progress

b) Fire

- An annual risk assessment of the site will be carried out by a registered organisation through the contract agreed with City of York Council. Action required as outlined will then be arranged by the Site Management Team.
- Any action requested by our insurers following site visits will be completed in line with City of York Council policy.

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c) Display screen equipment

- The school will follow the City of York council guidance notes which consider the health, safety and welfare issues of the installation and use of Display Screen Equipment (DSE).
- A “user” is defined by the regulations as “an employee who habitually uses display screen equipment as a significant part of his/her normal work”.
- Existing employees who are designated “users” or become “users”, are entitled to request a sight test for which the council will pay. (Refer to full York council manual for special corrective appliances).
- Employees who believe their work at a display screen does not permit adequate breaks should bring this to their line manager’s attention.
- The continued use of laptops must be the subject of a formal risk assessment and the user themselves should complete a self assessment.
- All users should risk assess their own workstation before commencing work, should complete a self assessment and have their workstation formally assessed.

d) Manual handling

- Staff should contact the Site Management Team should they require any awkward and/or heavy objects to be moved. The Site Management Team will assess the risk involved and follow the appropriate training and procedure.

e) Hazardous substances (COSHH)

- A substance hazardous to health is “any substance that, because of its chemical, biological or toxicological properties and the way it is used, or is present in the workplace, creates a risk to health”.
- Not all hazardous substances in use in school are confined to the Science Laboratory.
- Exposing may result from- Cleaning activities, Grounds maintenance, Building works, and Curriculum activities such as- Art, Science, Design technology, and Performing arts.
- The affects of hazardous substances can vary from person to person and will depend on the nature of the material and exposure time etc...
- The information on a container label will alert you to any hazardous properties that a product may have.
- The assessment process will identify areas on which to concentrate and whether or not further action is required.
- The school should see that-
 1. Controlled measures are implemented to deal with the exposure of hazardous substances.
 2. Where prevention of exposure is not a reasonable course of action, exposure must be controlled by appropriate measures that reduce the exposure to acceptable levels.

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3. Controlled measures are used and maintained
 4. Exposure is monitored
 5. They meet the legal requirements outlined in regulation 11 of COSHH on an employer to undertake health surveillance where appropriate to protect the health of employees likely to be exposed to hazardous substances.
 6. All hazardous substances are stored correctly
 7. Correct Personal Protective equipment (PPE) such as, eye protection, aprons and gloves, hand and arm protection, barrier creams, body protection, foot protection, and respiratory protection is used correctly.
- Each Faculty/Team should risk assess any involvement with hazardous substances before commencing use.
 - These risk assessments should be reviewed and updated regularly.

f) **Areas of special risk**

The school follows any guidance issued by the Local Education Authority in relation to the use of equipment or substances or the performance of activities recognised as being of special risk. The need for training in the use of equipment perceived to constitute a risk and the need for regular servicing and maintenance is acknowledged. The following areas/activities are recognised as potentially requiring additional attention in relation to management of Health and Safety and are working towards having their own safety codes which will consist of risk assessments for all teaching areas and risk assessments for all required activities:

- Technology Faculty (including Food, Textiles & Art)
- Science Faculty
- Sport & Health Faculty (including Outdoor & Adventurous Activities)
- Expressive & Performing Arts Faculty
- Maths & ICT Faculty (specifically ICT)

PUPIL SUPERVISION

a) **Duty Supervision**

- organised by the Headteacher/Deputy Headteacher on a rota basis
- members of staff will be on duty outside the school from 8.30am
- at break times several members of staff will be on duty around the school and grounds
- lunch time supervision is managed by the Headteacher/Deputy Headteachers, assisted by teaching staff and others employed as Senior Mid-day Supervisors
- at the end of the school day members of staff will be on duty around school and near the main entrance

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EDUCATIONAL VISITS

- a) **School Visits and 'off-site' activities.** The school seeks to comply with guidance the Local Education Authority has issued. See separate guidance in the staff handbook/on the staff computer system – Educational Visits Policy and Educational Visits Emergency Procedures.

INSPECTION AND TESTING OF EQUIPMENT

- a) **Outdoor and indoor play/gym equipment.** The school will be inspected annually as a minimum, by the agreed City of York Council contractor. Following their report or recommendations, the appropriate action will be taken.
- b) **Ladders and access equipment.** This equipment should be used by trained personnel only and should be inspected prior and post use. A ladder log will be kept by the Site Management Team.
- c) **PAT testing.** All portable electrical appliances should be inspected on an annual basis. They should also be visually inspected prior to use. Inspections will be carried out by the recognised City of York Council contractor. Following their report or recommendations, the appropriate action will be taken. A comprehensive log of items and test results will be kept on file in the school.

CONTROL OF CONTRACTORS

All contractors must sign in at the school reception/with the site management team and wear a visible identification badge. They must report to the site management team before commencing work to ensure they comply with all site regulations.

REPORTING, MONITORING AND REVIEWING SAFETY

Any person on the premises has a duty to report, in the agreed manner, to the Headteacher or the appointed adviser, any item of concern relating to Health and Safety. The Governing Body reviews this Policy Statement on an annual basis or more frequently should the need arise, e.g. on the publication of new regulations or on the receipt of new documentation from the Local Education Authority. This policy has immediate effect from the date shown at the start of the policy.

Location of electronic document is as follows:

'O' Drive – Health and Safety

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Location of signed document is as follows:

Business & Community Manager's Office – Health & Safety File