

Melbourn Village College

Health and Safety

Revised:

April 2016

Review:

1. Rationale

We are committed to developing the full positive potential of every individual. This potential can only be fulfilled in a safe, secure and healthy environment. We encourage every member of the College to be capable, caring and confident, and to become a responsible citizen. It is therefore vital that every individual realises his/her responsibility for contributing to the health and safety of others.

This policy has been prepared in accordance with the Health and Safety at Work etc. Act 1974. The aim of the policy is to ensure that all practicable steps are taken to secure the health, safety and welfare of all persons using the school premises.

2. Policy Statement

- 2.1. To establish and maintain in so far as is reasonably practicable:
 - i. an environment which is safe and without risk to health;
 - ii. Safe working procedures among staff and students;
 - iii. Health and safety arrangements for the handling, storage and transport of articles and substances.
 - iv. Safe means of access to and exit from the school.
- 2.2. To ensure, as far as is reasonably practicable, the provision of information, instruction training, and supervision to enable all staff and students to avoid hazards and contribute positively to their own health and safety.
- 2.3 To teach safety where appropriate as part of the curriculum.
- 2.4 To formulate effective procedures for use in the case of an accident or fire.
- 2.5 To provide and maintain, as far as is reasonably practicable, adequate welfare facilities for staff and students.
- 2.6 To provide an effective system of reporting and recording accidents, dangerous occurrences and potential hazards to health and safety.
- 2.7 To ensure compliance with all relevant legislation.

3. Organisation and Arrangements for Health and Safety

3.1. The Governing Body

The ultimate responsibility for ensuring a safe and healthy environment within the school premises rests with the governing body. The governing body should report to the Department for Education (DfE) any major threat to the health and safety of employees and users of the school as required.

3.2. The Executive Principal The Executive Principal has overall responsibility for the application of this policy.

3.3. Other Key Staff

The Principal and the Site Supervisor have responsibilities delegated by the Executive Principal to:

Take appropriate action immediately when any hazard is reported to him/her and stop the use of any plant, tools, equipment, machinery or any process, etc., which he/she considers unsafe until he/she is satisfied as to its safety;

Make recommendations to the governing body for additions to or improvements to plant, tools, equipment, machinery, etc. which are dangerous or potentially so;

Report on safety and welfare matters to the governing body;

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;

Maintain contact with outside agencies able to offer expert advice;

In accordance with relevant regulations, carry out regular inspection of the school and check working practices in it;

Ensure that accidents and hazards are recorded, reported as appropriate to the Health and Safety Executive and that appropriate remedial action is taken;

Review this policy annually.

3.4. Obligations of all employees

The Health and Safety at Work etc. Act 1974 states:

“It shall be the duty of every employee whilst at work:

- i. To take reasonable care for health and safety of him/herself and any other persons who may be affected by his/her acts or omissions at work, and
- ii. As regards any duty or requirement imposed on his/her employer or any other person by or under any relevant statutory provisions, to co-operate with him/her so far as it is necessary to enable that duty or requirement to be performed or complied with.”

“No person shall intentionally recklessly interfere with or misuse anything provided in the interests of health and safety or welfare in pursuance of any of the relevant statutory provisions.”

In order that the law is observed and responsibilities to students and other visitors to the school are carried out, all employees are expected:

- i. to know the special safety measures and arrangements to be adopted in their own working area and to ensure they are applied;
- ii. To observe standards of dress consistent with safety and hygiene;

- iii. To exercise appropriate standards of housekeeping and cleanliness;
- iv. To know and apply the emergency procedures in respect of fire and first-aid;
- v. v. To use and not wilfully misuse, neglect or interfere with things provided for their own safety and the safety of others;
- vi. vi. To co-operate with other employees in promoting improved safety measures in their schools;
- vii. vii. To co-operate with the appointed safety representatives and the enforcement officer of the Health and Safety Executive or the Public Health Authority.

3.5. Staff (teaching and non-teaching) holding positions of special responsibility (e.g. Subject Leaders / Head of Department, Head of Year, Site Supervisor, Catering Manager, etc.)

Staff holding these positions:

- i. are expected to have responsibility for the application of the school H & S policy to their own department or areas of work and should observe instructions given by the Governing Body and Principal;
- ii. Should establish and maintain safe work procedures (e.g. use of chemicals, guillotines, boiling water, disposal of broken glass etc.);
- iii. iii. Should resolve any health and safety problems any member of staff or student may raise and refer to the Site Supervisor any problem for which there is no satisfactory solution within the resources available;
- iv. In accordance with relevant regulations, should be responsible for and where appropriate carry out regular safety inspections and risk assessments of the Department and activities for which they are responsible and submit reports to the Site Supervisor
- iv. Should ensure, as far as is reasonably practicable, the provision of sufficient information, training and supervision to enable other employees and students to avoid hazards and contribute positively to their own safety and health at work; vi. Should propose to the Site Supervisor or Principal, changes and additions to plant, equipment or machinery which are necessary for maintenance of safety;
- v. Ensure that all donated equipment is safe and certificated and, where appropriate, seek specialist advice that this is so.

3.6 Particular responsibilities of class teachers.

The safety of students in classrooms, laboratories and workshops is the responsibility of the class teacher. If for any reason this responsibility cannot be accepted, it must be discussed with the Subject Leader before any activities take place.

A class teacher is expected to:

- i. Know the emergency procedures in respect of fire and first-aid and the special safety measures to be adopted in his/her own teaching areas and to ensure that they are applied;

- ii. Exercise effective supervision of students and ensure that they know of the general emergency procedures in respect of fire and first-aid and the special safety measures of the teaching area;
- iii. Give clear instructions and warnings as often as necessary;
- iv. Ensure that students' coats, bags etc. are safely stowed away;
- v. Integrate all relevant aspects of safety into the teaching process and if necessary give special lessons on safety;
- vi. Follow safe working procedures personally;
- vii. Call for protective clothing, guards, special working procedures etc. where necessary;
- viii. Make recommendations on safety measures to the Subject Leader.

N.B. These rules apply to trainee teachers who must be made aware of their responsibilities by both the Subject Leader and their professional tutor.

3.7. The Students

Students are expected to:

- i. Exercise personal responsibility for safety of themselves and others;
- ii. Observe standards of dress consistent with safety and hygiene (this precludes unsuitable footwear and other items considered dangerous);
- iii. Observe the safety rules of the school and in particular the instructions of staff given in an emergency;
- iv. Use and not wilfully misuse, neglect or interfere with equipment provided for safety.

3.8 Community Users

When a booking is made for external use of any area of the school, a Health and Safety Questionnaire is completed by the Hirer to ensure that the College is fully aware of the nature of the activities intended, and that advice can be given as appropriate. An indemnity disclaimer is signed and the Hirer is required to provide First Aid cover for the activity.

Where Adult Education classes are provided by Comberton Academy Trust, First Aid cover is provided by the relevant Receptionist / Site Assistant.

3.9 Information

The Health and Safety Law poster is displayed on the notice board in the staff room, and in the Site Supervisor's Office.

(a) Health and Safety advice is available from the Site Supervisor.

3.10 Competency for tasks and training

Information about Health and Safety procedures within the school will form part of the induction training provided for new staff, including ITT students, by the SLT member with responsibility for staff induction and will also be included in the Staff Handbook found on the S: drive of the College network.

Job specific training will be provided by relevant Subject Leaders.

The Principal and Site Supervisor will identify, arrange and monitor the training needs of teaching and support staff respectively, and will maintain records of such training.

3.11 The Health and Safety Committee

The Health and Safety committee exists to consider issues concerning the maintenance and improvement of Health and Safety in the College.

Representatives of this group will meet at least every term.

Membership of this group will include a minimum of:

- (a) The Principal [Chair]
- (b) The Site Supervisor
- (c) A Governor Representative
- (d) A Union Representative if applicable

Consultation with employees is provided through the Health and Safety Committee. Employee representation on the committee is provided through the Union Representative and via the Staff Governors.

3.12 Monitoring

To check working conditions, and ensure safe working practices are being followed, the Principal will ensure that:

- (a) Risk assessments are updated regularly as appropriate and that a record of them is kept within departments.
- (b) A tour of the site by representatives of the Health and Safety Committee is undertaken every term.
- (c) A rapid response occurs to reports raised with or by the Site Supervisor.

A central electronic register of all accidents at school or on school-related activities is kept. Access to the register is password protected; identified staff are responsible for entering accidents from different subject areas. A written Accident Book, kept in Reception, is maintained by OC. This duplicates the electronic book: OC collects signatures next to entries where needed.

The Principal is responsible for investigating accidents.

The Principal is also responsible for investigating work-related causes of sickness absences.

3.13. Emergency procedures - fire and evacuation

On discovering a fire, staff should operate the fire alarm immediately. They should attack the fire if possible with the equipment provided but not take any personal risks. They must leave

immediately if the fire cannot be brought quickly under control. The college has a number of trained fire wardens.

The fire alarm is an undulating siren. Staff must ensure that they are able to identify it. On hearing the alarm, all staff and pupils must evacuate the building immediately.

Details of current emergency evacuation and other procedures connected with fire can be found in the Staff Handbook on the R: drive.

Tutors must ensure that students in their forms are clear as to current emergency evacuation procedures. All staff must ensure that in the event of an evacuation, students are encouraged to leave quickly in a calm and quiet manner.

Fire extinguishers are maintained and checked by qualified inspectors every year and regularly inspected by Site Management.

Fire Risk assessments are kept on the shelf in the Site Supervisor's Office.

Emergency lighting, fire fighting appliances, and escape routes are also checked by the relevant contractors on a regular basis.

Emergency evacuation is tested regularly.

3.14 Accidents, first aid and work-related ill health

Staff aware that any member of the College has had an accident or fallen ill should make arrangements for them to be attended to by a first-aider or appointed person at the earliest opportunity.

Details of qualified First Aiders are overseen by the Lead First-Aiders. The Principal, in consultation with these staff, will co-ordinate First Aid training and ensure that qualifications are kept up to date.

Staff should make themselves aware of those students who are more likely to need emergency medical treatment due to existing medical conditions. The Student Medical List can be found in the First Aid folder on the Admin Drive.

General Pupil Health records are kept for all pupils on SIMs. For pupils with specific needs, details are also kept by the Lead First Aider.

Details of the location of First Aid boxes are in the staff room. All accidents and cases of work-related ill health are to be recorded on SIMs for students or in the incident book (staff) held by the Lead First Aider.

Staff should report any dangerous occurrences or 'near-misses' to the Site Supervisor. The Site Supervisor, is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

The Lead First Aider will report incidents where relevant to the school's insurers.

3.15 Health and safety risks arising from work activities

Risk assessments will be undertaken by:

- (a) Relevant Senior Managers for whole-school activities

- (b) Subject Leader /Head of Year for all team activities
- (c) Trip leaders for all school trips and external activities
- (d) The Site Supervisor for other matters concerned with the site
- (e) Those staff with responsibilities for other area that do not fit into any of the above categories

Risk assessments which identify risks that cannot be mitigated will be reported to the Principal. Action required to remove/control risks will be approved by the Principal who will also be responsible for ensuring the action required is implemented.

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

HSE advice on undertaking risk assessment can be found on the Health and Safety Executive website: <http://www.hse.gov.uk/>

4. **Specific Risks**

4.1 Safe plant and equipment

Subject Leaders are responsible for identifying equipment/plant needing maintenance within their departments, and the Site Supervisor will be responsible for identifying all equipment/plant needing maintenance outside of this departmental responsibility.

The Site Supervisor will be responsible for ensuring effective maintenance procedures are drawn up and will also be responsible for ensuring that all identified maintenance is implemented.

Any problems found with plant/equipment should be reported to the Site Supervisor.

Subject Leaders must ensure that new plant and equipment meets health and safety standards before it is purchased, and the Site Supervisor will ensure this for equipment outside of departmental responsibility.

4.2 Control of Substances Hazardous to Health

The College manages CoSHH responsibilities via CLEAPPS. Subject Leaders will be responsible, within their own departments, for

- i. Identifying all substances which need COSHH assessment.
- ii. Undertaking COSHH assessments.
- iii. Ensuring that all actions identified in the assessments are implemented.
- iv. Ensuring that all relevant employees are informed about the COSHH assessments.
- v. Checking that new substances can be used safely before they are purchased.

At Melbourn Village College this will be most relevant to the Science and DT Departments.

The Site Supervisor will be responsible for all the above in the wider context of the school site outside of departmental activity, with particular emphasis on the Site Management and cleaning functions.

Assessments will be reviewed as and when the work or activity changes.

HSE advice on COSHH regulations can be found on the Health and Safety Executive website: <http://www.hse.gov.uk/>

4.3 Display screen equipment

The school will endeavour to optimise working conditions at Display Screen Equipment [DSE].

This will involve providing workstations, and a wider working environment, which minimize the risks to health posed by habitual use of DSE. The school will undertake this by:

- a] regular assessment of the suitability of
 - i] Display screens
 - ii] Keyboards
 - iii] Work desks
 - iv] Work chairs
 - v] Lighting
 - vi] Incidence of reflection /glare
 - vii] Noise and heat
 - viii) Data projectors
- b] Providing relevant information on the potential risks associated with habitual use of DSE
- c] Responding quickly to issues raised by staff concerning DSE
- d] Providing for appropriate eye-tests etc. for habitual DSE users

Staff who are habitual users of DSE must

- i] Ensure they are aware of HSE ADVICE on safe use of DSE, that can be found on the Health and Safety Executive website: <http://www.hse.gov.uk/>
- ii] Report any health problems which could be associated with DSE use to the Office Manager immediately
- iii] Request provision for VDU specific eye-tests through the Office Manager. Tests will not usually be repeated more frequently than every 2 years.

Teaching staff who use school laptops do not fall under the definition of habitual users of DSE.

The school will provide information on safe transportation and use of laptops

4.4 Manual Handling

Accidents involving manual handling account for almost a third of all 3-day injuries reported to the HSE. Staff must

- i] Wherever reasonably practicable avoid handling large or bulky objects
- ii] Always assess the risk of any manual handling task
- iii] Take steps to minimise any risk presented by manual handling
- iv] Ensure they are familiar with guidelines for safe manual handling techniques
- v] Avoid any manual handling task in circumstances of increased risk e.g. ill health, pregnancy

Staff should familiarise themselves with the HSE advice on assessing and minimising the risk of manual handling. This can be found on the Health and Safety Executive website:

<http://www.hse.gov.uk/>

4.5 Slips, trips and falls

Accidents involving slips, trips or falls are the single most common cause of injury at work.

The College will endeavour as far as is reasonably practicable to minimise the risk of such accidents.

Staff and pupils must

- i] report any unsafe or dangerous floors immediately
- ii] observe standards of dress consistent with safety e.g. footwear, trousers
- iii] ensure that thoroughfares are kept free of any equipment that may obstruct it
- iv] avoid any activity which increases the likelihood of a fall e.g. climbing, over-reaching

Staff can read HSE advice on avoiding slips, trips and falls on the Health and Safety Executive website: <http://www.hse.gov.uk/>

4.6 Stress

Stress is the adverse reaction people suffer to excessive pressure. It can eventually lead to physical and mental ill health.

The school will endeavour to reduce the risk of stress in the workplace by

- i. providing clear channels of communication for staff to talk about that which they may find stressful in their job e.g. through the link management structure
- ii. listening carefully to what staff have to say about stress and taking any issues raised seriously, and keeping a written record of any such discussions
- iii. acting as far as is practicable to change or remove factors which could act as unreasonable stressors.

Staff must ensure that they discuss any issues of stress with their line manager as soon as it becomes a problem. Melbourn VC can provide access to professional counselling services for those staff who feel they might benefit from this.

Further advice on the management of stress in the workplace can be found on the staffroom notice board and on the Health and Safety Executive website: <http://www.hse.gov.uk/>

4.7 Electricity

The school will undertake regular checks of electrical appliances in accordance with published guidance.

Staff must

- i. assess the risk of using any electrical equipment
- ii. carry out regular visual inspections of portable electrical equipment
- iii. ensure that faulty or suspect equipment is taken out of use and clearly labelled
- iv. inform their line manager or the Site Supervisor if they have any suspicions about any electrical equipment.

4.8 School visits (see Trips policies)

The safety of pupils taking part in activities away from the school site must take the highest priority when such activities are organised. All visits must comply the Policy for Management of Educational Visits.

To this end, staff planning a trip or visit out of school must complete the Melbourn Village College Events and Trips Pack which is available from Alison Friday, Trips Administrator. This is the written procedure needed to gain Senior Management consent for a trip. This will ensure that they have appropriately covered issues of:

- i] staffing
- ii] parental consent
- iii] collation of contact and medical information
- iv] insurance
- v] medical provision
- vi] Risk assessment

and other issues contained in the DfES guidance on The Health and Safety of Pupils on Educational Visits. Staff organising trips and other school activities must ensure that they are familiar with these guidelines. The Trips Administrator will advise when all requirements and expectations about Health and Safety have been met and will refer any concerns to the relevant Senior Leader so that these can be resolved before the activity is undertaken.