



Health and Safety Policy

Ranelagh School

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GOVERNORS' STATEMENT

As employers, governing bodies in Academy schools are responsible for ensuring the health and safety of staff, visitors, contractors and students.

The Governing Board has delegated the day-to-day management of health and safety matters to the Headteacher.

This statement is issued in accordance with the Health and Safety at Work etc Act, 1974. It supplements the statements of the School's Health and Safety Policy set out below. The general aims of these policy statements are accepted and the arrangements set out below are designed to implement the general aims at Ranelagh School.

This Health and Safety Policy Statement and related arrangements for implementation are not a substitute for the legislation referred to above, nor for Bracknell Forest Borough Council and Children, Young People and Learning Department policy safety guidelines, but are complementary and have been formulated to reflect our own school's needs.

This statement supplements the Health and Safety Policy Statements written by Bracknell Forest Council and the Education Department. Copies of these statements and the Bracknell Forest Council Health, Safety and Welfare Manual of Guidance and the School's Health and Safety Guidance Manual are available in the School Office.

It is the policy of the Governing Board, so far as is reasonably practicable, through delegation to the Headteacher, to :-

1. Make itself familiar with the Council's and the Children, Young People and Learning Department's Health and Safety Policy Statements, Bracknell Forest Council's Health, Safety and Welfare Manual of Guidance, and the Schools' Health and Safety Guidance Manual and the requirements of the Health and Safety at Work etc Act, 1974, and any other health and safety legislation and codes of practices which are relevant to the work of the School, in particular the management of the Health and Safety at Work Regulations, 1999.
2. Establish and maintain a safe and healthy environment throughout the school.
3. Establish and maintain safe working procedures among staff and students, any visitors and contractors.
4. Take steps to limit the access of unauthorised persons during the school day and to encourage security awareness and vigilance among students and staff.
5. Make arrangements for ensuring safety and absence of risk to health in connection with the use, handling, storage and transport of articles and substances.
6. Ensure the provision of sufficient information, instruction and supervision to enable all employees, contractors and students to avoid hazards and contribute positively to their own health and safety at work and to ensure that they have access to health and safety training as appropriate or as and when provided.
7. Maintain any place of work under the control of the Governors and Headteacher in a condition which is safe and without risk to health and to provide and maintain means of access to and egress from the place of work that are safe and without risk.
8. Maintain effective procedures for use in case of fire and for evacuating the school premises and to ensure a minimum of at least one full fire drill per term.
9. Maintain the procedures to be followed in the case of sickness or accident. Maintain adequate welfare facilities.

10. Teach safety as part of students' activities where appropriate.

These arrangements for health and safety will be reviewed annually by the School's Health and Safety Committee who will report and make any recommendations to the Governors' Finance, Infrastructure and Personnel Committee of the Governing Board.

The Headteacher is responsible for the Health and Safety of all members of staff and for students. Colleagues should bring to her attention at once any matter which they consider requires attention.

RESPONSIBILITIES OF TEACHERS AND NON-TEACHERS

All members of staff are responsible for the health and safety arrangements in relation to staff, students, students and volunteer helpers under their supervision. In particular, they will monitor their own work activities and take all reasonable steps to:

1. Exercise effective supervision over all those for whom they are responsible, including students
2. Be aware of and implement safe working practices and set a good example personally.
3. Identify actual potential hazards and introduce procedures to minimise the possibility of a mishap.
4. Ensure that any equipment or tools used are appropriate to that use and meet accepted safety standards.
5. Provide written job instructions, warning notices and signs as appropriate.
6. Ensure that regular safety inspections are undertaken.
7. Provide appropriate protective clothing and safety equipment as necessary and ensure that these are used as required.
8. Minimise the occasions when an individual is required to work in isolation, particularly in a hazardous situation or on a hazardous process.
9. Evaluate promptly and, where appropriate, take action on criticism of health and safety arrangements.
10. Provide the opportunity for discussion of health and safety arrangements.
11. Investigate any accident (or incident where serious personal injury could have arisen) and take appropriate corrective action.
12. Provide for adequate working instruction, information and training in safe working methods and recommend suitable "off the job" training.

NB: When members of staff consider that corrective action is necessary but that this lies outside the scope of their own authority, they should refer the problem to their line manager.

RESPONSIBILITIES OF ALL EMPLOYEES

All employees have a responsibility to:

1. Take reasonable care for the health and safety of themselves and of any person who might be affected by their acts or omissions at work.
2. Co-operate with the Children, Young People and Learning Department and others in meeting statutory requirements.
3. Refrain from interfering with or misusing anything provided in the interests of health, safety and welfare.
4. Make themselves aware of all safety rules, procedures and safe working practices applicable to their posts; where in doubt they must seek immediate clarification from their supervisor.
5. Ensure that their tools and equipment are in good condition and that they report any defects to their supervisor.
6. Use protective clothing and safety equipment provided and that these are kept in good condition.
7. Ensure that offices, general accommodation and vehicles are kept tidy.
8. Ensure that any accidents, whether or not an injury occurs and potential hazards are reported to their head of section.

WHENEVER AN EMPLOYEE IS AWARE OF ANY POSSIBLE DEFICIENCY IN HEALTH AND SAFETY ARRANGEMENTS HE OR SHE MUST DRAW THESE TO THE ATTENTION OF SENIOR STAFF.

Note the following:

1. It must be realised that newly appointed employees could be particularly vulnerable to any risk and should pay particular attention to the above requirements.
2. Whilst the Children, Young People and Learning Department will take steps to instruct all employees in safe working procedures in relation to their posts and work places, employees may from time to time find themselves in unfamiliar environments. In such cases, the employee concerned should be particularly alert to hazards, and whenever possible, ensure they are accompanied by a person familiar with the environment or that they are advised of specific hazards.
3. All volunteer helpers will be expected to meet the standards of conduct required from employees.

RESPONSIBILITIES OF STUDENTS

All students are expected to:

1. Exercise personal responsibility for the safety of themselves and their classmates.
2. Observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear, unacceptable jewellery, knives and other items considered dangerous).
3. Observe all the safety rules of the school and in particular the instructions of the teaching staff in the event of an emergency.
4. Use and not wilfully misuse, neglect or interfere with items provided for safety purposes.

NB: The Headteacher of the school will make students and (where appropriate) the parents aware of these responsibilities through the school handbook, notices and direct instruction.

HIRERS, CONTRACTORS AND OTHERS

- 1 When the premises are used for purposes not under the direction of the Headteacher then the principal person in charge of the activities for which the premises are in use will have the responsibility for safe practices as indicated in the policy documentation.
- 2 The Headteacher shall approve prospective contractors at the pre-contract stage by the following means:
 - a)
 - i Contractors employing 5 or more employees – by examination of their Health and Safety Policy Statement (together with reference from past relevant work), or
 - ii Contractors employing fewer than 5 employees by means of 3 independent references of past relevant work
 - b) Financial appraisal of the contractor's business,
 - c) Certificates of training for the employees to be used on the specific tasks at the school,
 - d) The contractor's proposed *written* method statement for carrying out the work *at the pre-contract stage*. This is in addition to any requirements for Health and Safety Plans as appropriate under the Construction, Design and Management Regulations, 1994,
 - e) COSHH assessments for substances and the proposed method of use,
 - f) An agreed method of waste disposal,
 - g) The Headteacher will arrange to audit the work as necessary for quality and safety during the progress of the works.

The Headteacher will require to approve method statements, Health and Safety Plans (where appropriate) and risk assessments *prior* to the work commencing.

- 3 The Headteacher will seek to ensure that hirers, contractors and others who use the school premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times.
- 4 When the school premises or facilities are being used out of normal hours for a school sponsored activity then, for the purposes of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and will comply with the requirements of this section.
- 5 When the premises are hired to persons outside the employ of the Governing Board, it will be a condition for all hirers, contractors and others using the school premises or facilities that they are familiar with this policy, that they comply with all safety directives of the Governing Board and that they will not without the prior consent of the Governing Board
 - a) introduce equipment for use on the school premises;
 - b) alter fixed installations;
 - c) remove fire and safety notices or equipment; take any action that may create hazards for persons using the premises or the staff or students of the school.
- 6 All contractors who work on the school premises are required to ensure safe working practices by their own employees under the provision of the Health and Safety at Work, etc Act 1974

and must pay due regard to the safety of all persons using the premises in accordance with ss.3-4 of the Health and Safety at Work, etc Act 1974.

- 7 In instances where the contract creates hazardous conditions and refuses to eliminate them or take action to make them safe the Headteacher will take such actions as are necessary to prevent persons in his or her care from risk of injury.
- 8 The Governing Board draws the attention of all users of the school premises (including hirers and contractors) to S.8 of the Health and Safety at Work, etc Act 1974, which states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.

IMPLEMENTATION

In order to comply with the policy, the site manager will ensure attention is given to the following with regard to contractors.

General Preparation

- Copy of liability certificate (legal requirement)
- Respect of school dress code
- Times of access and working
- Knowledge of school procedures – Fire alarm, Broadmoor
- Delivery and collection of goods and equipment

Security

- Reporting procedure
- Minimising contact with students
- Escorting to working areas
- Monitoring (inspections, check list)
- Storing of equipment and materials

Working Practices

- Health and safety
- Inspection check list
- Secure working area
- Non use of student cloakroom facilities
- Movement of vehicles around the site
- Noise levels
- Reporting of Injuries, Diseases and Dangerous Occurrences
- Regulations RIDDOR
- Use of plant equipment machinery
- CDM regulations and certificates