

NORFOLK HOUSE SCHOOL: Health and Safety Policy

General Statement

The Norfolk House School Health and Safety Policy aims to ensure that, so far as is reasonably practicable:

- all employees are safeguarded in respect of health, safety and welfare whilst at work;
- all pupils and members of the public, including parents, visitors and contractors' who enter school premises, are not exposed to any health and safety risks during the course of their business;
- no work is carried out by the school or contractors that is liable to expose employees, pupils or members of the public to hazards to health unless suitable and sufficient assessments of the risk are made and necessary measures to prevent or control the risk have been introduced; and
- all contractors are able to demonstrate that they have suitable arrangements for securing proper health and safety, including, where necessary, a written statement of policy.

Purpose and Aims

This school policy sets out the means by in which it will fulfil the school's requirements for a healthy and safe environment for pupils, staff and visitors.

Norfolk House School aims to:

- ensure that everything reasonably practicable will be done to safeguard pupils, staff and visitors;
- make and keep under review relevant policies and procedures;
- will maintain a list of hazards within the school and keep this under review;
- take immediate action where hazards are likely to turn into risks; and
- ensure that the school's health, safety and security arrangements are known and implemented;

Members of staff are expected to:

- take reasonable precautions to safeguard the health and safety of themselves and others;
- observe all health and safety rules and procedures as laid down by the school and use all health and safety equipment provided;
- alert management to any potential hazard that they have noticed and report all accidents, incidents or near misses that have led, or may lead to, illness or damage;
- ensure that no person uses a prescribed dangerous machine unless fully instructed as to the dangers and precautions to be observed and either have received sufficient training to work at the machine or are being supervised by someone with a thorough working knowledge and experience of the machine. No person under the age of eighteen will be allowed to dismantle or clean a prescribed dangerous machine.

Health and Safety Management Arrangements:

Risk Management

Health and safety will be on the agenda of all staff meetings, and minutes of any discussion and action will be taken, kept and passed to the school's Health and Safety Co-ordinator (HSC). The HSC is Sile Milligan.

The Headmaster will ensure that generic risk assessments are made and kept under review. All staff will make assessments in areas they are responsible for, and will observe the risk controls that have been determined.

All members of staff undertake to inform the Headmaster's PA of any potential risk as soon as they perceive it. Risk assessments have to be carried out by 'competent' persons. The Head will determine the criteria for a 'competent' person, but assessing risks in classrooms and teaching lessons is within the competence of a trained teacher.

All staff will use the school's risk assessment template (which can be obtained from the school office or staff handbook), and means of assessing risks.

Fire Safety

All members of the School will:

- familiarise themselves with the school's fire safety procedures;
- ensure that fire doors open as intended and that nothing impedes their opening;
- ensure that any fire equipment for which they are responsible is properly maintained and checked periodically;
- know any special fire precautions for equipment and materials that they use;
- check periodically that the fire notices are on display in their teaching areas;
- ensure that students know the alarm and evacuation procedure and route from the area to the assembly area;
- keep a register of students present in each teaching period; and
- report to the Headmaster/School office any hazards likely to cause a fire.

All staff have the responsibility for directing any visitors to the school to the assembly area in case of fire. But all staff must be aware that visitors will need to be properly directed.

Training in action to be taken on hearing the fire alarm is provided by the school.

Display Screens

Because there is so much use of display screens (VDUs) in the school all members of staff must pay attention to the school's display screen policy both as it affects staff health and safety and students.

Safeguarding Pupils

All staff must be aware of their duty to note and report any suspicions that a student might (however remotely) be subject to some abuse.

The school will provide periodic training in the requirements for safeguarding students and in recognising potential problems.

Any suspicions should be reported immediately to the school's designated teacher(s) for safeguarding children.

Teaching staff are expected to teach risk management to students according to the National Curriculum requirements in their subject, and any requirements the school may have.

Staff Welfare/Stress

Staff are expected to be concerned for their own health and for the welfare of their colleagues and to provide support for each other.

Staff who feel under stress that is more than the normal expected stress of working in the school should report this initially in confidence to the Deputy Head (or the member of the Leadership Team with responsibility for staff welfare.)

Staff are also expected to report in confidence any concerns they may have about another member of staff's state of health.

Lone workers

When a member of staff is working alone in the school he/she should ensure that the school's procedure for signing in and communication are observed.

Records

Appropriate records of risk management events and issues will be kept by the school office and will be periodically inspected by the school Health and Safety Co-ordinator (HSC).

Accidents

All accidents involving staff and students **MUST** be recorded. Staff who are unsure about the system must seek advice from the Headmaster's PA.

Student Behaviour

Student misbehaviour is one of the greatest risks to health and safety in any school. All staff have a common law and contractual duty to maintain good behaviour of students and to safeguard their health and safety. Staff must know the school rules that are designed to ensure student safety and to participate in ensuring that the rules are obeyed.

Status Review

The School will contribute to the school's annual health and safety status review.

Development Plan

The development of health, safety and security within the school will be part of the School's Development Plan as appropriate.

Responsibilities:

The Headmaster in conjunction with other staff members

- is responsible to the Health and Safety Co-ordinator for the implementation and operation of the policy as it affects their areas of responsibility;
- will familiarise him/herself with the school's Health and Safety Policy and all regulations and codes of practice relevant to the work in their areas of responsibilities;
- will set up and implement safe methods of work;
- will apply effectively all relevant health and safety regulations, rules procedures and codes of practice;
- will instruct all staff, pupils and others under his/her jurisdiction in safe working practices;
- will carry out regular safety inspections of their areas and keep records of those inspections;
- will ensure that risk assessments are carried out on any relevant risk and effective measures are taken to control those risks;
- will ensure that all plant machinery and equipment is adequately guarded, is in good and safe working order, and that all reasonably practicable steps are taken to prevent unauthorised or improper use;
- will make available appropriate protective clothing and equipment, first aid and fire appliances;

- will ensure that toxic hazardous and highly flammable substances are correctly used stored and labelled;
- will provide appropriate health and safety information to relevant persons; and
- will report any health and safety concerns to the Health and Safety Co-ordinator.

All Members of staff will:

- be responsible to the Headmaster for the implementation and operation of the policy as it affects their areas of responsibility;
- familiarise themselves with the school's Health and Safety Policy and all regulations and codes of practice relevant to the work in their areas of responsibilities;
- assist the Headmaster in ensuring that the school environment and practices are as safe as is reasonably practicable;
- set up and implement safe methods of work;
- apply effectively all relevant health and safety regulations, rules procedures and codes of practice;
- instruct all staff, pupils and others under their jurisdiction in safe working practices (including fire safety);
- carry out regular safety inspections of their areas and keep records of those inspections;
- ensure that risk assessments are carried out on any relevant risk and effective measures are taken to control those risks;
- ensure that all plant machinery and equipment is adequately guarded, is in good and safe working order, and that all reasonably practicable steps are taken to prevent unauthorised or improper use;
- use appropriate protective clothing and equipment, first aid and fire appliances;
- ensure that toxic hazardous and highly flammable substances are correctly used stored and labelled;
- provide appropriate health and safety information to relevant persons;
- keep up-to-date with developments in their particular field of work; and report any health and safety concerns to the Health and Safety Co-ordinator.

Equal Opportunities

In implementing this policy all staff must ensure that the school's policy on non-discrimination and equal opportunities is taken into account.

Monitoring and Review

The Headmaster will monitor the progress of the policy. The HSC will liaise with the Head to ensure that it remains in line with school policies.

Review date: September 2010



APPENDIX

RISK ASSESSMENT TEMPLATE TO BE USED THROUGHOUT THE SCHOOL

NO RISK IS AVERTED BY THE AMOUNT OF WRITING IN A RISK ASSESSMENT.

BE BRIEF AND TO THE POINT. THE AIM IS TO REMIND YOURSELF AND ANY OTHER APPROPRIATE PERSONS WHAT NEEDS TO BE DONE TO PROTECT ANYONE LIKELY TO COME INTO CONTACT WITH THE RISK.

Department: _____

Name of Member of Staff: _____

Risk: _____

Who is likely to be affected by the risk? _____

What level of risk is it? High/Medium/Low: _____

What needs to be done to minimise the risk?: _____

Who is going to see it is done ?: _____

What is the date by which it must be done/: _____