



HEALTH AND SAFETY

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Education

Change Control and Authorisation

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INTRODUCTION

NEWLANDS HEY SCHOOL HEALTH AND SAFETY COMMITMENT STATEMENT

Newlands Hey School pledge that we are committed to:

- Complying with all our legal and regulatory health and safety responsibilities
- The continual improvement of our health and safety performance
- Providing a safe and healthy environment for our employees, young people in our care and others
- Identifying, assessing and controlling risks to health and safety
- Developing and maintaining a positive health and safety culture
- Developing safe working practices
- Providing effective information, instruction and training
- Monitoring and reviewing systems and preventative measures to make sure they are effective
- Ensuring that all our staff and pupils in our care are aware of their responsibility for themselves and others health and safety

POLICY AND PROCEDURE GUIDELINES

IDEM LTD ROLE AND RESPONSIBILITIES

IDEM Ltd will provide overall governance in all Health and Safety matters for Newlands Hey School by their commitment to the following:

IDEM Ltd will maintain oversight of Health and Safety setting out in writing the responsibilities and arrangements for ensuring safety in the School.

IDEM Ltd will make arrangements to ensure staff follow Codes of Practice and Codes of Safe Working Practice and ensure that all policies and procedures are reviewed at least once a year

IDEM Ltd will ensure implementation of any new arrangements as necessary

IDEM Ltd will provide Newlands Hey School with appropriate resources from and budgets to implement the arrangements set out in this policy

IDEM Ltd will receive from the Headteacher regular reports on health and safety matters and reports from other external bodies to allow their good governance

IDEM Ltd will seek appropriate specialist advice from others on health and safety matters where appropriate

IDEM Ltd will promote high standards of health and safety in Newlands Hey School.

ALL EMPLOYEES ROLES AND RESPONSIBILITIES

IDEM Ltd will delegate most of the day-to-day responsibility for health and safety matters to their employees.

All employees should:

- should take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work
- should co-operate with their employer in all matters of health and safety, so as to enable the law to be complied with
- should not intentionally or recklessly interfere with, or misuse, any equipment or fittings provided in the interests of health, safety or welfare
- should report to their line manager in Newlands Hey School any serious and immediate danger to health and safety

- should report to their line manager in Newlands Hey School any shortcomings in the arrangements for health and safety
- should follow instructions when using any machinery, equipment, substances or safety device
- should only use equipment when satisfied that they are competent to use it

Potential disciplinary action may be taken against anyone disregarding safe working practices

HEADTEACHER ROLE AND RESPONSIBILITIES

Newlands Hey School's Headteacher Gill Hughes or her delegated person will have overall responsibility for implementing the School's health and safety arrangements.

The Headteacher should:

- Should be the focal point for day-to-day references on health and safety at Newlands Hey School and give advice or indicate sources of advice
- Should report to the Head of Children's Services any hazards which cannot be rectified immediately or from within the current available resources
- Should stop any misuse of equipment
- Should arrange for any employee, or other person, strongly suspected of being drunk or under the influence of a prohibited substance during working hours to be escorted from the premises, and initiate potential disciplinary action as appropriate;
- Should seek specialist advice on health and safety matters when necessary

FIRE

Please see Policy for Fire Reduction

HAZARD REPORTING

Newlands Hey School will maintain a dedicated Health and Safety reporting log that is kept in the Headteacher's office. Staff should report any concern including near misses and any environmental repairs. Staff are made aware that they have a responsibility to report any potential hazards.

RISK ASSESSMENTS

The Headteacher will be responsible for developing and maintaining environmental risk assessments and any remedial action decided upon, including the provision of safety signs which comply with the regulations where necessary.

SAFETY SIGNAGE

The Headteacher is responsible for ensuring that all Health and Safety signage in Newlands Hey School is in appropriate locations and is maintaining in good repair

FIRST AID

Please see Policy for First Aid

First Aid box number and contents should be complaint to Health and Safety recommendations. Visual checks reporting of First Aid boxes should form part of weekly

Health and Safety Checks in Newlands Hey School. These checks should include any

First Aid boxes in school vehicles

First Aid Accident records logs are held in the school main office and should be completed for all accidents. There should be a separate Accident log for pupils and for Staff or visitors.

Details of contact numbers for the nearest hospital casualty or 'walk in' unit should be held with the accident record logs. A copy of the First Aid policy should be kept alongside the accident record logs

ACCIDENT REPORTING

Accident reports should reviewed regularly by the Headteacher and where accidents are found to be caused by faulty resources, equipment, premises or unsafe work systems they should remove or isolate the hazard until the necessary modifications or repairs can be made.

ENTERING AND LEAVING THE PREMISES

All persons entering the building should sign in and out when they leave.

Mr Rob Gillespie is responsible for opening and securing the building and disarming and setting the alarm system at the end of the day ensuring that the alarms are set correctly for overnight.

VISITORS AND CONTRACTORS

Staff answering the door to a visitor or contractor should confirm the visitor's identification by asking for ID and enquire as to the purpose of visit.

All visitors and contractors should sign in and be given information on what to do in the case of a fire alarm and where the Fire Assembly point is to be found.

Visitors should be identified with a visitor's badge and remain escorted by school staff throughout their time in Newlands Hey School.

WEATHER

See Policy for Adverse Weather

During periods of severe weather IDEM Ltd will make arrangements for maintaining safe access to and from the premises. Rob Cheshire (Managing Director IDEM Ltd) should have responsibility for determining if Newlands Hey School is able to operate safely or if it should close and send pupils home for a 'snow day'

HOUSEKEEPING

The best prevention of slips, trips and falls is staff ensuring that all classrooms, corridors, passageways and gangways are kept clear of rubbish and obstructions. Staff should keep floors clear and doorways unobstructed.

All rubbish should be put in the bins provided. Any defective furniture or resources should be reported to ensure they are kept in good repair.

ASBESTOS CONTAINING MATERIAL (ACM)

See Policy for Asbestos Containing Materials

LEIGIONELLA

See Policy for Legionella

MANUAL HANDLING

All staff are trained in manual handling techniques and staff should not attempt the moving and handling of any item above their competence and comfort.

WORKING FROM HEIGHTS

Newlands Hey School staff should be aware that it is against school Health and Safety policy for anyone to stand on a chair to undertake any task. Foot stool steps are provided and should be used in all incidences.

Any member of staff found standing on a chair when they should be correctly using a set of steps may be subject to potential disciplinary actions.

STAFF HEALTH AND SAFETY TRAINING

The Headteacher should include Health and Safety awareness to the arrangements for all new employees as part of their induction training including First Day Outcomes.

Health and Safety should be a section on all staff supervisions and appraisals and a standing item within all staff meetings.

RIDDOR

Accidents that fall into the following categories fall under the remit for RIDDOR reporting:

- Fatal
- Major injury
- Admittance to hospital for 24 hours or more
- To employees resulting in more than seven days consecutive absence due to injury or illness in the work place. HSE to be notified within 15 days.
- Dangerous occurrence/contagious disease - immediate report to HSE

Accidents in the first two categories should be reported immediately to:

The Health and Safety Executive
Grove House
Skerton Road
Manchester
M16 ORB
Tel : 0161 – 952 – 8200

LEARNING OUTSIDE THE CLASSROOM / EXTERNAL VISITS

See Policy for Learning Outside of the Classroom

COSHH

All substances which may be hazardous will usually be kept in a locked COSHH cupboard. A list of COSHH and emergency interventions should be kept where the substances is being used. Staff will receive awareness training on materials that fall within COSHH

WORK RELATED STRESS

See Policy for Work Related Stress

PAT TESTING

All portable electrical equipment will be checked by a suitably competent person before use in school and annually after then. All equipment should have a dated label placed on the item to confirm that it has undertaken PAT testing and the date it needs to be retested

PERSONAL PROTECTIVE EQUIPMENT (PPE) / CLINICAL WASTE

See Policy for Infection Control

Staff at Newlands Hey School should wear aprons and gloves provided if they are required to attend to the disposal of clinical waste.

Clinical waste should be placed in yellow plastic bags provided for disposal.

VDU

Newlands Hey School staff will be assessed for their exposure to visual display equipment. Assessment will be made on an annual basis and recorded and all school staff that are assessed as regular users should be entitled to a regular eye check if these are not provided free.

FOOD HYGIENE

Newlands Hey School prepares fresh food and snacks in our own kitchen each day. The standard of food hygiene, the nutritional standards of meals, and the maintenance of satisfactory hygiene standards is the responsibility of IDEM Ltd.

Our school kitchen should be registered with the local authority environmental health inspectors and inspection grades published on our website.

VIOLENCE AND AGRESSION AT WORK

All school staff will be trained in the diffusion and distraction of pupil aggression through MAPA framework. All pupils will have an individual Behaviour Support Plan (BSP) to further reduce the potential risk.

To keep this risk to a minimum all pupils will have a risk assessment to reduce the risk of their aggression and violence.

Staff involved in any RPI will be offered support through a debrief after any incident and be offered refresher training if they feel they would benefit from this.

NOISE

Any school staff member that is concerned about the noise levels at work should report their concern to the Headteacher who will arrange for remedial action or for a noise assessment to be made.

SMOKING

Newlands Hey School has prohibited smoking in all areas of the School environment and in any of the school vehicles.

There is no exception to this policy in school and this policy applies to all staff, pupils, visitors and contractors in school

Smokers should walk a short distance away from the school building to the safe designated place.

All job applicants will be informed through the process of Newlands Hey School no smoking policy. Staff will be offered smoking cessation support if this is requested.

ADMINISTRATION OF MEDICATION

See Policy for Administration of Medication

USE OF SCHOOL VEHICALS

See Policy for use for School Vehicles

Records of weekly school vehicle checks are held. Staff should check before any use a visual check and these are recorded. Cars will be maintained to a high standard and insured and undertake all MOT assessments in good time.

School owned, hired or leased minibuses or coaches are only to be used for journeys approved by the Headteacher

Employees who are required to use their own private vehicles for official school business are responsible for gaining authorisation from the Headteacher before each trip.

Newlands Hey School will keep a list of authorised drivers and keep a copy of their valid full driving license and appropriate insurance with business coverage and that the vehicle is roadworthy and fitted with a suitable seat belt for each passenger.

Staff should alert Newlands Hey School if there is any changes to their license.

BULLYING / HARRASMENT OF STAFF

See Policy for Dignity at Work

RECORDS

Procedures have been developed for the identification, maintenance and disposition of health and safety records.

Health and safety records are stored and maintained to ensure that they are retrievable protected against damage, deterioration or loss. Retention times for all health and safety records are clearly defined.

BOMB ALERTS

In the event of a bomb alert the Headteacher or person designated must:

Ring the fire alarm to activate the evacuation of the premises of all adults and pupils (see fire drill procedure)

Phone 999 for the fire brigade and police

Check that the evacuation procedure has been followed

Remain at the front of the school to meet the fire brigade/police and direct them to the incident

All students and adults must remain outside and only when the all clear has been given will registers be sent back to classes enabling students and adults to re-enter the premises

If the school building is unable to be re-entered then all pupils and staff must go straight to Mayfield, 1 Huyton Hey Road, which is a short walk away.