



**DAUBENEY MIDDLE SCHOOL**

**HEALTH AND SAFETY  
POLICY**

## ***Statement of Health and Safety Policy by the Governors and Headteachers***

The Governors and Headteachers recognise their responsibility, so far as is reasonably practicable, to provide a safe and healthy working environment for all staff, pupils and visitors.

The Governors and Headteachers will take all reasonably practicable steps within their power to meet this responsibility and will pay particular attention to the requirements of the Health and Safety at Work Act 1974 and its associated regulations and approved codes of practice. The health and safety arrangements will comply with the standards set by the LA.

Curriculum Co-ordinators, liaising as necessary with senior teachers and above, will take primary responsibility for ensuring that any specific legal requirements are complied with.

All employees are required to have as a personal objective the achievement of a safe and healthy working environment and must take responsibility for ensuring good practice and behaviour by pupils in their charge.

The school will, when necessary, consult the LA to implement its health and safety objectives effectively.

In fulfilling their responsibilities, the Governing Body and Headteachers will in particular seek to ensure, so far as is reasonably practicable, the following:

- the safety of plant, equipment, and workplace facilities;
- the safe use, handling, storage, disposal, and transport of articles and substances in school;
- the provision of sufficient information, instruction, training and supervision to enable staff and pupils to contribute positively to their own safety and health;
- the provision of safe access and egress throughout all areas of the school.

## ***Individual Responsibilities***

### The Headteachers:

- has overall day-to-day responsibility for implementing the health and safety policy and arrangements in the school;
- will ensure that senior staff receive adequate information to enable them to carry out their own health and safety responsibilities;
- will, as and when necessary, nominate a deputy to act on his/her behalf in matters of health and safety;
- will advise the Governing Body and the LA of any circumstance preventing this policy from being implemented;
- will, in conjunction with Curriculum Co-ordinators, ensure that all relevant safety guidance is available, and that adequate training and supervision is given to enable staff to carry out their tasks safely, and in accordance with this policy;
- will ensure that the school buildings and associated areas are subject to a formal safety inspection at least termly;
- will take executive action to remove, contain or isolate, as is appropriate, any hazard emanating in the school buildings or associated areas.

### Deputy Headteacher:

- will, as and when necessary, deputise for the Headteachers in matters of health and safety. This may be in the absence of the Headteachers, or for the purposes of specific projects as directed by the Headteachers.

### Curriculum Co-ordinators:

- are accountable to the Headteachers for the day-to-day safe supervision of the areas and activities they supervise. They must advise the Headteachers of any circumstance preventing them from carrying out their health and safety responsibilities;
- will ensure that staff they supervise understand and accept their personal responsibilities and carry these out;
- will liaise with the Headteachers/Deputy Headteacher to determine the health and safety training needs of themselves and of staff they supervise;
- will ensure that appropriate risk assessments are provided and available within the areas that they control;

- will ensure this policy's implementation in the areas they supervise and assist the Headteachers/Deputy Headteacher in monitoring its effectiveness, as regards the areas involving their individual specialism;
- will ensure that the details of all accidents/dangerous occurrences, emanating in the area or activity they are responsible for, are properly recorded and investigated, and brought to the attention of the Headteachers/Deputy Headteacher;
- will liaise appropriately with the Office Manager and refer matters that cannot be suitably resolved to the Headteachers/Deputy Headteacher.

#### The Office Manager:

- will ensure that staff they supervise understand their responsibilities as regards this policy;
- will on behalf of the Headteachers take primary responsibility for office safety in the school;
- will on behalf of the Headteachers maintain a library of health and safety publications for the benefit and use of all staff members;
- will maintain efficient records of accident/incidents occurring on the school premises or on staff supervised activities off the premises, and ensure that the school's statutory reporting responsibilities are met;
- ensure that first aid boxes throughout the school are suitably stocked and maintained;
- ensure that all fixed and portable electrical equipment receive inspection/maintenance in accordance with the LA's code of practice;
- ensure that all fire appliances are properly maintained, checked and kept in the designated locations and that fire procedure notices are properly maintained and correctly displayed.

#### The Site Agent:

Liaising as necessary with other relevant staff, the Site Agent will take primary responsibility to:

- ensure that all communal areas, particularly those associated with fire escape routes, are kept free from obstructions;
- ensure that all fire escape doors are properly identified, and accessible when the school is in use;

- make arrangements for the safe working of contractors on site ensuring so far as is reasonable that their work is segregated from the main school users, and in accordance with the LA's code of practice;
- ensure that snow and ice is cleared in order to maintain safe access and egress to all buildings;
- ensure that proper investigations are undertaken and reports made for any accidents or potential accidents, involving his staff or plant and equipment for which he is responsible;
- ensure that all security doors, e.g. to motor rooms, boiler rooms are identified and secured against unauthorised entry;
- ensure, so far as is reasonable, that all fabric, fixtures and fittings on the site are maintained in a safe and secure condition;
- ensure that the appropriate lights are switched on or off as necessary at night;
- ensure that "risk assessments" required by the management of health and safety regulations, are carried out as appropriate in respect of work carried out by his staff;
- report to the Headteachers any circumstance preventing him from carrying out his health and safety responsibilities.

#### All Staff:

- All teaching and support staff have a duty to assist in the implementation of good health and safety practice, and be conversant with the Health and Safety Policy.
- The Health and Safety at Work Act 1974 section 7 places a duty on all staff to take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions at work. It also requires the employee to co-operate with the employer to enable the duties of the employer to be effectively performed or complied with.
- No person shall intentionally or recklessly interfere with, or misuse, anything provided in the interests of health, safety or welfare in pursuance of any relevant statutory provisions.
- Staff must take primary responsibility for the safety of any non-employees who may be visiting them on the school premises for official reasons e.g. a parent.

### Contractors:

- contractors engaged by the School will be required to make prior arrangements with the Site Agent who will advise them as regards access and timing;
- on arrival, contractors will report to the School Office and then the Site Agent (or a member of his staff) and agree with him on procedures to be carried out during works, including those for sign posting, fencing and storage of materials and vehicles;
- the Site Agent will report as necessary on works in progress to the Headteachers who will satisfy themselves that so far as is reasonably practicable, the safety of employers, pupils, and visitors will not be affected;
- contractors will be required to work in accordance with the LA's Code of Practice for Building works in Educational Premises.

### ***Communicating Safety***

Any member of staff who becomes aware of a hazard outside of their remit to rectify, should advise (in writing as appropriate) the Office Manager.

Curriculum Co-ordinators will liaise with the Site Agent or appropriate technicians, to ensure routine maintenance repair of equipment within the area/activities that they are responsible for.

The Headteachers will ensure that a central record of relevant health and safety information/codes of practice is available for the information of all staff. See Appendix 1.

The Headteachers will, as is appropriate, circulate any relevant health and safety information to staff, and will, in conjunction with the administration manager, keep records of accidents and safety inspections etc.

### ***Safety in the Curriculum***

#### Science

The Science Co-ordinator will take primary responsibility for ensuring that all science teachers and technicians work in accordance with this policy and the education services code of practice for science.

The Science Co-ordinator will, so far as it affects Science, ensure that the school's legal responsibilities for providing "risk assessments" are met.

The Science Co-ordinator will ensure that all appropriate authoritative guidance issued by the education service, DFEE, HSE, and CLEAPSS is kept available for all relevant members of staff. These documents to include:

- CLEAPSS Hazards
- Risk Assessments for Science (CLEAPSS)
- COSHH Guidance for Schools

#### Technology:

The Technology Co-ordinator will take primary responsibility for ensuring that all technology teachers and technicians work in accordance with this policy and the education services "code of practice for technology".

The Technology Co-ordinator will, so far as it affects Technology, ensure that the school's legal responsibilities for providing risk assessments are met.

The Technology Co-ordinator will ensure that all appropriate authoritative guidance issued by the Education Service, DCSF, HSE, and CLEAPSS is kept available for all relevant members of staff. These documents to include:

- Risk Assessments for Technology in Secondary Schools(CLEAPSS)
- BS4163:2007 Health and safety for Design and Technology in Schools and Similar Establishments – Code of Practice.

#### All Subjects

Subject Co-ordinators will take primary responsibility for ensuring that all teachers and technicians work in accordance with this policy.

Subject Co-ordinators will, so far as it effects their department, ensure that the school's legal responsibilities for providing "risk assessments" are met.

Subject Co-ordinators will ensure that all appropriate authoritative guidance issued by the LA, DCSF and HSE is kept available for all relevant members of staff.

### ***Accidents, Incident and Injury Reporting***

Accidents/incidents must be recorded in accordance with the LA's Code of Practice.

All Injuries to persons on the school premises, or to staff and pupils off of the premises but engaged in school activities must be recorded on the Bedford Borough Council's "Incident/Accident Report Forms", kept by the Office Manager.

If the injured person is unable to make the record personally then his/her immediate Line Manager or relevant teacher must do so on their behalf.

## ***Notification to the LA***

Incidents of a more serious nature, as outlined in the LA's Code of Practice, or where subsequent absence from work or school occurs, must be notified to the Health and Safety Manager at Borough Hall.

The Office Manager will, take primary responsibility for ensuring that the above requirements are carried out.

## ***Statutory Notification***

A number of specified injuries, occurrences and diseases arising from or as a result of work are reportable on the incident/accident report form within 24 hours and then through the AssessNET system within 3 days. This system will identify if the accident/incident also needs to be notified to the Health and safety Executive under RIDDOR on form F2508. The specified conditions are itemised in Appendix B.

The Office Manager will take primary responsibility for inputting the injury/occurrence or disease onto the AssessNET system as above.

## ***First Aid Arrangements***

Arrangements for first aid will be provided in accordance with the LA's code of practice.

First aid boxes are provided at designated locations throughout the school. Notices identifying these and the location of trained first aiders are prominently displayed.

A current list of first aiders and facilities appears in Appendix C to this document.

Where appropriate, staff will be given the opportunity to learn first aid on approved courses outside of the school. This training will be carried out by an organisation whose training and qualifications are approved by the health and safety executive. The course will include the following items examined to an emergency first aid standard:

- resuscitation
- control of bleeding
- treatment of an unconscious casualty;
- identification of fractures
- contents of first aid boxes
- treatment of minor cuts, bruises, splinters etc

Refresher training must take place every three years.

The Headteachers/Deputy Headteacher on behalf of the Governing Body will arrange for sufficient numbers of staff to become trained first aiders. These, as far as is possible, will be non-teaching.

First Aiders are responsible to the Headteachers for the following:

- assessing extent of injury or condition of a casualty, and giving immediate appropriate treatment;
- advising the Headteachers/Deputy Headteacher on what action should be taken;
- notifying the Headteachers/Deputy Headteacher of the expiry of their qualifications, at least six months beforehand.

### ***Casualty Care***

Treatment at school is provided for minor injuries e.g. small cuts, bumps and bruises. In the case of a serious injury, first aid is provided to stabilise a casualty until they can be taken to hospital or put in the charge of competent medical care.

In the event of an injury requiring medical attention outside of school, the Headteachers/Deputy Headteacher will, in conjunction with the first aider, decide whether the casualty is sent home, or transferred to hospital.

### ***Fire Precautions/Arrangements***

The general arrangements for Fire Precautions will be consistent with the LA's Code of Practice.

Fire drills will be held twice a term and will be instigated by the Headteachers. Teaching staff are responsible for the safe supervision of their pupils during an evacuation.

All staff have a shared responsibility to ensure that escape routes inside and outside the school buildings are kept clear.

All deficiencies noted in fire evacuations should be reported to the Headteachers.

Fire alarms may not be turned off except on the instruction of the Headteachers.

### ***Health and Safety Representative***

The general role of the school Health and Safety representative includes:

- Discussing health and safety matters pertinent to the school and staff employed by the school, with a view to resolving difficulties, and act as a focus for employee participation in the prevention of accidents;
- Considering new or amended health and safety legislation relevant to the school;
- Ensuring that the school complies with safe systems at work;
- Considering inspection reports;

- Considering any accidents and/or dangerous occurrences with a view to deciding further preventive action;
- Considering reports and information provided by the HSM and the Health and Safety Executive;
- Considering and appraising the effectiveness of employee safety training;
- Ensuring the adequate display of health and safety communications on staff notice board.

### ***Special Arrangements for Persons with Disabilities***

The Special Needs Co-ordinator is primarily responsible for ensuring that adequate arrangements are in place to accommodate the special needs of any pupil with visual impairment, motor disability or other disability that may require special safety provision.

The Special Needs Co-ordinator will liaise as necessary with all appropriate members of staff to ensure that all reasonable steps are taken to assist pupils with disabilities, and will keep appropriate records of each pupil with disabilities in his/her year and positively monitor the pupil's progress and continuing ability to access and egress required areas of the school safely.

The school's Special Needs Co-ordinator is identified in Appendix C.

### ***TRANSPORTING CHILDREN TO SPORTING FIXTURES AND VENUES***

Children from Daubeney Middle School must not be transported by members of staff unless it is a medical emergency.

Parents/carers ***must not*** be asked to transport children to venues or fixtures. They can of course transport their own child/children.

Transport to fixtures/venues must be booked with a reputable company recommended by the LA.

The person in charge of the trip/visit must ensure that the guidelines for trips and visits are followed.

## **Appendix A**

The following Health and Safety information should be retained in a central library or within departments for the use and information of the school's staff.

- The LA's Health and Safety Policy
- The LA's Codes of Practice
- Arrangements for reporting accidents in educational premises
- Safety of Education Premises during building works
- Arrangements for Providing First Aid
- Fire Precautions in educational establishments
- Arrangements for Safety Representatives and local Safety Committees etc
- Arrangements for health and safety/risk assessment for all trips and visits.
- Arrangements for the Control of Substances Hazardous to Health
- Arrangements for the Inspection and Servicing of electrical equipment
- Arrangements for Safety in Science Departments
- Arrangements for Health and Safety during physical / outdoor activities
- Arrangements for protecting persons from violence – "Guidance on Physical Contact and Intervention in Schools" document
- Arrangements for Safety in Technology Departments
- The Education (School Premises) Regulations 1981
- The Responsibility of School Governors for Health and Safety (H.S.E. Publication).
- Safety in Practical Studies (DfES Publication)
- Risk Assessments for Technology in Secondary Schools (CLEAPSS).
- Risk Assessments for Science (CLEAPSS).
- HAZCARDS (CLEAPSS).
- COSHH Guidance for Schools (H.S.E. publication)
- British Standards Institute - Code of Practice for Health and Safety in Workshops of Schools and similar Establishments.
- H.S.E. Guidance Note - Electrical Safety in Schools.
- Safe Practice in Physical Education - The British Association of Advisers and Lecturers in Physical Education (BAALPE).

## **Appendix B**

Injuries, occurrences and diseases statutorily reportable to the HSE via the LA.

Any injuries listed in the following table, arising out of or in connection with work.

- The death of any person as a result of an accident arising out of or in connection with work;
- Any fracture, other than one to the fingers, thumbs or toes;
- Any Amputation;
- loss of sight whether temporary or permanent;
- A chemical, hot metal burn or any penetrating injury to the eye;

- Any injury resulting from electrical shock or electrical burn (Including one caused by arcing or arcing products) which lead to unconsciousness, requiring resuscitation or admittance to hospital for more than 24 hours;
- Any other injury leading to hypothermia, heat-induced illness, unconsciousness requiring resuscitation or admittance to Hospital for more than 24 hours;
- Loss of consciousness caused by asphyxia, exposure to a harmful substance or biological agent;
- Acute illness requiring medical treatment or loss of consciousness;
- As a result from the absorption of any substance by inhalation, ingestion or through the skin;
- Any other injury, which results in the victim being admitted into hospital for more than 24 hours;
- Acute illness requiring medical treatment where there is reason to believe that this is the result of exposure to biological agents, their toxins or infected materials.

### **Statutory Notification (other than immediately reportable accidents)**

#### Accidents Involving More Than Three Days Absence From Work

An accident to an employee causing an injury not listed above, but resulting in the employee being absent from work due to incapacity for a period of more than three consecutive days must also be reported on the Bedford Borough Council's "Incident/Accident Report Forms", kept by the Office Manager.

If the injured person is unable to make the record personally then his/her immediate Line Manager or relevant teacher must do so on their behalf.

This does not include the day of the accident, but does include any days that would have been rest days.

#### Dangerous Occurrences

Also statutorily reportable are a number of what the Regulations term "Reportable Dangerous Occurrences", which are specified by the HSE. The following list does not include all of these specified items, but does include those conceivable in an Educational premises. If in doubt contact the Safety Officer for the LA.

- (i) The collapse of a lift
- (ii) Explosion, bursting or collapse of any closed vessel, including a boiler
- (iii) Electrical short-circuit or overload resulting in fire
- (iv) Collapse or partial collapse of a scaffold over 5 metres high
- (v) Collapse or partial collapse of any floor or wall of any building used as a workplace.

## Reportable Diseases

Certain diseases are also reportable if they are believed to, or are likely to, have occurred in the workplace, or as a result of work. The following is an exhaustive list as presently specified by the HSE.

Acrylamide poisoning	Methyl bromide poisoning
Pneumoconiosis	Bone cancer
Arsenic poisoning	Benzene derivative poisoning
Byssinosis	Blood dyscrasia
Benzene poisoning	Nitrogen oxide poisoning
Mesothelioma	Cataract
Beryllium poisoning	Phosphorous poisoning
Lung cancer	Decompression sickness
Cadmium poisoning	Chrome ulcer
Asbestosis	Barotrauma
Carbon disulphide poisoning	Folliculitis
Bronchial cancer	Nasal cancer
Diethylene dioxide poisoning	Acne
Leptospirosis	Sinus cancer
Ethylene oxide poisoning	Skin cancer
Hepatitis	Angiosarcoma of the liver
Lead poisoning	Radiation skin injury
Tuberculosis	Urinary tract cancer
Manganese poisoning	Occupational asthma
Pathogenic infection	Vibration white finger
Mercury poisoning	Extrinsic alveolitis
	Anthrax

## Appendix C

List of Key Health and Safety Persons and Locations in school

### First Aiders:

Mrs L Endersby	(School Office)
Mrs Zoe Bennett	(School Office)
Mrs N Browes	(School Office)
Miss Bev Payne	(PE Department)
Mrs A Warman	(Year 5)
Mrs M Francis	(Year 6)

### SEN Co-ordinator:

Mrs L Bonar

**APPENDIX D**

ORGANISATIONAL CHART

