



Health & Safety Policy 2019

Staff Covered by this policy	All staff
Approved by and date	MOIRA GILLGREN 07/11/19
Date of adoption	07/11/19
Review date	November 2020

Signed	
Date	07/11/19

Skilts School
Health and Safety Policy

HEALTH & SAFETY STATEMENT

1. This is the Health & Safety Policy Statement for Skilts School. We are committed to providing a happy, secure, stimulating and caring environment for all those that use or visit its premises.
2. It is the Policy of Skilts School to comply with health and safety responsibilities under the Health and Safety at Work Act 1974 and the associated Management of Health and safety at Work Regulations 1999. This law protects pupils because an employers' undertaking affect them. The legislation is based on the duty to assess and manage risk and is usually enforced by the Health and Safety Executive (HSE)
3. The Governing Body, will so far as is reasonably practicable, ensure that all activities under its control are carried out in accordance with the relevant regulations, approved codes of practice, guidance notes as detailed in the Health & Safety At Work Act 1974, the Health and Safety Policy of Birmingham City Council and with due regard to advice and information provided by the Authority's advisors. The Health & Safety Statutory Notice is displayed around the school site for information, in main Reception, Staff Room and house blocks
4. The Governing Body, Headteacher or relevant delegated Committee will also ensure that systems are in place to allow the School to maintain, monitor and, where necessary, carry out risk assessments, which will allow it to improve its safety performance.
5. The Governing Body, Headteacher or relevant delegated Committee will ensure that that any contractor carrying out work on Skilts School site will follow agreed safe systems of work
6. Staff, pupils and those using the school premises should adhere to the principles of this policy and assist those responsible in carrying out their obligations as required.
7. This Policy will be brought to the attention of employees during their induction, training and regular communication bulletins. The Policy will be reviewed regularly, revised as necessary and amendments brought to the attention of employees

Signed:
Headteacher

Date:

Signed:
Chair of the IEB

Date:

ROLES AND RESPONSIBILITIES

1. **Overall responsibility and accountability** for health and safety within Skilts School is held by the **Headteacher** who is appointed to ensure the implementation of this policy.
3. The Safety Policies will be brought to the notice of all employees
4. The School has considered its health and safety obligations and has made provision for meeting those obligations
5. The School's staffing structure appropriately reflects the responsibilities for carrying out the arrangements for health and safety
6. Health and safety issues concerning the School are identified and appropriate action taken

7. Risk assessments are completed, as required by relevant statutory provisions; safe systems of work produced and arrangements made for their implementation including training, resorting, auditing and monitoring
8. Adequate funding and resources are provided for implementation of the policy
9. Safety reports are provided as necessary by the Headteacher so that safety arrangements can be monitored and evaluated
10. All reasonable facilities and information are provided to officers of the Local Authority, inspectors of the Health and Safety Executive and any other health and safety official as appropriate.

Employee's Responsibilities

Every employee has a legal responsibility to:

- Take care of his own health and safety and any others who may be affected at work
- Not to misuse any health and safety equipment
- Co-operate so that health and safety legislation can be complied with
- Do what health and safety legislation requires him/her to do
- Make proper use of all work equipment and follow laid down safe systems of work
- Report to his manager anything he believes could cause an injury to himself or his fellow workers
- Make proper use of personal protective equipment (PPE) ie gloves, goggles
- Keep personal protective equipment (PPE) in correct storage
- Report to his/her manager any defect in protective equipment provided
- Highlight any particular training that he/she may feel appropriate

ARRANGEMENTS

Training will be provided for all employees to ensure that they have the necessary knowledge to carry out their duties competently. Training needs will be periodically assessed and refreshed with records of training provided will be maintained on the employee's personnel record. Employees should highlight any particular training that he/she may feel appropriate.

Induction Training will be carried out for all new personnel and also for existing personnel where new procedures are introduced. This will be arranged by the employee's line manager and will include information on this Policy and the employees responsibilities under it, the location of welfare and emergency equipment and other information as deemed necessary. Special risk situations will be assessed and the need for specific instructions and/or training identified.

Risk Assessments will be carried out and written records prepared as necessary, with control measures to minimise identified risks. It is the responsibility of each member of staff to ensure that there is a risk assessment in place for their areas of responsibility/activities and to check with the main office. Risk assessments are kept in the main school office.

Emergency procedures will be detailed in risk assessments and method statements and reviewed periodically. This information will be brought to the attention of new employees during their induction and subsequent training

First Aiders and persons trained in Emergency First Aid at Work and Appointed Persons will be appointed to ensure compliance with Health and Safety regulations for the Skilts School site. Fully equipped first aid kits will be available at designated first aid points around site.

Accidents, no matter how small, will be reported to the appropriate person and details entered in the Near Miss file located in main school office. Any injury should receive immediate first aid treatment by a first aider followed by hospital

treatment if this should be necessary. In the event of a serious injury or dangerous occurrence the Health & Safety Committee, Birmingham LA and Health & Safety Executive will be informed through RIDDOR 1995.

Welfare Facilities must be available wherever Skilts School employees are working. Fresh drinking water, toilets (including disabled) together with rest area are provided as standard.

Skilts School site must be kept tidy and free of trip hazards. Everyone on site will take responsibility for keeping their work area clear and removing any debris they produce to bins/recycling bins provided. Site management will ensure that access routes are kept clear.

Company vehicles namely minibuses and pool car must only be driven by persons authorised by Skilts School who hold a current driving licence for the appropriate class of vehicle.

Fire Fighting and Escape Facilities will be provided in all areas of the Skilts School site. Facilities and equipment provided will be determined by risk assessment. Fire alarms, emergency lighting, fire extinguishers and emergency escape routes will be inspected and tested at regular intervals.

Alcohol and drug misuse by employees could cause harm and/or risk to themselves, their colleagues and others. It is the policy of Skilts that any person suspected of such alcohol and drug misuse or displaying any unusual behavioural symptoms will be asked to leave the school site. Where there is reasonable doubt as to the cause of such behaviour, medical advice will be sought as the affected person may have been prescribed legitimate medication by a doctor. If it is established that an employee is guilty of alcohol or drug misuse disciplinary action is likely.

Personal Protective Equipment (PPE) will be provided for all employees as required, free of charge. Employees must look after the equipment provided and use it in accordance with the training given, they are responsible for informing their supervisor if their PPE is lost or damaged in order that it can be replaced.

Electrical equipment, its safe use of and systems is covered by The Electricity at Work Regulations 1989. All portable electrical appliances must be inspected by a competent person on a regular basis. Electrical appliances and accessories such as power drills, transformers and extension leads should be inspected more regularly and have a visual inspection on a daily basis. Coiled extension leads must be de-reeled before use unless the current rating allowed coiled use. Where possible battery operated tools should be used.

Display screen equipment and work stations are provided in accordance with regulations. It is each individual staff member's responsibility to regularly monitor and assess upkeep and notify line managers of any specific improvements or further equipment required. Equipment to minimise discomfort, fatigue and eye strain caused through working with DSE. Employees are encouraged to highlight any DSE equipment they may require.

Smoking is not permitted on the school site. Suitable arrangements have been provided.