



# HEALTH & SAFETY POLICY

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Policy Adopted on:- 05.02.18

Approved by:- Full Trustee Committee

Date of Review:- 05.02.19

Signed:- \_\_\_\_\_

## HEALTH & SAFETY POLICY

### SECTION 1: GENERAL POLICY STATEMENT

The respective Governing Body of Seva School, as the employer, has the overall responsibility for Health and Safety (H&S). The Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 also makes it clear that employees have duties, including taking reasonable care of their own and other members within the school's safe working environment.

#### **1 Introduction and Statement of Intent**

- 1.1 Seva School recognises and accepts that every one of its employees, students and visitors are entitled to a safe and healthy environment.
- 1.2 It is the intention of the respective Governing Body that all appropriate steps will be taken to meet statutory requirements, recognise codes of practice and guidance notes in establishing a safe and healthy environment.
- 1.3 All employees have both a duty and a responsibility to take reasonable care to avoid injury to themselves and others and to co-operate to ensure statutory duties and obligations are fulfilled. The Seva School Health and Safety Policy can only be successfully implemented with the full co-operation of everyone concerned in Seva School.
- 1.4 The objective of the Health and Safety Policy is to minimize risks to Health and Safety of the students, staff and others affected by the schools activities by identifying and then controlling hazards. In summary the school will;
- Provide and maintain a safe and healthy environment throughout the school
  - Provide adequate control of the health and safety risks arising from our work activities
  - Consult with employees on matters affecting their health and safety
  - Provide and maintain safe plant and equipment and ensure safe handling and use of substances
  - Provide information, instruction and supervision for employees
  - Ensure all employees are competent to perform their tasks and provide adequate training
  - Maintain safe and healthy working conditions
  - Review and revise this policy on an annual basis, if appropriate, depending on legislation change

### SECTION 2 : ORGANISATION

#### **2 Responsibilities**

##### **2.1 Responsibilities of the Governing Body**

The overall and final responsibility for Health and Safety is that of the respective Governing Body associated to Seva School. Seva School will have a designated Trustee responsible for Health and Safety (Dr Johal) who will monitor Health and Safety issues. Dr Johal will report to the PPS Committee.

The Head teacher is responsible for putting this policy into practice to ensure that all students, staff and visitors in the school are in a safe environment. (The Head Teacher can delegate this responsibility to other senior members of staff). The Head Teacher, with the assistance of the Governing Body, will:

- Ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school, and, that it is implemented.
- Regularly appraise the effectiveness of the policy and ensure that any necessary changes are made

- Ensure adequate staff funds and material is provided to meet the requirements of the Health and Safety at Work Act 1974 and subsequent health and safety legislation
- Ensure responsibilities are properly assigned and accepted at all levels
- Take an interest in the Health and Safety programme and support all persons carrying it out
- Ensure all areas of the school are inspected, from a Health and Safety point of view, once per term and details are recorded to provide an appropriate assessment
- Review all Health and Safety reports and take corrective action where appropriate
- Ensure all Teaching Staff have adequate training for the tasks they are required to perform
- Ensure all Staff have read and understood the Health and Safety Policy, either in its entirety or the sections relevant to them
- Identify and evaluate risks relating to possible accidents and incidents connected with schools-sponsored activities, including work experience.
- Ensure a safe place for all users of the site to work, including safe means of entry and exit
- Ensure plant equipment and systems of work that are safe
- Ensure safe arrangements are made for the handling, storage and transportation of articles and substances
- Provide safe and healthy working conditions that take account of appropriate statutory requirements, code of practice and guidance
- Provide supervision, training and instruction so that all staff and students can perform their school - related activities in a healthy and safe manner
- Provide safety and protective equipment and clothing, with associated guidance, instruction and supervision.

## 2.2 **Responsibilities of the Head Teacher**

The Head Teacher has responsibility for the day-to-day development and implementation of safe working practices and conditions for all staff, students and visitors. The Head Teacher will take all reasonably practicable steps to ensure that the Health and Safety policy is implemented.

## 2.3 **Responsibilities of the Health & Safety Manager- HSM (Mr Anthony Grange, Caretaker)**

- Fully familiarise themselves with the Health and Safety Policy and the statutory requirements and regulations, as issued from time to time and acquaint staff with them
- Ensure safe methods and procedures are adhered to for all operations under his/her control
- Ensure personnel working under his/her control have adequate training, have read and understood the Health and Safety Policy and have received induction where necessary
- Undertake inspections of the site at least once per term and report back to the Health and Safety Committee by means of a signed audit report.
- The HSM will be responsible for the day-to-day implementation of the Health and Safety Policy and will be the designated contact with the Health & Safety Executive.

## 2.4 **Responsibilities of the Senior Leadership Team**

- Fully familiarise themselves with the school's Health and Safety Policy and relevant statutory requirements and regulations forwarded to them by the Executive Head and the HSM.
- Ensure the responsibilities are properly assigned and accepted at all times.

- Assist the Head Teacher to ensure all areas of the respective schools are inspected, from a health and safety point of view, once per term, with a written report/record of the assessment
- Assist the Head Teacher to ensure all staff have read and understood the Health and Safety Policy, either in its entirety or sections relevant to them.

## 2.5 **Responsibilities of the Premises Manager (Mr Anthony Grange, Caretaker)**

The Premises Manager will, under the direction of the Head Teacher:

- Assist the HSM to ensure all areas of the school are inspected, from a health and safety point of view, once per term, with a written report/record of the assessment
- Ensure inspection all new and existing plant, buildings and equipment, both mechanical and electrical for potential hazards
- Building Maintenance – Ensure the contracts are in place for all maintenance works including the scheduling and contractor supervision
- Building Risk Assessments and Safety – ensure periodical completion of the assessments and report concerns and issues
- PAT testing – Check annual maintenance is completed
- Water Testing – ensure periodical checks are completed
- Ensure all plant and equipment, both mechanical and electrical is regularly maintained or tested and adequate records are kept
- Ensure any piece of plant or equipment found to be defective is immobilized until such time as a repair can be affected
- Ensure all staircases, floors exits and entrances, toilets, etc. are maintained in a safe and clean condition by regular cleaning, maintenance and repair
- Be responsible for familiarising all cleaning staff with the Health and Safety Policy, ensuring they carry out their duties in accordance with it and receive appropriate training
- Be responsible for the control of Contractors within the grounds ensuring that they are familiar with the Health and Safety Policy and have the relevant insurances, etc in place
- Fire (including testing of alarm) – ensure weekly testing and deal with the requirements of the law regarding fire precautions and prevention and the arrangements by which they are bought about.
- Caretaking and Cleaning – ensure the routine works and maintenance is carried out with the correct materials.
- Access Equipment incl. hydraulic lift – ensure the usage and operation of equipment is used by qualified individuals.
- Security – Check and ensure that security measures are in place for safety purposes.
- Assist the HSM to ensure all areas are inspected, from a health and safety point of view, once per term, with a written report/record of the assessment
- Ensure, in conjunction with the Head Teacher and HSM, that any hazardous or dangerous conditions or situations reported are remedied as soon as practicable
- Work in conjunction with the Head Teacher and HSM to minimize all health and safety risks on a daily basis.
- Facilities Risk Assessments and Safety – ensure periodical completion of the assessments and report concerns and issues
- Lettings (Hirers on site) – ensure the management and operations are in line with the Lettings Policy as endorsed by the Governing Body.

- Visual Display Equipment and compliance with the Health and Safety (Display Screen Equipment) Regulations 1992 amended 2002 including risk assessments
- PAT testing of electrical equipment (as listed in the asset register)
- Ensure all contractors attending the site conform to the school's policy for the Management of Contractors.

## 2.6 **Responsibilities of all members of staff**

All staff are expected to familiarise themselves with the Health and Safety aspects of their work and avoid conduct which would put themselves or anyone else at risk.

In addition, all staff members have a general duty of care towards their employer in respect of maintaining the integrity, security and safety of the respective schools assets including the buildings, grounds and all equipment provided therein for use both on and off site.

In particular, members of staff will:

- Sign a statement to say they have read the Health and Safety Policy and all safety requirements laid down by the Governing Body of the school.
- Ensure that staff, students, visitors and contractors are aware of and complying with the relevant Health and Safety regulations, rules, routines and procedures;
- See that all plant, machinery and equipment are in good and safe working order and adequately guarded, and not make or allow improper use of such plant, machinery and equipment;
- Use the correct equipment and tools for the job and any personal protective equipment or safety devices that may be supplied;
- Ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled and that the relevant data sheets are kept;
- Report any defects in the premises, plant, equipment and facilities that they observe to the Premises Manager.
- Take an active interest in promoting Health and Safety and suggest ways of reducing risks.

## 2.7 **Responsibility of Teaching Staff**

Teaching staff member within the school will:

- Familiarise themselves with the Health and Safety Policy, to be found in the Staff Handbook and the Statutory Regulations, as issued from time to time.
- Ensure all safe methods and procedures, where appropriate, are followed at all times
- Ensure that all classroom and work areas are safe before any person uses them
- Ensure all equipment is safe before any person uses it
- Ensure that protective equipment, where appropriate, is used at all times
- Ensure that any hazardous or dangerous conditions or situations are reported to the HSM.
- At all times, endeavour to ensure the health and safety and welfare for all persons within their control
- Familiarise themselves with first aid and fire procedures

- Ensure the teaching and learning outdoor areas and play equipment used for teaching or play purposes meet health and safety requirements
- Teachers are responsible for the Health and Safety of pupils during lessons

## 2.8 **Responsibility of All students**

- Exercise personal responsibility for the safety of themselves and their fellow pupils
- Observe standards of dress consistent with safety and/or hygiene
- Observe the safety rules of the school
- Observe the instructions of teaching staff in the event of an emergency
- Refrain from misusing, neglecting or interfering with equipment provided for safety purposes, e.g. fire extinguishers, in accordance with notices displayed around the building

## 2.9 **All other persons on school property**

- Observe the Health and Safety Rules and the instruction given by the persons enforcing the Health and Safety Policy.
- Not work on the premises until the relevant rules are read, understood and accepted
- Not work on the premises until covered by insurance against risk.

## 3. **Health and Safety Risks arising From the Schools Work Activities**

Under the direction of the, The Governing Body and Head Teacher, a Senior Leader of the school and the HSM will undertake risk assessments on all hazardous work activities in line with the requirements of the Management of Health and Safety at Work Regulations, including display screen equipment.

The assessment will establish the following:

- The hazards associated with a particular activity.
- The potential frequency and severity of an accident.
- The control measures being employed to minimize the risk of an accident occurring.
- Any further action to be taken to adequately control the hazard.
- The danger associated with manual handling and establish measures to minimize injury

The assessments will be lead by the HSM and the findings reported to the Head Teacher and the PPS Committee.

The Head Teacher and HSM jointly will approve any action required to remove/control risks and ensure the recommended actions have been implemented. Assessments will be reviewed every twelve months on a rolling programme or when the work activity changes, whichever is soonest.

The HSM and Premises Manager will carry out a joint inspection of the outside areas of the schools, including outdoor play areas.

#### **4. Safe Plant and Equipment**

Maintenance on all the equipment is carried out on a regular basis to ensure that the schools within the school complies with its obligations under section 2(2) (a) of the Health & Safety at Work Act 1974. The inspections and checks will be carried out as follows:

- The Premises Manager will be responsible for identifying all equipment/plant needing extraordinary maintenance and report to the Finance Committee with an implementation plan.
- Any problems found with plant/equipment should be reported to the HSM and confirmed in writing via e-mail or letter and records kept.
- The Premises Manager keeps a record of all maintenance inspections and keeps the file in a secured place.
- Seva School is responsible for carrying out an annual inspection of all outside areas and large P.E. equipment installed and located in the halls. The certificates issued are kept by the Premises Manager.

#### **5. Maintenance of Electrical Equipment**

The Premises Manager is responsible for carrying out checks on all electrical equipment and authorises an outside agency to undertake this work on an annual basis. This company mark equipment complying with safety standards and disable anything which does not. The certificate issued is kept in the Premises Manager's Office, as required by the Portable Appliance Testing requirements.

#### **6. Safe Handling and Use of Substances (COSHH)**

Where substances are used that may be controlled under specific regulations, e.g. Control of Substances Hazardous to Health (COSHH), staff must refer to the school's policy on Control of Substances Hazardous to Health

#### **7. Information, Instruction and Supervision**

The Health and Safety Law poster is displayed in the main reception and an electronic copy of the HSE's "Health & Safety – What You Need To Know" leaflet is included in the online and CD Staff Handbooks as an addendum to the Health & Safety Policy.

Health and Safety advice is available on-site from either the Health & Safety Manager or the Premises Manager and on line at [www.hse.gov.uk](http://www.hse.gov.uk)

Supervision of young workers/trainees will be arranged/undertaken/monitored under the direction of the Head Teacher or Senior Executive Team.

The Head Teacher is responsible for ensuring that employees working at each of the schools under the control of other employers are given relevant health and safety information.

The Consortium of Local Education Authorities for the Provision of Science Services (CLEAPSS) is an advisory service providing support in science and technology for a consortium of local authorities and Academies. They offer help from nursery education through to A-level studies or equivalent. Their services cover health & safety, risk assessment, sources and use of chemicals, living organisms and equipment. CLEAPSS also provides advice on technicians & their jobs, as well as the design of laboratories and facilities & fittings for D&T and science rooms. Their on line address is [www.cleapss.org.uk](http://www.cleapss.org.uk).

## **8. Accidents, First Aid and Work-Related Ill Health**

Seva School requires First Aiders to attend and pass a First Aid Course entitled "First Aid at Work", which is run by the local authority which is renewable every three years.

A record of any injury, however minor, requiring treatment is kept in the Welfare Room. Pupil's medicines are kept in a locked cabinet and are accompanied by a letter from the Parent/Carer of that pupil. The respective school has written procedures for the administration of medication and this is detailed in the "Guidelines on the Administration of Medication".

A record of any injury to students occurring out of the school hours is kept on the students files.

All accidents and cases of work-related ill health are to be recorded in the Accident Book that is located in the welfare room.

Any reported 'work related stress' incidents will be initially reviewed by the Welfare Officer and reported to the Executive Principle.

The Welfare Officer is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority or HSE including all RIDDOR incidents.

## **9. Review and Monitoring**

The Health & Safety policy will be monitored on an on-going basis by the Health & Safety Manager and the Premises Manager and discussed at Health & Safety meetings held each term. Relevant checks will be made on an ongoing basis and reviewed at the Health & Safety meetings.

There will be a full review of the school's Health and Safety policy every twelve months to establish whether changes or additions need to be made to ensure that the document is fully up to date with current legislation and correctly reflects all activities.

The Governing Body, Head Teacher and HSM will check working conditions and ensure safe working practices are being followed.

## **10. Fire and Emergency Procedures**

Appropriate procedures for ensuring safety precautions are properly managed will be formulated and disseminated to all staff. These procedures will include Fire Drills and the use of Fire Extinguishers. Seva School has an 'Emergency (Fire) Evacuation Procedure' and all staff and students must be fully conversant with the procedures for evacuation of the premises in case of fire/bomb threat. The Emergency (Fire) Evacuation procedures are prominently displayed in all teaching rooms and offices. Evacuation procedures will be tested each school term. The evacuation and safety of visitors and contractors will be the responsibility of the person they are visiting or working for.

- All fire fighting equipment will be checked annually by an approved contractor and records maintained.
- Fire alarm will be tested weekly from different points when site is not in use and records maintained.
- All emergency lighting will be tested six-monthly and records maintained in the Premises managers Office.

## **11. Training and Staff Induction**

Seva School ensures that all staff including permanent, temporary and seconded staff receives a robust and thorough induction and complete their statutory and mandatory training in the time scale required. Mandatory training is concerned with minimising risk, providing assurance against policies and ensuring that the organisation meets external standards e.g. Health & Safety at Work Act 1974.

The induction process is an opportunity to welcome staff and ensure that they understand core information in ensuring a healthy and safe workplace. The induction program is for all new starters to the organisation and forms part of the mandatory training requirements. It consists of 2 main components the departmental induction and an online training program via 1hs login which Seva School has subscribed to. All managers must ensure that the 'Health and Safety Induction Check List (Appendix A) is completed in the first week of a new member of staff commencing work at the school.

Mandatory training is a "must do" for all staff of the organisation. It is the minimum requirement for all staff to attend. The mandatory program consists of 2 main components 'Health & Safety Induction" and "Basic Fire Training". The Health and Safety Induction training and Basic Fire Training should be carried out as early as possible after a member of staff has commenced work at the respective school.

Mandatory training updates should be reviewed as part of the staffs' appraisals process. Basic Fire Training updates should be attended each year and Basic Health and Safety training updates every two years.

Some staff may be required to attend specialist training for example 'fire wardens' and 'first aiders'. These members of staff will be expected to attend training and updates as required by legislation to enable them to retain these positions.

## **12. Personal Protective Equipment PPE**

PPE relates to all equipment (including clothing for the protection against the weather) which is intended to be worn or held by a person at work to protect them against one or more risks to their health or safety.

The respective schools will supply PPE for use in the work place wherever there are risks to health and safety that cannot be adequately controlled in other ways.

Managers must ensure that an appropriate risks assessment has been completed and conditions under which exposure to the risk may occur have been identified. Because the effectiveness of PPE can be easily compromised, it usually fails to protect the individuals wearing it and not others who may enter the environment concerned, it should always be considered a control measure of last resort.

Managers must ensure that appropriate equipment/clothing (appropriate for the risk, correct size etc.) is resourced for staff assessed as requiring PPE. Managers and staff are responsible for the upkeep and checking of the equipment. Managers and staff are responsible for ensuring they use the PPE supplied.

## **13. Fire Wardens**

Seva School has appointed fire wardens with specific duties during an emergency evacuation and these are listed in the Emergency (fire) Evacuation Policy. However, fire wardens also have regular duties to reduce the risk of fire as part of their day to day work including checking that escape routes and fire exits are clear in their area. In addition checking electrical equipment has been switched off, rubbish has been removed or stored adequately and all windows are closed before leaving their area in the evening.

A full check list for fire wardens is attached as Appendix B.

Completed fire warden check lists should be forwarded to the manager responsible for Health and Safety once they are completed and kept as a record for compliance with The Regulatory Reform (Fire Safety) Order 2005.

### **Adopted Policies and Procedures**

**All policies and procedures issued in the interests of Health & Safety will be regarded as supplementary to this policy.**

### **Additional Policies and procedures**

1. All risk assessments required by legislation
2. Workplace termly inspections
3. Yearly H & S departmental audits
4. Provision of personal protective equipment
5. Written safe systems of work
6. First Aid Risk Assessment of Need
7. Control of Contractors
8. Fire Safety Policy

### **Specific Arrangements**

1. First Aiders and Accident reporting
2. Emergency Action Plan
3. Critical Incident Policy
4. Policy for safeguarding and promoting student welfare
5. Display Screen Equipment
6. Mini Bus Policy
7. Provision of information on asbestos

### **Legislation**

1. Health & Safety At Work Act 1974
2. Management of Health and Safety at Work Regulations 1999
3. Management of Health and Safety at Work (Amendment) Regulations 2006
4. Health & Safety (Display Screen Equipment) 1992
5. Provision and use of Work Equipment Regulations 1998
6. Control of Substances Hazardous to Health 2002 (including amendments 2003 & 2004)
7. Personal Protective Equipment at Work Regulations 1992
8. Control of Asbestos at Work Regulations 2006
9. Ionising Radiation Regulations 1999
10. Control of Legionella Bacteria in water systems (L8) 2000
11. Electricity At Work Regulations 1989
12. Manual Handling Operations Regulations 1992
13. Health & Safety Regulations (Safety Signs and Signals) 1996
14. Gas Safety Management Regulations 1996
15. Gas Safety (Rights of Entry) Regulations 1996
16. Gas Safety (Installation and Use) Regulations 1998
17. Health & Safety (Consultation with Employees) Regulations 1996
18. Fire Precaution (Workplace) Regulation 1997/1999
19. Health & Safety (First Aid) Regulations 1981

**Appendix A**

**HEALTH AND SAFETY INDUCTION CHECKLIST**

This form must be completed within one week of the person starting work and a copy held in the staff members file.

**Name of the member of staff** .....

**Post** .....

**Department** .....

Requirement	Date completed.
1. Explain in detail the evacuation procedure for the building in line with Seva School's Emergency (Fire) Evacuation Procedure.	
2. Show the member of staff the escape routes, the fire exits and the fire assembly point.	
3. Introduce the member of staff to the nominated Fire Marshal	
3. Show the member of staff the location of the: Accident book and explain how to report accidents First aid kit Nearest fire alarm call point to usual work base Nearest fire extinguisher to usual work base	
4. Introduce the member of staff to the first aider, and explain how the appointed person system works	
5. Issue the member of staff with any required personal protective equipment, or if shared equipment show them where it is kept. For example Rubber gloves Safety footwear Eye protection	

**I confirm that this checklist has been fully completed with the member of staff named above**

**Signature of the manager** ..... **Date** .....

**I confirm that this checklist has been fully explained to me.**

**Signature of the member of staff** ..... **Date** .....

**Appendix B**

**Fire Warden Checklist**

Fire Exit doors – unlocked and opening	Y	N
Fire Escape corridors free from obstruction	Y	N
Emergency Exit signs clearly visible	Y	N
Fire Extinguishers – good order/correct location	Y	N
Fire Alarm call points – working/good order	Y	N
Emergency lighting – working/good order	Y	N
Fire Safety Signs – clearly visible	Y	N
Use of electrical equipment – safe/undamaged/PAT tested	Y	N
Combustible material stored safely	Y	N
All storage away from lights and smoke detectors	Y	N
No smoking policy adhered to	Y	N
Are there any fire safety issues for concern	Y	N

Date.....

Area checked by.....

Concerns passed on to.....

Date.....