

BELLE VUE GIRLS' SCHOOL

HEALTH & SAFETY (inc. risk assessment and Science Faculty)

Policy Statement - The Governors of Belle Vue recognise the duties and obligations imposed upon us by the Health & Safety at Work Act 1974 the Council's General Safety Policy Statement and Bradford Education Health & Welfare at Work Policy 1 January 2000, to ensure, so far as is reasonably practicable, the health and safety of:

1. All employees in the school whilst at work.
2. All students within the care of the school both follow a curriculum within the school or outside e.g. experiential learning.
3. Persons other than employees who may be exposed to health or safety risks arising out of activities on employees in school and those for which the School has a responsibility.

In order to fulfil these obligations the Governors will:

1. Delegate overall responsibility for Health and Safety Matters to the Buildings and Finance Committee, who will receive reports and make governors aware of any specific issues.
2. Delegate day-to-day issues concerning health & safety to the Headteacher who will designate a senior member of staff to be responsible for the implementation of Health & Safety Policy and procedures within the school.
3. Ensure that as far as is reasonably practicable staff, students and others are provided with at all times:
 - a) safe premises, plant, equipment and system of work
 - b) proper facilities, equipment and clothing for the safe use, transport, handling and storage of articles and substances, in line with current legislation
 - c) information, instruction, training and supervision to ensure the health and safety of those who occupy the premises
 - d) a safe working environment
 - e) safe access to and egress from the premises and regularly practice procedures for evacuation in an emergency.
4. Consult with appropriate trade union representatives on health and safety matters.
5. Acting on the advice of the Headteacher, review their policy statement annually with all amendments being brought to the attention of all employees.

6. Regularly review statement for the implementation and management of this policy and Bradford Education Health & Welfare at Work Policy Statement.

GUIDELINES

1. All line managers including Heads of Faculty, Year Heads and those with posts of responsibility whether teaching or non-teaching, have for monitoring implementation of health and safety measures in their area.
2. All employees in the school and other persons on the premises have a responsibility to:
 - a) Observe all safety rules, codes of practice and safe systems of work devised for their health and safety at all times.
 - b) Comply with all instructions concerning health and safety at work given by staff in charge.
 - c) Report all hazards which may arise in the course of their work, to the staff in charge.
 - d) Report all accidents and damage occurring during the course of their work to the staff in charge.
 - e) Use appropriate safety equipment and protective clothing as required by the staff in charge, the Council or within the arrangements of the safety policy.
 - f) Feel free at any time to make suggestions to the Headteacher which may improve the health and safety of persons in school, so that appropriate suggestions may be placed before the Governors.
 - g) Ensure that persons under their control obey the safety rules and safe systems of work devised for the health and safety at all times.
 - h) Whilst at work to take reasonable care, for the health and safety of themselves and of other persons who may be affected by activities at work.
 - i) As regards any duty or requirement imposed upon the Council, as an employer, or any other person, by or under any of the relevant statutory provisions contained in the Health & Safety at Work Act 1974 co-operate so far as is necessary to enable that duty or requirement to be performed or complied with.
 - j) When arranging placements for experiential learning, staff should satisfy themselves as far as possible that Health and Safety regulations are being adhered to.

MANAGEMENT OF HEALTH AND SAFETY.

SECTION A: RESPONSIBILITIES.

1. Overall and final responsibility for Health and Safety in the School is that of the designated Council Officer.
2. The Headteacher is responsible for this policy being carried out at the premises of Belle Vue Girls'.

Routine Health and Safety matters (eg Testing of small appliances) is budgeted for as part of the overall budget.

3. Middle Managers ie Heads of Faculty are responsible for safety in particular areas.

However each member of staff (both teaching and associate staff) have a responsibility for the area in which they are working at a particular time.

4. All employees have a responsibility to co-operate with their managers to achieve a healthy and safe workplace and to take reasonable care of themselves and others. All students have a responsibility to co-operate with health and safety procedures.

5. (a) Whenever an employee, or manager notices a health or safety problem which they are not able to put right, they must straight away tell the appropriate person named above. They may also tell a safety representative if there is one.

(b) Consultation between management and staff is provided by:
Meetings as required between Head/ Safety Manager/ Administrator / Unions.

Safety training by arrangement with the appropriate Safety Training agency.
Safety inspections are carried out by named persons and Union Safety Representatives.

Investigating accidents: The investigation of accidents is carried out by SLT and appropriate associate staff.

Monitoring maintenance of plant and equipment: Business Manager + Named persons in specialist areas.

There is a Yellow Ring Binder in each faculty area which gives advice to staff on a variety of issues including VDU's, Visits, Fire and Bomb Alerts, Reporting of Accidents and Risks Assessments.

SECTION B: GENERAL ARRANGEMENTS

ACCIDENTS

First aid boxes are kept in the medical room, science preparation room and Design Technology, Art, Gym and Minibus. Travel packs are stored in the Medical Room.

Trained/ qualified first aiders are provided by the school and current lists are available to all staff.

Each member of staff is responsible for reporting all incidents they have witnessed which (a) could be deemed dangerous or hazardous or (b) resulted in injury

The official accident record is located in reception and is to be completed by the first aider dealing with it. The head is responsible for ensuring this procedure is adhered to.

GENERAL FIRE SAFETY.

Escape routes are checked by the Premises team on a daily basis to ensure they are clear of obstructions.

Fire equipment is checked by the Premises team on a weekly basis.

Maintenance companies carry our annual tests and servicing.

Fire Alarms by Premises team on a weekly basis.

Fire drills are held in accordance with the Authorities regulations as specified in the green health and safety manual. All girls will be aware of fire drill procedures.

ADVICE AND CONSULTANCY

The Safety Consultant is the City of Bradford Metropolitan District Council Education Safety Section, Flockton House, Flockton Road Bradford

SPECIAL TRAINING FOR HAZARDOUS JOBS

In the event of this being required specialist advice will be sought.

CONTRACTORS AND VISITORS

A list is held by the appropriate associate staff – finance and site. These are listed in the attached policy statements.

RECORD KEEPING.

Records will be kept of rolling inspections of various areas of the building by the Business manager and caretaker and any routine maintenance tasks noted. Further records such as the testing of electrical equipment will be maintained.

OTHER RELATED DOCUMENTS:

Fire and Bomb Alerts

Out of School Visits.

SECTION C HAZARDS

Hazard sheets and manufactures guidance are kept in appropriate areas of the school eg. Faculty, site and cleaning contractors.

Other Guidance includes CLEAPSS information in the Science Preparation room.

HOUSEKEEPING AND PREMISES

Cleanliness: Rubbish should not be allowed to accumulate in any area, and any spillages must be dealt with appropriately. Specialist advice can be sought from the appropriate faculty staff.

Waste disposal. Disposal of Chemicals is arranged periodically by the Authority through the Science Technicians. Normally bins are routinely emptied each day, and larger items by arrangement with the Senior Manager/Caretaker. Solids and hazardous substances must not be poured down drains and sinks.

Safe stacking and storage: Bulky or heavy items must not be stored on high level shelves. Stepladders are located at various points in the school

Marking and keeping clear gangways and exits (Premises team)

Checking equipment like ladders (Premises team)

Special access to particular places: Students and visitors must not be allowed unaccompanied to the Preparation Rooms, Design Technology, the Boiler House, or Inflammable Store.

ELECTRICAL EQUIPMENT

Routine for inspecting plugs and cables for loose connections and faults: A visual inspection should be done by all members of staff before a small item is used. In addition specialist equipment such laboratory apparatus and AVA items will be checked when issued, when inventories are checked, and as part of the annual testing procedures.

Rules for extension leads and portable equipment. Where possible the extension leads should not be used. Care must be taken that the leads do not cross thoroughfares and present hazards, extension leads should be fully uncoiled to prevent over heating, and care must be taken to ensure that sockets are not overloaded.

Arrangements are made with electrical contractors for periodic checks of installations and equipment. The red premises log is to be found in the foyer.

When an item of equipment is repaired it must undergo a safety test by the repairer and the report included in the log.

MACHINERY

Rules for use:

1. DESIGN AND TECHNOLOGY. The 3-phase power supply is to be kept OFF unless a qualified member of staff is present. Staff are required to follow a recognised training course before they use equipment with pupils.
2. POTTERY EQUIPMENT. Safety keys are to be used to prevent accidental use. Kilns and pug mills are only to be used by properly trained staff.

Daily visual inspection should be carried out by staff prior to use.

DANGEROUS SUBSTANCES

It is the Authority's policy that no new substance may be introduced without the permission of the Head Teacher. COSHH risk assessments must be carried out. All existing substances are to be stored securely in their appropriate area. A list of locations of information about common hazardous substances is to be displayed in the medical room.

FLUIDS UNDER PRESSURE

Information is given in 3.9 of the green safety manual located in the main office

OTHER IMPORTANT HAZARDS

Risk Assessments are to be found in the blue file in the Administration office.
Codes of practice for School Visits and Outdoor Activities (appendix to this policy).

Mini-bus Safety and Out of School Visits are dealt with in separate policy documents.

Health and Safety Policy: Annex. Approved by Sub committee 18/03/05

DfES/0803/2001 Health and Safety: Responsibility and Powers December 2001 clarifies responsibilities under existing health and Safety Legislation. This Annex sets out the Key Elements of a Health and Safety Policy. Our policy was modelled on advice from the HSC and covers many of these points; others are contained in other policies. This document cross-references these key elements.

1. A general statement of policy – *existing H&S Policy*
2. Delegation of existing duties as allocated tasks - *existing H&S Policy*
3. Arrangements to monitor and review measures - *existing H&S Policy*
4. Training of staff - *existing H&S Policy*
5. Off Site Visits – *Schools visits policy*
6. **Selecting and Controlling Contractors : See below.**
7. First Aid and supporting pupils medical needs –*First Aid procedures have been produced*
8. **School Security See Below**
9. **Occupational Health and Work Related Stress: Documents from Authority.**
10. Consultation arrangements with employees - *existing H&S Policy*

11. Work Place safety for teachers, pupils and visitors - *existing H&S Policy*
12. Violence to staff –*Sheet Violence at Work*
13. Manual Handling – *Sheet Manual Handling of Loads in Safety file.*
- 14. Slips and trips. See below.**
- 15. On site vehicle movements: See below**
16. Management of hazardous substances – *existing H&S Policy*
17. Maintenance and testing- *existing H&S Policy*
18. Recording and reporting – *Sheet Reporting of Accidents in Safety File*
19. Fire safety - *Existing Fire and Bomb Alert Procedures*
20. Dealing with health and safety emergencies – procedures and contacts. *Sheet Reporting of Accidents in Safety File*

Selecting and Controlling Contractors.

Lists of designed contractors carrying out specialist services are included in the Health and Safety Policy.

Routine Minor works are carried out by contractors known to the school, who carry appropriate insurance, and are qualified to carry out the work.

For other minor works specialist advice is sought from the Authority.

Contractors are expected to comply with current health and safety legislation (e.g. use 110/120 V tools) and must inspect and sign the asbestos register before they start work. They should also be aware of the fire evacuation procedures displayed in reception, and should sign the visitor's book

As far as possible, work will be carried out outside normal school hours. Where work is carried inside school hours the Business Manager will inform senior management so that necessary room changes or other arrangements can be put in place to ensure safe working.

Major works will require the contractor to produce their own health and safety plan and there will be regular meetings between their own and school's representatives. Contractors will be informed about the schools routine and changes to the routine to ensure that deliveries etc do not take place at critical times.

School Security.

The School will continue to work towards providing a safe and secure environment by continually reviewing and improving measures within the limits of expenditure. Recommendations from the Secure Schools reports are considered together with advice from the Crime Prevention unit to improve the alarms system, video surveillance and other measures which may be in place. Inset will continue to be held to raise staff and pupils awareness of security issues. New build should have Secured by Design status.

Slips and Trips.

Good housekeeping needs to be employed in all areas so that trailing leads, objects on floors etc are avoided. Spillages need to be dealt with promptly and in severe cases such as flooding areas may need to be isolated.

Damage to floors should be picked up in routine maintenance schedules. If an accident does occur it should be recorded in the accident book and if necessary an accident report form filled in . The type of footwear worn by the individual should be noted and the area inspected to see if immediate action is required to prevent further incidents.

On site vehicle movements.

Cars should only be parked in designated parking areas.

Staff and visitors must keep to the prescribed speed limit and traffic calming measures are in place to ensure that this happens.

As far as possible deliveries should not take place at the start and end of school, or during break and lunch.

Should there be any concern about particular vehicles staff should, with due regard for their own safety, note the number and report to it to senior management.