

Salendine Nook High School (Academy)

Health & Safety Policy (Statutory)

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Approved by Governing Body:	Finance, Staffing & General Prposes Committee 20.6.18
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Introduction

Every member of staff **must** be involved in maintaining and improving the Health and Safety of the school.

This Health & Safety Policy should be read in conjunction with the SPIE FM Health & Safety Policy. Copies of these documents are available on the school website.

Organisation

SPIE Facilities Management is responsible, with the Principal, Director of Finance & Resources and Governors of the school for Health and Safety on the site. SPIE have trained staff who carry out regular audits of the buildings and grounds, produce reports for the school and have responsibility for carrying out remedial work in agreement with the Principal. They will also oversee the Health & Safety or site projects alongside the Director of Finance & Resources. The Director of Finance & Resources will assume responsibility for Health & Safety of new buildings if they are to be treated as excluded assets from the PFI contract. Premises meetings take place every 6 weeks where Health & Safety issues are addressed with SPIE. The Director of Finance & Resources and Principal attend these meetings. Matters relating to Health & Safety are reported to Governors and is a standing item on The Finance & General Purposes Committee. The SPIE Health & Safety Policy is reviewed annually.

All staff must be responsible for: -

- Their own areas of work and for reporting any dangers or potential hazards, following school procedures;
- Supervising movement in and out of their classrooms and generally in their departmental suites;
- Reading appropriate pages in the staff handbook which relate to H&S matters, such as out of school visits, fire practices and times of staff duties;
- Reading and implementing this policy document.

Each department should have an up-to-date H&S Policy.

The member of school staff appointed to be in charge of **First Aid** is the Welfare Officer identified **on a notice in the school entrance**.

Details of **school evacuation procedures** are in every occupied room and in the staff handbook.

Implementation

Fire & other emergencies

See the notes in the staff handbook

Notices of school evacuation procedures **must** be clearly displayed in all occupied rooms at all times. Staff must continually monitor displays and storage to check fire risk is kept to a minimum.

Pupils will be taught the fire and emergency procedures on entry to the school in Year 7.

There will be at least three whole school evacuation practices during the year in line with Kirklees Council practice, with one of these taking place early in the Autumn Term, the remaining two will be in each of the Spring and Summer terms. Students will be required to follow the instructions given by staff and assemble in the appropriate areas.

Movement around school

Staff **must** be present for daily duties. The person in charge of the duty-day must ensure all areas are covered.

Staff should supervise corridors and stairways at every available opportunity at change of lessons.

All staff and pupils must be aware of the needs of others and especially aware that some disabled pupils have special problems in moving around school on stairs, on corridors and when using doors. It helps them if everyone is sensible and considerate as we go around the school building.

Staff must not carry hot drinks in uncovered mugs/cups.

Safety in classrooms

- Pupils should be encouraged to keep bags under tables and not obstructing spaces.
- There must be no trailing leads on electrical equipment;
- Discipline must be maintained and Behaviour procedures used;
- Classes should not be left unattended;
- All cupboards, fixed blackboards and display units must be stable;
- Classroom furniture should not be damaged. (Report same day to the Premises Assistant in the Top Office);
- Furniture should be positioned safely;
- Items should not be stored on high shelves and on top of cupboards;
- Doorways and fire exits must be kept clear and fire doors kept unlocked;

Science: Refer to the Science department's safety policy

PE: See PE department policy

D&T: See D&T department policy

Art: See Art Department safety policy

ICT: Responsible use of the Internet & e-mail Policy.

General Health Awareness

Pupils will be instructed in H&S related matters as part of the Year 7 Science, D&T, PE, ICT and Art programmes. Also, wherever appropriate, PSHCE schemes will introduce road safety, safety at play, safety in the home and personal hygiene topics. Pupils generally should be instructed in the safe use of electrical equipment, which must always be disconnected at the switch before attempting to correct faults.

When necessary, pupils will be reminded via form tutors or assemblies, of the hazards of certain anti-social behaviour patterns.

Safety Around Vehicles

Refer to the Traffic Management Plan.

Risk Assessments

It is important that risk assessments are carried out to ensure that staff and pupils are protected as far as is 'reasonably practicable'.

There are staff in school trained in risk assessments. Their role will be to identify any hazards; decide who might be harmed and how; evaluate the risk and recommend precautions; and submit a report to the Principal.

The Principal and Director of Finance & Resources will then take the necessary control measures.

Identification of Visitors

All visitors to school must report to the main office, sign in and out and wear visitor badges. They will be required to produce evidence of identity. Anyone present in the building without a badge will be challenged.

Managing Medical Conditions or needs and Medication

See separate policy.

Contingency Plans for Severe Weather

See Emergency Plan.

Trips and Visits

See appropriate policy and staff handbook.

No member of staff must escort pupils out of school without having obtained parental permission, having taken adequate First Aid precautions, completing a risk assessment and having ensured adequate insurance arrangements have been made.

Communication

All employees will be made aware of this policy as part of their school induction.

All staff will need to read appropriate notices, which relate to Health & Safety matters which are posted in the staff room / handbook.

Heads of Departments are responsible for issuing the policy to any new staff or temporary staff who arrive mid-year.

Monitoring and Reviewing

The Finance & General Purposes Committee will meet to review and update the policy and discuss any areas for action. Training will be provided.

Extra meetings of the Finance & General Purposes Committee may be called as a result of an incident or accident in order to review policy where necessary.

Related Policies and Papers

Staff handbook
Safeguarding Policy

Managing Medical Conditions or Needs and Medication
Policy for the Management of Visits and Activities
Responsible Use of the Internet and e-mail Policy
SPIE Health and Safety Policy
Personal Safety and Security Policy
School Emergency Plan