

## **RUTHERFORD SCHOOL** **HEALTH & SAFETY POLICY**

### **PURPOSE**

To ensure all who attend Rutherford School, in whatever capacity, are aware of Health and Safety issues that occur, or by Risk Assessment anticipate risk and identify potential hazards enabling optimum environmental safety for each individual at all times.

### **LEGAL REQUIREMENTS**

To meet the requirements of Section 2 (3) of the Health & Safety Act 1974 and relevant subsequent legislation to secure as far as reasonably practicable the health, safety and welfare of adults and children at Rutherford School.

Section 2 (3) states that the Employer shall prepare (and as often as may be appropriate revise) a written statement of his general policy with respect to:

- a) The health and safety at work of the employees; and
- b) The organisation and arrangements in force for the time being for carrying out that policy and bring the statement and any revision of it to the notice of all employees.

### **WHO IS RESPONSIBLE**

Director of Services / Head of School and Health and Safety Manager to implement policy.

**ALL** staff are to take due and reasonable care for their own health and safety and of that of other people who may be affected by their acts / omissions.

The School will do all in its power to ensure your well-being and safety whilst at work. If you become aware of any potential hazard or unsafe working conditions, you should have no hesitation in raising them with the Head of School, designated senior manager and the Health and Safety Manager. Or in the event of their absence a SMT member.



You are required to take all reasonable steps to safeguard your health and safety, and that of any other person who may be affected by your actions, and to observe at all times published safety and fire rules and procedures.

You must report to management and enter into the Accident Book all accidents, no matter how small. The Incident Forms should be used for all incidents and “near misses”.

The Governors, in consultation with the Head of School, will:

- Ensure that there is an effective and enforceable policy for the provision of Health and Safety throughout the school
- Periodically assess the effectiveness of the school’s Health and Safety Policy and ensure that any necessary changes are made

In particular, the Head of School undertakes to provide:

- As well as the general duties which all members of staff have, the Head of School has responsibility for the day-to-day maintenance and development of safe working practices and conditions for all staff, pupils, visitors and any other persons using the premises or engaged in activities sponsored by the school.

The Head of School is required to take all necessary and appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times.

- A safe place for staff and students to work including safe means of entry and exit.
- Plant, equipment and systems of work which are safe.
- Safe arrangements for the handling, storage and transport of articles and substances
- Safe and healthy working conditions which take account of all appropriate:  
Ensuring safe working practices and procedures throughout the school including those relating to the provision and use of machinery and other apparatus, so that each task is carried out to the required standards and so that all risks are controlled.

- Ensure that any defects in the premises, its plant, equipment or facilities which relate to or may affect the health and safety of staff, pupils and others are made safe without delay.
- Encourage all employees to suggest ways and means of reducing risks.
- Collate accident and incident information and, when necessary, carry out accident and incident investigations.
- Monitor the standard of health and safety throughout the school, including all school-based activities, encourage staff, pupils and others to achieve the highest possible standards and discipline those who consistently fail to consider their own well-being or the health and safety of others.
- Monitor first aid and welfare provision.
- Consult with members of staff, including the health and safety manager, where appropriate, on health and safety issues.
- Arrange systems of risk assessment to allow the prompt identification of potential hazards
- Carry out periodic reviews and safety audits on the findings of the risk assessment
  - i) statutory requirements
  - ii) codes of practice whether statutory or advisory
  - iii) guidance whether statutory or advisory

Including COSHH assessment and control of hazardous substances.

- Supervision, training and instruction so that all staff and students can perform their school-related activities in a healthy and safe manner. All staff will have during their initial induction period health and safety training which is appropriate to their duties and responsibilities and which will be given within the first week of employment within the school. Wherever training is required by statute or considered necessary for the safety of staff, students and others then the Health and Safety Manager will ensure that such training is provided. Students will receive such training as is considered appropriate to the school-related activities which they are carrying out. All training will be regularly updated and risk assessments are completed and regularly reviewed.
- Necessary safety and protective equipment and clothing (PPE) together with any necessary guidance, instruction and supervision
- Adequate welfare facilities

So far as is reasonably practicable the Head of School, through the Health and Safety Manager, will make arrangements for all staff, including temporary and voluntary staff and helpers and those on fixed-term contracts to receive comprehensive information on:

- (a) This policy

- (b) All other relevant health and safety matters

**The Head of School is responsible for:**

1. A full risk assessment detailing hazards / risks, action required and monitoring of control must be overviewed by the Health and Safety Manager (and the Head of School when required) and reviewed as and when required. These should be completed for outings where the pupils leave the school premises and for all activities done that have potential to cause any harm.

Wherever possible, staff must be included in this process and be aware of both content and location of the list.

2. The Head of School/Caretaker must keep a record of all portable electrical equipment (PAT Testing) within the school premises and ensure that it is tested annually by a competent person in accordance with HSE Guidance Note PM32. The Head of School/Caretaker must ensure that all equipment is maintained in good safe working order, is serviced and operated according to the manufacturer's instructions.

A maintenance manual detailing relevant documents must be kept (caretaker's office).

All operation instructions for equipment must be kept as appropriate and be accessible for all staff. (main office/ caretakers office/ classrooms).

3. The mains electrical system must be tested by an accredited electrician every five years and records maintained.
4. All hot water cylinders should be drained down, cleaned as necessary and maintenance carried out on a yearly basis. Written records and verification of service must be kept.
5. The Head of School must ensure that a copy of the Health & Safety Law poster is on display for all staff to read (staff dining room and main entrance)
6. Staff must receive training in use of necessary equipment during induction, and in-house training and supervision as appropriate.
7. All visitors must report to the school office and ensure they sign in and collect a visitors' badge.  
All visitors to be made aware of Health and Safety arrangements and the Emergency Fire Plans for the area they are in.
8. On site vehicle movements. The site has a drive which is used for dropping off and collecting of pupils, deliveries and emergency vehicles. Vehicles should spend only the time required to deliver and should not park in the driveway at any time.

**THE DUTIES OF ALL MEMBERS OF STAFF**

- (b) As regards any duty or requirements imposed on their employer or any other persons by

or under any of the relevant statutory provisions, co-operate with them so far as necessary to enable that duty or requirement to be performed or complied with.

All staff are expected to familiarise themselves with the health and safety aspects of their work and to avoid conduct which would put them or anyone else at risk. In particular all members of staff will:

- (a) Be familiar with the Health and Safety Policy and any and all safety regulations as laid down by the Head of School/Health and Safety Manager.
- (b) Ensure health and safety regulations, rules, routines and procedures are being applied effectively by both staff and on behalf of the pupils.
- (c) See that all plant, machinery and equipment is adequately guarded
- (d) See that all plant, machinery and equipment is in good and safe working order
- (e) Not make unauthorised or improper use of plant, machinery and equipment
- (f) Use the correct equipment and tools for the job and any protective equipment or safety devices which may be supplied
- (g) Ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled
- (h) Report any defects in the premises, plant, equipment and facilities which they observe
- (i) Take an active interest in promoting health and safety and suggest ways of reducing risks.
- l) Know and apply the emergency procedures in respect of fire and first aid.
- m) Use and not wilfully misuse, neglect or interfere with things provided for her/his own safety and the safety of others
- n) Co-operate with other employees in promoting improved safety measures in their school.
- o) Report any Health and Safety issues which might prevent them from carrying out their duties safely.

### **CONCLUSION**

Any member of staff noticing a failure to comply with this statement of organisation and arrangements or other advice/guidance issued by the authority or Head of school with regard

to the Health and Safety Policy should report the circumstances to the Head of school immediately.

The Head of school should then initiate appropriate remedial action. If it proves impossible for the Head of school to resolve the matter s/he should then report the matter to the School Caretaker (ext 206). If no action is seen to be taken the Head of school should be consulted again and if then no action is taken the member of staff should report the circumstances to the Health & Safety Manager (ext 241) or to the School Caretaker (ext 206). Hazardous situations should be reported immediately, and the same procedures followed

**Sarah Hanmer, Health and Safety Manager**

**March 2018, to be reviewed in 1 year; March 2019**