

The Robert Napier School



Health & Safety Policy

ROBERT NAPIER SCHOOL

Reviewed Annually



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DISTRIBUTION OF COPIES

Master Copy	Headteacher
Copy One	Chair of Governing Body
Copy Two	Premises Manager
Copy Three	Health & Safety Representative(s)
Copy Four	Staff Room – all staff
Copy Five	Administration Office for Visitors, Contractors & Parents Viewing

REVIEW PROCEDURES

The Health and Safety Policy for The Robert Napier School will be reviewed regularly and revised as necessary.

Any amendments required to be made to the policy as a result of a review will be presented to the Governing Body for acceptance.



STATEMENT OF INTENT

The Robert Napier School recognizes that ensuring the health and safety of staff, students and visitors is essential to the success of the Robert Napier School.

We are committed to:

- a. Providing a safe and healthy working and learning environment.
- b. Preventing accidents and work related ill health.
- c. Meeting our legal responsibilities under health and safety legislation as a minimum
- d. Assessing all risks to anyone who could be affected by our curriculum and non-curriculum activities and putting in place measures to control these risks.
- e. Ensuring safe working methods and providing safe work equipment.
- f. Providing effective information, instruction, training and supervision.
- g. Consulting with employees and their representatives on health and safety matters.
- h. Monitoring and reviewing our safety arrangements and prevention measures to ensure they are effective.
- i. Setting targets and objectives to develop a culture of continuous improvement.
- j. Ensuring adequate welfare facilities exist throughout the school.
- k. Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.

Health and safety management procedures will be adopted, and responsibilities appropriately assigned, to ensure the above commitments can be met. All Governing Body members, staff and students will play their part in its implementation.

Name: _____ **Signature:** _____

The Robert Napier School



(Chair of Governors)

Name: _____ **Signature:** _____
(Headteacher)

Date _____



ORGANISATION

INTRODUCTION

In order to achieve compliance with the Statement of Intent, The Robert Napier School's management team will have additional responsibilities assigned to them as detailed in this part of the Policy.

An organisational chart for H&S Management is attached at Appendix 1.¹

THE GOVERNING BODY

The Governing Body is responsible for ensuring that:

- a) The health and safety policy statement is clearly written and it promotes a positive attitude towards safety in school for both staff and students.
- b) The Headteacher is aware of his health and safety responsibilities and has sufficient experience, knowledge and training to perform the tasks required.
- c) Clear procedures are created to assess any significant risks and ensure that safe working practices are adopted.
- d) Sufficient funds are set aside with which to operate safe working practices.
- e) Health and safety performance is monitored, failures in health & safety policy or implementation recognized, and policy and procedure revised as necessary.

THE HEADTEACHER

Reporting to the Governing Body, the Headteacher has the overall responsibility for ensuring that the Health and Safety Policy is effectively implemented and that proper resources are made available in order to achieve this.

- a) He will plan ahead as necessary to make human, financial and other resources available to secure a high standard of health and safety



management, taking competent advice on matters of health and safety where relevant.

- b) He provides the final authority on matters concerning health and safety at work.
- c) The Headteacher will make decisions on health and safety issues based on a proper assessment of any risks to health and safety, and will ensure the control of those risks in an appropriate manner.
- d) He delegates specific responsibility for the implementation and monitoring of the Health and Safety Policy to the Trust Business Manager

THE MANAGER/OFFICER RESPONSIBLE FOR HEALTH AND SAFETY

The Trust Business Manager, working in conjunction with The Robert Napier School's Health & Safety Consultants, Judicium and the Health & Safety Committee, will advise the Headteacher on health and safety policy. Acting for and on behalf of the Headteacher, he has the responsibility for implementing and monitoring the policy, principally through the Heads of Department.

Trust Business Manager achieves this by ensuring that:

- a) This Policy is clearly communicated to all relevant persons.
- b) Appropriate information on significant risks is given to visitors and contractors
- c) Appropriate consultation arrangements are in place for staff and their safety representatives.
- d) All staff are provided with adequate information, instruction and training on health and safety issues.
- e) Additional responsibilities for health, safety and welfare are allocated to specific individuals and they are informed of their responsibilities and have sufficient experience, knowledge and training to undertake them.
- f) Risk assessments of the premises and working practices are undertaken.



- g) Safe systems of work are in place as identified from risk assessments.
- h) Emergency procedures are in place.
- i) Machinery and equipment is inspected and tested to ensure it remains in a safe condition. For example, electrical equipment is tested yearly by a suitably qualified electrician, who is PAT qualified.
- j) Records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, etc. These are kept by the relevant Head of Department. For example, the Senior Science Technician ensures that all COSHH procedures are followed during experiments. Any issues are brought to the attention of the Trust Business Manager.
- k) Arrangements are in place to inspect the premises and monitor performance of Health & Safety.
- l) Accidents are investigated and any remedial actions required are taken or requested.
- m) The activities of contractors are adequately monitored and controlled.
- n) A report to the Governing Body on the health and safety performance of the school is completed termly. Any accident leading to either a staff member or student being injured, is included in the termly report. The Chair of Governors is informed at the time of the incident.

TEACHING/NON-TEACHING STAFF HOLDING POSTS/POSITIONS OF SPECIAL RESPONSIBILITY

This includes the Senior Management Team, Heads of Departments, School office manager/Secretary, and Premises Manager. They must:

- a) Apply the school's Health and Safety Policy to their own department or area of work and be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements.
- b) Develop procedures which identify the key risks in their areas of responsibility and the organisation and arrangements for managing those risks.



- c) Following Health & Safety risk assessments, those holding posts/positions of special responsibility should submit reports to the Headteacher.
- d) Ensure that all staff under their management are familiar with the health and safety procedures for their area of work.
- e) Resolve health & safety issues with their Line Manager.
- f) Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- g) Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and students to avoid hazards and contribute positively to their own health and safety.
- h) Ensure all accidents are investigated and reported appropriately.
- i) Include health and safety in the annual report for the Headteacher.

SPECIAL OBLIGATIONS OF CLASS TEACHERS

Class teachers are expected to:

- a) Exercise effective supervision of their students and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out.
- b) Follow the health and safety procedures applicable to their area of work.
- c) Give clear oral and written health and safety instructions and warnings to students as often as necessary.
- d) Ensure the use of personal protective equipment and guards where necessary.
- e) Make recommendations to their Headteacher or Curriculum Leader on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.



- f) Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education.
- h) Ensure that personal items of equipment (electrical or mechanical) or proprietary substances are not brought into the school without prior authorisation. The item can then be tested, if necessary, by an appropriately qualified person. For example, PAT testing of electrical equipment via the Head of Department.
- i) Regularly check their classrooms for potential hazards and report any observed to the Premises manager.
- j) Report all accidents, defects and dangerous occurrences to the Headteacher or Premises Manager.

OBLIGATIONS OF THE KITCHEN MANAGER (Chartwells)

The Kitchen Manager is responsible for the safe operation of the catering facilities and must:

- a) Be familiar with the school Health and Safety Policy.
- b) Prepare risk assessments for all catering activities.
- c) Ensure that all kitchen staff are instructed and informed to work in accordance with these documents.
- d) Inform the Premises Manager or Headteacher of any potential hazards or defects.
- e) Be familiar with the current Food Safety legislation and the implications so far as the school is concerned.

School staff must not use the catering facilities and equipment without the prior agreement of the Headteacher and Kitchen Manager.

HEALTH AND SAFETY COMMITTEE



The Robert Napier School's Health & Safety Committee provides a forum for joint employer/employee discussions of health & safety matters. This committee will meet once per term as a minimum. All employees are encouraged to bring health & safety concerns to this Committee either directly or through their safety representative

- 8.1 The Committee will review all health, safety and security matters, including a review of policy at least annually.
- 8.2 The Committee will advise the Headteacher and/or the manager responsible for health and safety, of any current issues in respect of Health, Safety and Security.
- 8.3 The Health and Safety Committee will comprise of a Deputy Headteacher, a member of the HR team, NASUWT H+S representative, the Senior Science Technician, the Premises Manager, the DT Technician, the Cleaning Supervisor, the Senior First Aider, the Head of PE and the Office Supervisor.
- 8.4 Safety Representatives, whether appointed by a recognized trade union or elected by the workforce, are automatically members of this Committee.

OBLIGATIONS OF ALL EMPLOYEES

- 9.1 All employees must:
 - a) Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons.
 - b) Observe all instructions on health and safety issued by the Governing Body, The Robert Napier School or any other person delegated to be responsible for a relevant aspect of health and safety.
 - c) Act in accordance with any specific H&S training received.
 - d) Report all accidents and near misses in accordance with current procedure.
 - e) Know and apply emergency procedures in respect of fire, first aid and other emergencies.
 - f) Co-operate with other persons to enable them to carry out their health and safety responsibilities.



- g) Inform their Line Manager of all potential hazards to health and safety, in particular those which are of a serious or imminent danger.
- h) Inform their Line Manager of any shortcomings they identify in the Robert Napier School's health and safety arrangements.
- i) Exercise good standards of housekeeping and cleanliness.
- j) Co-operate with the appointed/elected Safety Representative(s) and the Enforcement Officers of the Health and Safety Executive.
- k) When authorising work to be undertaken or authorising the purchase of equipment, ensure that the health and safety implications of such work or purchases are considered.

OBLIGATIONS OF CONTRACTORS

When the premises are used for purposes not under the direction of the Headteacher e.g. the provision of school meals, then, subject to the explicit agreement of the Governing Body, the principal person in charge of the activities will have responsibility for safe practices in the areas under their control.

All contractors who work on the premises are required to identify and control any risk arising from their activities and inform the Headteacher of any risks that may affect the school staff, students and visitors.

All contractors must be aware of The Robert Napier School health and safety policy and emergency procedures and comply with these at all times.

In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Headteacher or their



representative will take such actions as are necessary to protect the safety of school staff, students and visitors.

STUDENTS

Students, in accordance with their age and aptitude, are expected to:

- a) Exercise personal responsibility for the health and safety of themselves and others.
- b) Observe standards of dress consistent with safety and/or hygiene.
- c) Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
- d) Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

Visually Impaired Students

All VI students will follow the usual fire safety procedure. Any VI students unsupported in a lesson will go with the rest of the class to the field to find their form. VI staff will check that all VI students are accounted for. A member of staff is always aware when the braille tutor and guide dog are in school and is responsible for escorting them to the assembly point on the field



PROCEDURES AND ARRANGEMENTS

Introduction

The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

The list provides a brief summary of all the key health and safety arrangements applicable to the school. More detailed policies and written procedures for a number of these areas are available in the Health and Safety Management File.

Accident and Incident Reporting

All staff are required to ensure that all accidents are reported to the Senior First Aider & the Trust Business Manager, who will ensure that the accident is investigated and reported to the Governing Body and the Health and Safety Executive as appropriate.

All incidents or near misses – i.e. something which has the potential to cause harm although it doesn't do so on this occasion – must also be reported to the Senior First Aider and Trust Business Manager, so they can be investigated and appropriate steps taken to prevent a more serious reoccurrence.

Asbestos

The Premises Manager is responsible for ensuring that the school Asbestos Log is read and signed by all contractors prior to starting any work on the premises.

Staff must not affix anything to walls, ceilings etc. without first obtaining approval from the Headteacher/Premises Manager.

Staff must report any damage to asbestos materials immediately to the Headteacher.

Where damage to asbestos material has occurred the area must be evacuated and secured. The Headteacher will immediately notify the Chair of the Governing Body by telephone.

Contractors

The Premises Manager along with the Trust Business is responsible, and should be consulted when selecting and appointing contractors, to ensure the school Health & Safety policy is complied with.

Curriculum Safety (*including out of school learning activities*)

All curriculum leaders are responsible for ensuring that risk assessments are in place for curriculum activities where there is a potential risk to staff and students.



The risk assessments must be made known to all teaching and support staff and reviewed regularly.

Guidance from the Consortium of Local Education Authorities for the Provision of Science Services (CLEAPSS), British Association of Advisors and Lecturers in Physical Education (BAALPE) and other lead bodies should be adopted as appropriate.

Display Screen Equipment

The Headteacher is responsible for ensuring that DSE assessments are completed for administrative staff and teaching staff who regularly use laptops or desktop PCs.

Regular laptop users will be provided with docking stations.

Educational Visits and Journeys

The Headteacher and the EVC are responsible for ensuring that all school trips are managed in accordance with the school policy for Educational trips which all teachers must be familiar.

Electrical Safety

The Premises Manager is responsible for ensuring that the hard wiring system is inspected every five years by a competent person and any identified remedial work is undertaken without delay.

The Premises Manager will also ensure that all portable electrical equipment is tested in accordance with the timescales recommended by the Health & Safety Executive.

All staff must be familiar with school procedures and report any problems to the Premises Manager. Staff are reminded that they must not bring electrical equipment into school without the permission of the Headteacher and/or Head of Department.

Fire Precautions and Emergency Procedures

The Headteacher is responsible for ensuring:

- a) That a Fire Risk Assessment is completed and reviewed annually.
- b) That the school emergency plan and evacuation procedures are regularly reviewed.



- c) The provision of fire awareness training to all staff.
- d) That an emergency fire drill is undertaken every term.
- e) The preparation of specific evacuation arrangements for staff and/or students with special needs.

The Premises Manager is responsible for:

- a) The formal maintenance and regular testing of the fire alarm and emergency lighting.
- b) The maintenance and inspection of the fire fighting equipment.
- c) The maintenance of exit/escape routes and signage.

All staff must be familiar with the school Fire safety risk assessment, the school emergency plan and evacuation procedures.

First Aid

The names of the school's qualified First Aiders are displayed on the notice board in the staff room, school office and the House Offices.

First Aid supplies are kept in the Osprey Office and it is the responsibility of the Senior First Aider to ensure that stocks of supplies are kept up to date.

All staff must be familiar with the school arrangements for First Aid.

Hazardous Substances

The Premises Manager is responsible for ensuring that all cleaning and maintenance products that may be hazardous to health are assessed before being used.

The substances must be stored securely in accordance with the manufacturer's instructions and only used by authorised persons trained in the safe use of the product.

All staff are reminded that no hazardous substances should be used without the permission of the Headteacher and/or Head of Department. The Premises Manager will complete an assessment for any authorised products.

Products with low toxicity routinely used in the classrooms must be stored securely and only used by staff or older students under supervision.

Substances used in D&T and science are assessed and used in accordance with the generic assessments and guidance provided by CLEAPSS.



Inclusion

The Robert Napier School complies with the policy for Inclusion and all teaching and support staff should be familiar with this policy and supporting guidance.

The Headteacher is responsible for ensuring that there are adequate facilities and support staff to ensure the health, safety and welfare of any student with SEN.

All teaching and support staff must be given any information about a student's needs and receive such training as is necessary for them to be able to support the student's learning, social and personal needs.

The SENCO and curriculum leaders must ensure that all risk assessments for curriculum activities are adapted as necessary to ensure the safety of any student

with SEN. No student should be excluded from an activity on the grounds of health and safety unless this is absolutely unavoidable.

Where it is considered essential to exclude a student from all or part of an activity this exclusion must be authorised by the Headteacher.

Lettings/shared use of premises/use of Premises outside School Hours

The Headteacher is responsible for ensuring that any use of the premises outside school hours is managed in accordance with the school health and safety policy and lettings policy.

The Premises Manager is responsible for managing the arrangements for lettings, e.g. staffing requirements, first aid provision, fire and emergency arrangements, and any restriction on use of facilities and equipment.

Lone Working

Lone workers can be defined as anyone who works by themselves without close or direct supervision.

Facilities and cleaning staff may be regular lone workers but teachers and other staff may also work in isolated classrooms/offices after normal school hours or during holiday times.

Any member of staff working after hours must notify the Headteacher and/or the Head of Department and Premises Manager of their location and intended time of departure.



Lone workers should not undertake any activities which present a significant risk of injury.

Managing Medicines & Drugs

No student is allowed to take medication on the school site without a letter of consent from his/her parent/carer.

Staff must notify the Headteacher if they believe a student to be carrying any unauthorised medicines/drugs.

The school policy for First Aid and Medicines provides detailed guidance and all staff should be familiar with this policy.

Maintenance and Inspection of Equipment

The detailed arrangements for the maintenance and inspection of equipment are described in the site maintenance procedures under the control of the Premises Manager.

Where Heads of Department hold budgets for maintenance, they must (with the Premises Manager) ensure that a schedule of planned preventative maintenance of all equipment is in place and record all maintenance and repair.

All faulty equipment must be taken out of use and reported to the Premises Manager. Staff must not attempt to repair equipment themselves.

Manual Handling and Lifting

The Headteacher will ensure that any significant manual handling tasks are risk assessed and these tasks eliminated where possible.

No member of staff should attempt to lift or move any heavy furniture or equipment themselves but must ask the Premises Manager for assistance.

Students are not allowed to move or lift any heavy or unwieldy furniture or equipment.

Support staff who assist students with physical disabilities must be trained in the safe use of lifting equipment and handling techniques.

PE Equipment

The Head of Physical Education is responsible for ensuring that all PE equipment is suitable and safe for the activities planned and the age and abilities of the



students.

Risk assessments are reviewed regularly for all PE activities and all staff must be familiar with these.

Wall bars, ropes, beams, vaulting horses, benches and mats are formally inspected annually by a competent contractor.

All PE equipment must be visually checked before lessons and returned to the designated store area after use.

Students must not use the PE equipment unless supervised.

Any faulty equipment must be taken out of use and reported to the Head of Dept.

Personal Protective Equipment (PPE)

Where the need for PPE has been identified in Risk Assessments, it is the Headteacher's responsibility to ensure adequate supplies of suitable PPE.

Where a need for PPE has been identified it must be worn by any staff member or student who might be at risk of injury or harm to health.

Any staff member or student who refuses to use the PPE will be subject to disciplinary action.

PPE must be kept clean and stored in designated areas. Staff must report any lost or damaged PPE to the Headteacher.

Risk Assessments

It is the Headteacher's responsibility to ensure that potential hazards are identified and that risk assessments are completed for all significant risks in the school.

The Headteacher is responsible for undertaking general risk assessments.

Heads of Department will undertake risk assessments for their specialist areas.

The Premises Manager will undertake risk assessments for maintenance and cleaning.

The EVC will ensure that risk assessments are completed by all staff who organise and lead school visits.



Security/Violence

The Premises Manager is responsible for the security of the school site and will undertake regular checks of the boundary walls /fences, entrance points, outbuildings and external lighting.

The Premises Manager is also responsible for the security of the site during and after school use and during lettings.

Staff must query any visitor on the school premises who is not wearing a visitor badge and escort them back to reception.

If an intruder becomes aggressive staff should seek assistance from the school office, who will notify Patrol staff or the Senior Leadership Team.

Meetings with parents known to be verbally abusive or threatening in their behaviour should only be held in the reception area of the school where assistance is available. The Headteacher should be notified in advance of these meetings where possible.

Any incidents of verbal abuse or threatening behaviour by parents, visitors or students must be reported immediately to the Headteacher.

will contact him by mobile or radio (channel 2) if the matter is urgent.

Smoking

It is illegal to smoke anywhere on the school premises.

Staff Training & Development

The Headteacher is responsible for annually assessing the health and safety training needs of all staff and for arranging any identified training.

All new staff will receive specific information and training as part of the school induction process.

Staff given specific health and safety responsibilities and duties will be provided



with the necessary levels of information, instruction and training to enable them to carry out these duties.

Health and safety will be a regular agenda item for staff meetings and on the September INSET day in each new school year.

Stress

The school governors and Headteacher are responsible for taking steps to reduce the risk of stress in the school by taking measures to ensure colleagues are supported through:

- An environment in which there is good communication, support, trust and mutual respect.
- Training to enable them to carry out their jobs competently.
- Control to plan their own work and seek advice as required.
- Involvement in any major changes.
- Clearly defined roles and responsibilities.
- Consideration of domestic or personal difficulties.
- Individual support, mentoring and referral to outside agencies where appropriate.

Swimming

Each venue is visited by the lead PE teacher and individually risk assessed with advice from the providers/venue. A plan of the pool area, emergency alarms and fire exits will be prepared and issued to relevant teachers with the facility Normal Operating Procedures.

Deep and shallow ends should be clearly marked and, ideally, divided by a rope wherever possible. Lifesaving devices are located around the poolside. All teachers and students are made aware of facility Emergency Evacuation Procedures. This is refreshed following any change in teachers or students.

Visitors

All visitors must sign in and out at the school reception desk. This includes parents and peripatetic teachers/specialists. A badge will be issued which must be worn at all times in school.

Visitors to the school will be made aware of the emergency procedures and other safety information as is relevant. Visitors to the school will be made aware of the emergency procedures and other safety information as is relevant.



Working at Height

The Premises Manager is responsible for the purchase and maintenance of all ladders in the school.

All ladders conform to BS/EN standards as appropriate.

The Premises Manager is also responsible for completing risk assessments for all working at height tasks in the school.

Staff are reminded that 'working at height' applies to all activities which cannot be undertaken whilst standing on the floor.

If decorations or displays need to be hung, then a step stool or small step ladder must be used. Standing on desks, chairs or other furniture is **not** permitted.

Do not work at height when you are alone. If you are planning to use a step ladder ask the Premises Manager to help you erect it properly and have an assistant to hold the ladder steady and pass you the materials you need.

Your knees should be no higher than the top platform of the ladder.

Never overreach. Try always to keep one hand free on the ladder to steady yourself.



Appendix 1 – Supporting Policies and Procedures

Supporting Policies and Procedures in Health and Safety Management Folder and on Intranet

1. Educational Visits and Journeys
2. First Aid & Medicines
3. Managing Contractors
4. Safe Guarding Policy (Child Protection)
5. Curriculum Specific Policies
6. Behaviour
7. Code of Conduct
6. Fire risk assessment and procedures

HEALTH AND SAFETY POLICY

Member of Staff Acknowledgement

I have read the school health and safety Policy and agree to follow the procedures outlined in the policy.

Employees Name: _____

Employees Signature: _____

Date of Signature: _____