

GOWERTON SCHOOL



HEALTH & SAFETY POLICY

REVIEWED: 30.03.17
Next Review Spring 19



GOWERTON SCHOOL

HEALTH & SAFETY SAFEGUARDING

*** Policies**

- Safeguarding Summary
- Child Protection Policy
- Complaints Policy
- Disability Policy & Action Plan
- E-safety Policy
- Health & Safety Policy
- Whistleblowing policy

*** Available on site**

- Asbestos Survey
- City & County of Swansea – Insurance Document
- CLEAPS
- COSHH
- DBS
- Educational Visits Coordinator
- Machinery Risk Assessment
- PUWER Assessments
- Gas and Electric Surveys
- PAT Records
- Risk Assessment & Fire Risk Assessment
- Emergency Evacuation Procedures
- Emergency Contingency Plan
- Summary of Insurances
- Day-to-day records of:
 - Asbestos condition
 - Access and egress routes
 - Door closer inspections
 - Daily tasks
 - Extinguisher checks
 - Lighting checks
 - Call-point tests
 - Maintenance log
 - Fire drills/activations

School's Policy is to establish and maintain, as far as it is reasonably practicable, non-hazardous working conditions for all employees, pupils and visitors to the school. This will be achieved by attention to all aspects of health and safety work.

This Policy document sets out the aims of the Governing Body in respect of health and safety requirements at Gowerton and should be used as a basis to prevent personal injury and risks to health in the school. This Policy should be read in conjunction with related policies as listed.

In formulating this policy document, the Governing Body are mindful of the 'lead policy statements' made by the City and County of Swansea and, where possible, this document is therefore a 'copy out policy statement' so far as Health and Safety matters relating to Gowerton School are concerned.

INDEX

- 1.0 Duties and Responsibilities of the Governing Body
- 2.0 Duties and Responsibilities of the Headteacher
- 3.0 Duties and Responsibilities of Employees at the school
- 4.0 Duties and Responsibilities of Pupils
- 5.0 Duties and Responsibilities of Visitors to the school including contractors working on school premises

Any references in the document will have the following meaning:

- 'Authority' - City and County of Swansea
- 'Health and Safety Representative' - Mrs Sarah Hunt
- 'Maintenance Manager' - Mr Marc Saunders

1.0 **ARRANGEMENTS TO COMPLY WITH DUTIES AND RESPONSIBILITIES OF THE GOVERNING BODY**

The Governing Body will:

- 1.1. co-operate with the Authority in monitoring the effectiveness of arrangements at Gowerton School and operations in respect of the functions for which it is responsible.
- 1.2. ensure that it is aware of its duties and responsibilities under safety legislation and ensure that the Headteacher is aware of and implements the Authority's Safety Policy.
- 1.3. ensure the establishment and maintenance arrangements and organisation for implementing this policy.
- 1.4. ensure that all premises, plant and equipment for which it is responsible are safe and properly maintained.
- 1.5. only select and purchase equipment suitable for the use that will be made of it, and ensure account is taken of the working conditions and any hazards in the workplace.
- 1.6. ensure that in respect of any project initiated by the Governing Body that the Health and Safety of all persons is considered at the planning stage and include any necessary measures to control risks.
- 1.7. ensure that staff at Gowerton adopt safe working conditions.
- 1.8. consult whenever necessary with the Education Health and Safety Officer on matters relating to safety and the Authority's policies.
- 1.9. receive and act upon reports from the Headteacher and/or the Site Sub-Committee.
- 1.10. receive and act upon any direction from the Authority as regards any matter regarding Health and Safety at Gowerton School.
- 1.11. ensure that staff at Gowerton are given the necessary training on Health and Safety issues.
- 1.12. take advantage of training provided for governors in respect of Health and Safety.

2.0 ARRANGEMENTS TO COMPLY WITH DUTIES AND RESPONSIBILITIES OF THE HEADTEACHER

The Headteacher shall:

- 2.1 promote within Gowerton an interest in and enthusiasm for safe and healthy working conditions and to implement the Governing Body's safety policy.
- 2.2 assist the governing body with identifying the arrangements within the school for implementing this policy including appointing a competent person responsible for Health and Safety.
- 2.3 receive from the Authority, information on Health and Safety related matters and ensure its dissemination to staff as is necessary.
- 2.4 follow the arrangements adopted by the Authority for safety issues to the extent of matters under his/her control.

This is to include arrangements for:

fire precautions
first aid
reporting of injuries and dangerous occurrences
hazardous substances
risk assessment
training for staff

- 2.5 identify and react to Health and Safety issues at Gowerton and ensure that the necessary Safety Inspections are carried out.
- 2.6 refer any Health and Safety problem which he/she is unable to resolve to the governing body or the Health and Safety Officer as appropriate.
- 2.7 draw to the attention of any contractor working at the school any risk which may not be readily apparent, so that the contractors' personnel are not exposed to risk.
- 2.8 where he/she believes that the activities of contractors or other persons are such as to put at risk anyone who is under the control of the establishment:
 - i) Remove all persons under his/her control from the hazard area
 - ii) Draw the attention of the contractor or other person to the dangerous activity and request that the practice shall cease. The contractor or other person shall be asked to leave the establishment if necessary.
 - iii) Bring the situation to the notice of the Service Manager, Technical Services where he has commissioned the contract.
- 2.9 ensure that Heads of Department, Health and Safety Representative and Maintenance Manager perform their respective Health and Safety functions in accordance with job descriptions (Section J Staff Handbook refers).

2.10 comply with the specific responsibilities laid down in the Authority's guidelines and policy.

3.0 ARRANGEMENTS TO COMPLY WITH DUTIES AND RESPONSIBILITIES OF ALL EMPLOYEES AT GOWERTON

All employees shall:

- 3.1 take care of their own Health and Safety and the safety of any person who may be affected by their acts or omissions. This may be in addition to any specific responsibilities which may have been delegated to them by the Headteacher.
- 3.2 familiarise themselves with and conform to this policy document and any code of safe working practice issued by the Authority or Health and Safety representative.
- 3.3 conform to safety instructions issued by school management and share their responsibility for health, safety and welfare.
- 3.4 report any hazard, accident or dangerous occurrence to the health and safety representative or the Headteacher whether or not physical injury has occurred.
- 3.5 use any safety appliance or personal protective equipment provided for their protection at all necessary times and ensure that such equipment is maintained in safe working condition. Any defect shall be reported to the Health and Safety representative.

4.0 DUTIES AND RESPONSIBILITIES OF PUPILS AND STUDENTS

- 4.1 Pupils and students while on campus; while travelling to and from the school and while participating in any extra curricular or sporting activity away from the school shall be mindful of their responsibilities to themselves, other people and the environment so far as health, safety and welfare matters are concerned.
 - 4.2 To this end pupils and students will conform to the Code of Conduct as laid down in the staff handbook (Ref: A4).
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5.0 ARRANGEMENTS TO COMPLY WITH THE DUTIES AND RESPONSIBILITIES OF VISITORS TO GOWERTON

- 5.1 The Headteacher shall seek to ensure that all visitors to the school shall initially report their presence to Reception.
- 5.2 The Headteacher and/or head of department and/or maintenance manager shall seek to ensure all work performed by any visitor is done in a correct and safe method and with correct tools and equipment. (Also see item 2.8).

POLICY NAME: Health & Safety

REVIEWED BY: Sites Sub Committee

DATE REVIEWED: 30/03/17

DATE TO FGB: 05/04/17

SIGNED: _____
Debbie Lloyd

PRINT NAME: Debbie Lloyd (Chair of Governors)

DATE NEXT DUE TO BE REVIEWED: Spring 2019