



**Policy Document
Health and Safety**

September 2013

THE FAIRFIELD SCHOOL NORTHAMPTON HEALTH & SAFETY POLICY

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THE FAIRFIELD SCHOOL NORTHAMPTON HEALTH & SAFETY POLICY

1. Health and Safety at Work Act 1974 Statement of Safety Policy

It is recognised that an important feature of the statement of the Health and Safety Policy is that it is a 'living document' and it will be subject to regular revision, updating and modification in accordance with changes as they take place. There will be an annual review of the policy, procedures, rules and codes of practice which are either contained in or referred to in this policy.

1.1 Duties and Responsibilities

Employers must ensure that the health, safety and welfare of employees are protected, so far as is reasonably practicable. The local authority, as the employer, has overall responsibility for health, safety and welfare.

In line with the overall County Council Safety Policy, the Governing Body of Fairfields School recognises its responsibilities regarding the health, safety and welfare of its staff, pupils and visitors and all other users of the school premises and will take all reasonable steps to provide and maintain a working and learning environment that is, as far as practicable, safe and without risk to health.

The Governing Body will set in place:

- an organisation for managing health and safety within the school;
- appropriate arrangements for ensuring that a safe and healthy working and learning environment is provided;
- a monitoring and evaluation system to ensure the policy is being met.

The greatest importance is attached to the safety of employees and all others that may be affected by our activities. The active co-operation of all is essential to achieve the desired conditions. Everyone is expected to conform to the Health and Safety Policy and all Codes of Practice. They should work in such a manner that accidents to themselves and others are, as far as is reasonably practicable, avoided.

It is the duty of every employee to personally report every accident in which they are involved or have someone report it on their behalf.

Every employee also has a duty to co-operate with the employer as far as necessary to enable compliance with the duties and requirements imposed by the Act. No person shall recklessly or maliciously interfere with anything in the interests of health, safety and welfare that the law requires.

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1.2 Delegation of responsibilities

The Governing Body, being responsible for the Health and Safety Policy within the school, delegate that responsibility to the Head Teacher to ensure compliance with this Health & Safety Policy (see Appendix A).

1.3 Joint Consultation on Health and Safety matters

The Head Teacher will encourage the co-operation of all employees and their representatives with the object of promoting and developing health and safety measures.

Employers must undertake a range of tasks including:

- carrying out risk assessments
- making arrangements for the planning, organisation, control, monitoring and review of health and safety measures
- appointing a competent person or persons to assist with health and safety
- establishing health and safety procedures
- providing health and safety information and training.

Staff should be reminded of the various health, safety and welfare arrangements that exist within the establishment, for example:

- responsibilities
- fire precautions
- First Aid
- hygiene matters
- reporting procedures for accidents, violence, aggression and hazards
- general health and safety information.

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2. Organisation within the school for managing Health and Safety.

2.1 The Head Teacher

The Head Teacher is directly responsible to the Governing Body for ensuring that all work places, plant and systems of work are maintained so far as it is practicable, safe and without risk to the health of staff, students or visitors. In the absence of the Head Teacher, nominated persons will assume this role.

2.2 Key Functional Posts

As the nominated representative of the Head Teacher, the responsibilities will devolve upon the nominated persons for the dissemination within the school of information on the matters relating to health and safety at work. The representative will also maintain the necessary and current knowledge of legislation codes of practice and other technical guidance materials relating to health and safety at work.

Senior Management within the school are responsible to the Head Teacher or his representative for the implementation of the Safety Policy in their area of control:

Senior Managers are required to take reasonable common-sense care for their own and other's safety and to co-operate with their employer's requirements made under the Act and in particular shall ensure that:

- staff are reminded of their responsibilities as defined in the safety policy;
- departmental guidance and written Codes of Practice are available and followed;
- routine and regular safety inspections are carried out and the reporting procedures followed;
- staff are provided with suitable and sufficient information, instruction, training and supervision;
- safe systems of work are established and operated;
- all accident and incident reporting procedures established by the Health and Safety Policy are followed (section 3.13);
- the Governing Body is provided with regular and routine health and safety reports;
- all reasonable precautions are taken to ensure the health and safety of all non-employees within areas under their control.

2.3 Employees

Employees also have legal responsibilities. They must:

- take care of their own health and safety at work
- take care of the health and safety of others
- co-operate with their employer
- not misuse or interfere with anything provided for health and safety purposes.

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All employees should be aware of the duties placed upon them by section 7 of the Health and Safety at Work Act. It is the duty of every employee to take such action as they are able to render safe any health and safety hazard affecting their work or the work of students. Where actions cannot be taken immediately to render the hazard safe, an employee must bring this to the attention of the Head of Faculty and the Site Manager.

2.4 Supply Teachers

At the beginning of their contract, all supply teachers will be provided with a Health and Safety package.

This will include the following information:

- fire procedure
- plan showing location of assembly point
- list showing location of emergency first aid
- list of qualified first aiders.

2.5 Suppliers

Suppliers must:

- Ensure that articles, substances etc. supplied are, so far as is reasonably practicable, safe and without risks to health.
- Provide with articles supplied, information which is adequate for their safe use.

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3. Internal Arrangements

The governing body of The Fairfield School Northampton has responsibilities to ensure that:

1. its establishment produces a local policy and devises appropriate procedures for dealing with health and safety and take steps to promote the correct attitude towards safety in both staff and pupil/students.
2. the management of the establishment implements the policies of the authority, and, where applicable, produced and implements its own policies.
3. policies for fire precautions and first aid are formulated, documented and adhered to.
4. it considers the cost of implementing the policies, seeks and sets aside sufficient funds for their implementation.

3.1 Fire Alarm Testing and Maintenance

The fire alarm will be tested every week using a different call point for each test. The results of the test shall be recorded in a logbook together with any faults and the action taken to rectify them.

First principles:

1. it is essential to maintain systems for fire prevention:
 - control sources of ignition
 - control fuels
 - avoid sources of ignition and fuels coming together.
2. Detection, warning and evacuation systems, routes and procedures must be carefully designed and maintained.
3. All staff should be trained in fire procedures and other people should be briefed.
4. Escape routes must be kept clear and properly sign posted.
5. Fire doors should be kept closed.
6. After evacuation everybody should go to the designated assembly point where attendance should be checked. Nobody should re-enter a building until they have been told it is safe to do so.

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3.2 Evacuation Drill

A fire drill involving the complete evacuation of the school will be held **at least three times every year**, these to coincide with term times.

All members of the staff should familiarise themselves with the procedure in case of fire and any specific duties they may have in respect to the following (Appendix B i & ii);

- taking the roll call
- calling the fire service location of assembly points
- instructions to students (Appendix B)
- fire fighting / types of extinguishers (Appendix C i, ii & iii)

3.3 Disabled Persons

It is the responsibility of those staff who have the care of disabled students or visitors to ensure their safe evacuation in the event of a fire or other emergency. Any laid down procedure for the evacuation of disabled persons should be practised as a part of the normal fire routines (Appendix B).

3.4 Fire Prevention

Fire doors are provided for:

- protecting the means of escape
- restricting the spread of smoke and fire
- fire separation

All doors including those that are not fire doors should be kept closed at the end of the school day.

Fire exit routes and fire doors should be kept free from obstruction. Doors, particularly self-closing fire doors should not be wedged open.

3.5 In Case of Fire

The nominated person will collate all the information following the roll call and meet the officer in charge of the fire appliance to inform him that all staff, students and visitors to the school are accounted for (Appendix B).

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3.6 Fire Fighting

It is more important to evacuate people from a building than to stop and fight a fire. However, there are occasions when simple fire fighting techniques can eliminate a fire before it takes hold – for instance, when dealing with burning fat in a pan (Appendix C i, ii & iii).

Fire fighting techniques, which may be automatic or manual, eliminate one of the factors in the ‘fire triangle’ – for instance, by:

- starving the fire of fuel
- restricting oxygen – such as by using a fire blanket to smother a pan of burning fat
- cooling the heat.

All fire fighting equipment will be inspected annually in accordance with the current British Standard.

3.7 Personal Protective Clothing (PPE)

- PPE is an essential last resort in circumstances where hazards cannot be controlled in other ways and as an additional back up to other health and safety measures.
- A range of PPE exists to protect various parts of the body - including safety glasses, helmets, clothing, gloves etc.
- An assessment must be carried out to make sure the correct PPE is provided.
- Staff must be informed, instructed, trained and supervised to make sure they understand the hazards, the need to wear their PPE and how to care for it.

3.8 First Aid

- First aid prevents injury and illness from getting worse and can save lives.
- Adequate arrangements must be made for first aid including responsible people, equipment and facilities.
- The exact first aid provision depends on the risks in the workplace.
- Employees should know what first aid arrangements have been made.
- Adequate numbers of trained first aiders should be available depending upon the risk at the workplace. The minimum provision of personnel is an appointed person.

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3.9 First Aid Boxes

First aid boxes for every day general use i.e. plasters and small dressings for minor cuts are kept in various locations throughout the school and staff should make themselves aware of their locations. The location of first aid boxes and the list of appointed qualified first aiders are in Appendix D(i).

Should there be any requirement for the first aid box to be taken out of the school for outside events, these can be obtained from the school office.

First aid boxes/equipment to be checked every term. When the first aid box needs replenishing with plasters and dressing, it is the responsibility of the Firstaider where the boxes are located to ensure this task is carried out.

3.10 Qualified First Aiders

Provision will be made for adequate trained first aid personnel to be available at all times during school hours. The Head and his representative will ensure that there are adequate first aiders available. The list in Appendix D(i) will be amended accordingly when changes occur and circulated to all staff.

First aiders must be specially trained and certified by organisations approved by the Health and Safety Executive. All staff holding this certificate should re-qualify every three years.

They should give treatment only in the techniques they have been trained to carry out, otherwise they could cause further injury.

3.11 Contact with Blood

All members of staff are reminded of the need to take care when coming into contact with casualties who have injuries that result in bleeding. Skin-tight gloves are provided in all emergency first aid boxes.

However, it should be remembered that unless the person treating the casualty has open wounds themselves, there is little chance of any disease being transmitted through contact with the blood of the casualty providing simple hygiene measures are taken immediately after the accident.

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3.12 Medication

No medication will be administered to any pupil or member of staff unless it is a prescribed medicine and, in the case of a pupil, the written permission of the parent or guardian is given and where the Head considers it appropriate.

Commercially available medications, such as painkillers, antiseptics, must not be administered in schools to pupils or staff.

All medications that can be administered must be securely stored with access strictly controlled (see separate school policy).

3.13 Accident / Incident Reporting

These procedures are designed to assist the managers in the correct notification of accidents and relevant incidents involving their staff and/or occurring on their premises. This ensures that Northamptonshire County Council has the necessary information to comply with the requirements of the Reporting of Injuries, Diseases & Dangerous Occurrences Regulations (RIDDOR) 1995.

- All accidents and work-related health problems, including near misses and violence or the threat of it, must be reported ensuring compliance with RIDDOR 95 when appropriate.
- Investigating accidents, near misses or work related health problems helps in the development of measures to prevent recurrences.
- Records must be kept of all accidents; near misses and work related health problems. Appendix E(i) is a form for pupils in schools, Appendix E(ii) should be used to report any accident/incident involving staff, clients, customers, visitors and contractors on site.
- Certain accidents must be reported to the enforcement authorities.

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4.14 Critical Incidents

A critical incident can be defined as a serious disruption arising with little or no warning, which causes one or more of the following effects:

- injury
- extensive damage to property
- death
- distress

on a scale beyond the capacity of the organisation operating under normal conditions, and requiring assistance from the emergency services, the County Council and others.

Examples of critical incidents include serious accidents, major fire, building collapse, riot and serious acts of violence. They might occur on the school site during school hours, on school transport, whilst pupils are taking part in activities away from the school site, or on school premises during after school activities. Appendix E(iii) gives advice for staff handling a major incident at the school site. For further information on the planned school response, refer to the separate Critical Incident Book.

3.15 Accident / Incident Reporting and Investigation (Legal Duty)

The Teacher in Charge or Line Manager is responsible for carrying out an investigation into an accident or occurrence and for informing the appropriate officers in accordance with the County Council's Accident Notification Procedures.

The Northamptonshire County Council Education Department's Health and Safety Officer will act as collator and will report all accidents and incidents where there is a legal requirement to inform the Health and Safety Executive.

All major accidents or incidents will be reported in the first instance by telephone and followed up with a written report. The Head Teacher will report to the Northampton Education Health and Safety Office any major threat to the health and safety of employees, students and users to the school.

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4. Use of the School by Outside Bodies

4.1 Hire of School Premises

The conditions of use as printed on the Hire Form (Appendix F) must be complied with when the school is used by any external group. This includes any group that is not connected to the school.

The Governing Body of the school accepts no responsibility of an accident occurring as a result of misuse of the premises save for liability for death or personal injury arising from its negligence. A responsible person must be nominated to take charge of all matters relating to health and safety during the period of hire of use.

When it is deemed necessary, all users of the school premises will have an insurance policy for third party claims covering the uses to which the school will be put during the period of the hire agreement.

4.2 Contractors (Building and Maintenance)

All contractors carrying out work on any part of the school premises will be made aware of their responsibilities with regard to Health and Safety. A copy of Appendix F will be issued to all contractors at the time an order for work is placed.

4.3 Contractors (Catering Staff, Cleaners etc.)

All managers and employees of companies having an agreement with the school for the provision of services, either on a regular or casual basis, will abide by this Safety Policy whilst on school premises.

4.4 Supervision of Contractors

The school reserves the right of supervision during the period of the contract.

4.5 Control of Substances Hazardous to Health (COSHH)

All chemicals and other substances used on the school premises by contractors and sub-contractors must have full and detailed COSHH Assessment.

4.6 Methodology Statement

Where requested, all contractors and sub-contractors will produce a methodology statement to show in full how they carry out the service in which they are performing on the school premises.

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5.0 School Minibus and Hired Minibuses

5.1 Use of School Minibus and Hired Minibuses

The minibuses must only be used by approved drivers. Any person using the vehicle who is not a member of staff will not be covered by insurance unless authorised by the Head Teacher or the company from which the minibus is hired.

The approved driver must meet the following criteria:

1. Must be at least 21 years of age (depending on insurance company – 25 years of age may be required).
2. Have held a full driving licence for at least 12 months.
3. Have received instruction in basic vehicle familiarisation including driving techniques applicable to the vehicle and hold a NCC Minibus Driver's Certificate.
4. Have registered with the named vehicle holder.

Before use, the vehicle must be checked for water, oil and fuel and the tyres should be checked for correct pressure. The vehicle should be inspected before being used by the driver making use of the check sheets located in the hired and school minibus Vehicle Record Book. This is to be completed before and after every journey.

The driver is responsible under the Road Traffic Act for the roadworthiness of the vehicle and ensuring that a current road fund licence is displayed, also that the small bus permit is displayed which is available at the school.

5.2 Passengers

The driver is responsible for ensuring the safety of all passengers carried in the vehicle and must ensure that seat belts are used at all times.

The minibuses are designed to carry up to 17 passengers including the driver and this number must not be exceeded.

5.3 Equipment

The vehicle is equipped with a fire extinguisher and first aid box. The driver should be aware of their location and how to use them in an emergency.

A spare tyre, jack and wheel brace are also carried.

5.4 Luggage Rack

Where a luggage rack is used, the load should be distributed evenly over the rack and must be secured safely.

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6. Monitoring and Evaluation

6.1 Health and Safety Defect Reporting Procedure

The Health and Safety Action Sheet must be completed and forwarded to the Physical Resources Manager as soon as any incident / defect or other matter affecting health and safety is identified (Appendix H).

If the incident / defect is considered to be of a dangerous and ongoing nature a telephone message will in the first instance be passed to the Site Manager or Main Office and then followed up with an Action Sheet or full written report.

6.2 Testing and Repairs of Electrical Equipment

Equipment and systems that use electricity must be tested regularly and maintained thoroughly by competent personnel. The frequency of testing depends on a number of factors such as the degree of wear and tear. Portable tools require extra attention. Regular and systematic check will be carried out on all electrical equipment.

Everyone who uses electrical equipment or works in an area where electricity is used must look out for problems and report them immediately. Qualified and experienced personnel must then examine the equipment and make any necessary repairs or improvements.

Minor repairs will only be carried out by a technician who has attended an approved course. Whilst awaiting major repairs, electrical equipment must be taken out of service immediately or isolated and labelled to show the fault.

6.3 Health and Safety at Work Code of practice

Where necessary a full detailed copy of the working practices and procedures will be held in each curriculum area of the school.

6.4 COSHH Assessments and Regulation

Risk assessments will be conducted for all identified significant hazards and risks. Risk assessment records will be maintained and communicated where appropriate. Risk assessments will be reviewed annually. Refer to Risk Assessment document. Heads of Faculty and Departmental Managers will ensure that where any chemical or other substances are used, the requirements of the Control of substances harmful to health (COSHH) Regulations have been fully satisfied.

6.5 Health and Safety Committee Responsibilities

The Health and Safety Committee are directly responsible for all internal health and safety matters. They will review the Governors' Safety Policy four times each year

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and or modify if necessary to take into account any changes of work practices, working conditions or statutory conditions.

The Safety Committee will report to the Governing Body through the school and the community.

The terms of reference of the Safety Committee are set out in Appendix J.

6.6 Composition of Health and Safety Committee

The Health and Safety Committee will be made up of the following:

- Physical Resources Manager
- Nominated staff from Curriculum Areas
- Nominated Governors

Heads of faculties will be invited to join the Health and Safety Committee when a safety audit of their curriculum is being carried out.

6.7 Health and Safety Audit / Inspections

The Safety Committee will carry out health and safety Audits in each curriculum area and during all school activities. These positive examinations will examine health and safety policies and working practices. The appropriate Heads of Faculty will be required to take part in the Audit.

Inspections will be carried out by the Physical Resources Manager and his site personnel on a routine basis in line with their day to day running of the school. A Safety Inspection Report together with the recommendations will be completed following the inspection (Appendix J – Inspection Report Form).

6.8 Limitations of this Statement

Any omissions from this statement as to the detailed procedures, or the identification of specific hazards, in no way absolves employees of their general duties for the safety and welfare of themselves, colleagues or lawful visitors to the school.

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APPENDICES