



HEALTH AND SAFETY POLICY

STATEMENT OF POLICY

- 1 The Board of Governors of Westfield School recognises its responsibility to provide a safe and healthy environment for teaching and non-teaching staff, pupils, contractors and other visitors to the school premises.
- 2 The school will do all that is reasonably practicable to control health and safety risks arising from the school's activities and will take all reasonable steps to prevent personal injury or work related ill health.
- 3 The Board of Governors recognises the need for consultation and communication between itself as employer, teachers, teaching ancillary staff, non teaching employees and pupil representatives on all matters concerned with health and safety. The Board undertakes not to delegate responsibilities or to allocate tasks for the implementation of this policy without proper consultation or training.
- 4 The School will from time to time seek advice from fire officers, health and safety consultants and other qualified professionals. Proper consideration will be given to all such advice.
- 5 The Board of Governors recognises the need for dissemination of information and for training and supervision of all employees in aspects of health and safety and particularly those employees who are given responsibility for the implementation of this policy.
- 6 The Board of Governors recognises that successful implementation of the Health and Safety Policy depends on the whole hearted support of staff, pupils, parents, contractors and visitors. The arrangements outlined in this policy statement and the various other safety provisions made by the Governing Body cannot in themselves prevent accidents or ensure safe and healthy working conditions. This can only be achieved through the adoption of safe methods of work and good practice by every individual.
- 7 The Board of Governors recognises that whereas its primary responsibility is for the health and safety of pupils and employees it is also responsible for the health and safety of visitors to the site and contractors who are working on the site.
- 8 The Board of Governors recognises its responsibility for the health and safety of pupils, staff and helpers who are taking part in off site trips and activities which are organised by the school.

- 9 The Board of Governors recognises its responsibility to provide and maintain safe plant, machines and equipment and the means for safe handling and use of hazardous substances.
- 10 The Board of Governors recognises its responsibility to provide the resources necessary for the implementation of this policy.
- 11 This policy will be reviewed annually. The Board of Governors will monitor the effectiveness of the health and safety policy and the safe working practices described within and shall review and amend it, as necessary, not least on an annual basis. A copy of the latest version, signed and dated by the Chairman will be kept in the Bursar's office.

ORGANISATION

- 1 A diagrammatic representation of the school's structure for the management of health and safety is shown in Appendix 2 to this policy. Appendix 3 contains lists of members of staff who have particular responsibilities for health and safety.
- 2 The Board of Governors is responsible for the management of health and safety. This responsibility is delegated to the Headmaster who delegates to the Facilities Manager responsibility for implementation of the policy.
- 3 The Health and Safety Committee advises the Facilities Manager on implementation of the policy. The membership of this committee (listed in Appendix 3) includes representatives from a wide range of employee groups within the school. The Health and Safety Committee may invite other employees, pupils, consultants or other advisers to its meetings.
- 4 Senior Leadership advises the Headmaster on all matters of policy and administration. The Health and Safety Committee reports, through the Facilities Manager, to the Headmaster and to the Board of Governors.
- 5 The Facilities Manager delegates to heads of the following teaching departments responsibility for implementation of the school's Health and Safety Policy within their own department:
 - Science
 - Home Economics
 - Art and Design
 - Physical Education
 - Junior House

The Facilities Manager delegates to the Domestic Bursar responsibility for implementation of the school's Health and Safety Policy in the catering department and in all activities included in cleaning and housekeeping. Facilities Manager delegates to the Maintenance Supervisor responsibility for implementation of the school's Health and Safety Policy in all areas of maintenance and repair of the school's plant, equipment, buildings and grounds, carried out by the school's employees.

The Headmaster is responsible for arranging In Service Training, including training in Health & Safety, of all members of teaching staff. The Deputy Head keeps a record of all teachers' In Service Training. The Facilities Manager has similar responsibility for the training of all other employees.

- 6 It is the responsibility of all teachers and other personnel who are in charge of pupils to carry out a risk assessment on any activity (either inside or outside the classroom) where significant hazards can be identified. A copy of each of these risk assessments is submitted to the Facilities Manager.
- 7 All employees are responsible for reporting to the Facilities Manager as soon as they become aware of any accident, near miss or dangerous incident or any danger arising from the need of maintenance of buildings, grounds or equipment.
- 8 Under the Health and Safety at Work Act, 1974, all employees have a duty to look after their own health and safety and also that of others who may be affected by their actions. Failure to take reasonable steps in order to fulfill this duty will result in disciplinary action.
- 9 An experienced member of teaching staff is appointed as “Mentor” to a Newly Appointed Teacher during the first year of teaching. The mentor is responsible for advising the on the implementation of the school’s health and safety policy.
- 10 All volunteer helpers will be expected, as far as reasonably possible, to meet the same standards required of employees.

ARRANGEMENTS

- 1 The Board of Governors meets at least once a term. Health and Safety is a regular agenda item and a report is made to the Board either by the Facilities Manager or by the Governors’ representative on the Health and Safety Committee. The Finance and General Purposes Committee monitors health and safety requirements and allows appropriate budgetary allocations.
- 2 The Health and Safety Committee meets termly during the school year. Members of the committee are encouraged to suggest agenda items. The agenda and background papers are circulated to all members prior to meetings. Minutes are circulated to all members of the committee, Senior Leadership and staff room notice boards. It is the function of this committee, to receive and consider reports on health and safety performance, to advise the Headmaster on the development, implementation and monitoring of the school’s health and safety policy, to review regularly the policy’s effectiveness, and to ensure the availability of such information and instruction as is necessary to ensure the health and safety of all employees and pupils. Proposals involving administrative or policy decisions are submitted by the Bursar to the Headmaster. Members of the Health & Safety Committee are expected to consult informally with other employees on health and safety matters.
- 3 The contact details for the local Health and Safety Inspector's office are held in the Bursar’s office, and are freely available to staff. (Health & Safety Executive, Arden House, Regent Centre, Gosforth, Newcastle upon Tyne. Telephone (0191) 284 8448.)
- 4 The school is required by the Department for Education (DfE) to produce a risk assessment on all fire hazards and emergency escape procedures, and to update this assessment on an annual basis. A copy of the assessment is sent by DfE to the local

- Fire Officer who makes his own comments and recommendations. If any of the Fire Officer's recommendations are not clear or if it appears impracticable to follow them, the Facilities Manager discusses the matter fully with the Fire Officer and reports to the Headmaster and the Board of Governors. These risk assessment documents are reviewed annually by the Health & Safety Committee.
- 5 The Maintenance Supervisor is responsible for a daily check of emergency exits and a weekly test of fire alarms. An itemised record of these checks and tests is given to the Facilities Manager after the end of each week.
 - 6 Health and Safety at Work legislation requires that a "competent person" should be appointed to manage the implementation of the Health and Safety Policy. The school makes available sufficient resources, both financial and availability of time, for the Bursar to assume the role of "competent person". Sufficient training resources are made available for the training of all employees to whom responsibility for Health and Safety is delegated. Arrangements are made so that at least one employee in Junior House and one employee in Senior House are holders of current First Aid Certificates. (See Appendix 2)
 - 7 A range of publications produced by agencies such as DfE, HSE, CLEAPPS is kept in the school. These publications are available to all employees and extra copies are obtained for those employees or departments who require individual copies. The Facilities Manager will ensure that statutory health and safety notices are displayed in appropriate locations within the establishment
 - 8 The Facilities Manager requires all outside contractors who employ more than five people to produce sufficient evidence that they have an adequate written Health and Safety Policy. Reference to this evidence is filed in the Bursar's office with other contract documentation. The Facilities Manager will, if appropriate, give to contractors a copy of the school's Health and Safety Policy and require that they produce a Method Statement before commencing work.
 - 9 A list of employees to whom the Facilities Manager delegates departmental responsibility for implementation of the school's Health and Safety Policy is included in Appendix 2. Each of these employees is responsible for the production and annual review of an implementation document for their area(s) of responsibility. The document includes (if appropriate) a COSSH register and risk assessments for all normal activities in the department. One copy of this document is kept in the department and one copy in the Bursar's office. Under normal circumstances the Facilities Manager will require evidence of the review and a copy of the updated implementation document by the end of September in each year.
 - 10 Standard school risk assessment forms are kept in the Senior House staff room and Junior House office and in the Bursar's office. All employees are required to carry out risk assessments for all outings and for other activities which are not included in departmental implementation documents. Copies of all risk assessments are sent to the Facilities Manager who studies them, checks that appropriate control measures are in place and takes any action that he considers to be appropriate. Risk assessments need not be produced on the standard school form, though the form should be used as a check-list. For a regular outing or activity the Facilities Manager

may accept a photocopy of the previous year's risk assessment, provided that there is a signed and dated confirmation that it has been reviewed. The Facilities Manager does not accept a photocopy of a risk assessment that is more than 18 months old. There is a standard letter (copies available in staff handbooks) to be sent to activity centres and other outside organisations asking for confirmation that they have carried out appropriate risk assessments. Where an activity center has been visited before, a new risk assessment must be sought each year, as circumstances may have changed.

The Facilities Manager produces generic risk assessments for regular activities (such as minibus travel) and also for whole school activities (such as Bonfire Party, Speech Day etc)

- 11 Copies of standard accident forms are available in the Junior House and Senior House offices. These are completed, when appropriate by teachers and other employees and a copy sent to the Facilities Manager. The Facilities Manager studies all accident reports and decides whether, or not, an investigation is necessary and whether any action should be taken. A summary sheet of all accidents reported is circulated to members of the Health and Safety Committee at least once a term.

All employees have a responsibility to report any dangerous occurrences or "near misses" to the Facilities Manager. If an accident or incident is reportable under "Reporting of Injuries, Diseases and Dangerous Occurrences Regulations" (RIDDOR), the Facilities Manager completes the appropriate form and sends it to the Health and Safety Executive. Also, in each staff room, there are red "Hazard Forms" which are used by staff to report to the Facilities Manager any serious hazards that they have become aware of. The Facilities Manager takes action as a matter of priority.

- 12 Members of cleaning staff are given clear sets of instructions concerning the use of hazardous materials and cleaning machinery. The contract cleaning staff are issued with a copy of the schools health and safety policy and are contractually bound to adhere to the safe practices contained therein.
- 13 The staff handbook contains instructions on safety procedures for school outings and advice for staff to consult the DfE publication "Health and Safety of Pupils on Educational Visits"
- 14 A general instruction is issued to all staff that in the event of a fire, evacuation of the building should take priority over attempting to control the fire. Certain designated staff (listed in Appendix 2) are given training in the circumstances in which the use of a fire extinguisher could be a priority.
- 15 The Facilities Manager is responsible for arranging the regular maintenance of plant and equipment and keeps a register of contractors who carry out regular safety checks and the dates of the checks. These checks are reviewed, at least annually, by the Health and Safety Committee. There is a standard procedure, set out in the staff handbook, for reporting to the Facilities Manager any maintenance defects on plant, machinery or buildings. New equipment is ordered, with the Facilities Manager's authority, from reputable suppliers. The Facilities Manager checks that any second hand equipment meets health and safety standards.

- 16 If any employee who is absent from work, through sickness or injury, believes that the cause of the absence is work related, it is their responsibility to report the matter to the Headmaster, as soon as is reasonably practicable. If any Head of Department has reason to believe that the cause an employee's absence is work related, they report the matter, without delay, to the Headmaster. If, after investigation, the Headmaster believes that the cause of the absence may be work related, she reports the matter to the Chairman of Governors, before deciding on any action.

SECURITY

General

Visitors are welcome, and many, such as parents and suppliers have a right, often legal, to be in the school for legitimate purposes. The Governors have a duty to ensure the safety of everyone on the school site so should ensure that systems are in place to see that this duty is exercised properly. This policy sets out the guidance to Staff on the procedures for routine security and for dealing with trespassers.

Procedures

Routine Security

- signs at school entrances make clear that visitors should report to Reception.
- further signs point the way to Reception.
- pupils are not permitted to open the door to visitors.
- gates to the school from Elmfield Road and from the car park in Junior House are locked during school hours.
- all visitors must sign in and receive the school's security badge, which they must wear at all times in the school.
- all external doors must remain closed at all times and accessed via the keypad entry systems.
- pupils and staff must not disclose door security codes to anyone. Keypad codes will be changed annually or sooner if a breach of security occurs.

Dealing with Strangers

- if a visitor is not wearing a badge he/she should be politely challenged by any member of staff and accompanied to Reception.
- at Reception, the Receptionist should ask the stranger the purpose of the visit, ask them to sign in and issue a badge.
- if the member of staff or Receptionist has any suspicion about the stranger they must inform the Headmaster, Facilities Manager or Deputy Head immediately, and ask the stranger to remain in the Reception area.
- if a stranger is abusive, or a nuisance in any way, in the school, the member of staff must not take direct action, but **MUST** send for help and inform the Headmaster, Facilities Manager or Deputy Head as soon as this is possible. Staff must never put their own safety at risk.
- if the stranger refuses an instruction to leave the site, the police may be called if it is considered that there is a threat to the safety of anyone on the premises and also where an incident threatens to undermine the confidence of parents in the security of the school.
- the police cannot arrest an intruder for trespass unless there is a breach of the peace, but have the power of arrest if there is a 'minor nuisance'. They may be able to help solve the problem without resorting to arrest.

APPENDIX 1

A **Contacts with the Police**

- regular contacts will be maintained with the police over security arrangements and crime prevention
- any emergency contact with the police can only be done by the Headmaster or Facilities Manager (or Deputy Head in their absence)
- when calling the police clear and sufficient information must be given to allow the police to make a judgement about the scale of their response

B **Types of Troublemaking**

The most common threats facing the school are:

- possible incursions into the school by outsiders
- possible theft and/ or vandalism during and outside school hours

C **Where there are Offensive Weapons**

Intruders

- if staff suspect an offensive weapon is on site they must immediately inform the Headmaster or Facilities Manager
- the above will always call the police if the suspect is not a registered pupil, or where an incident involving a pupil takes place outside the school premises
- the person will be kept under close surveillance while the police are awaited

D **Reporting and Recording**

- staff must record all incidents in the school incident log, kept in the School Office
- the log will be inspected by the Facilities Manager, as Health and Safety Officer, at regular intervals, and any necessary action taken
- the Facilities Manager will report issues and actions taken in the Report to the Governors
- issues will also be discussed by the Governing Body at periodic intervals.

E **Monitoring and Review**

The Senior Leadership Team will monitor the working of the policy and consider annually whether any amendments need to be made.

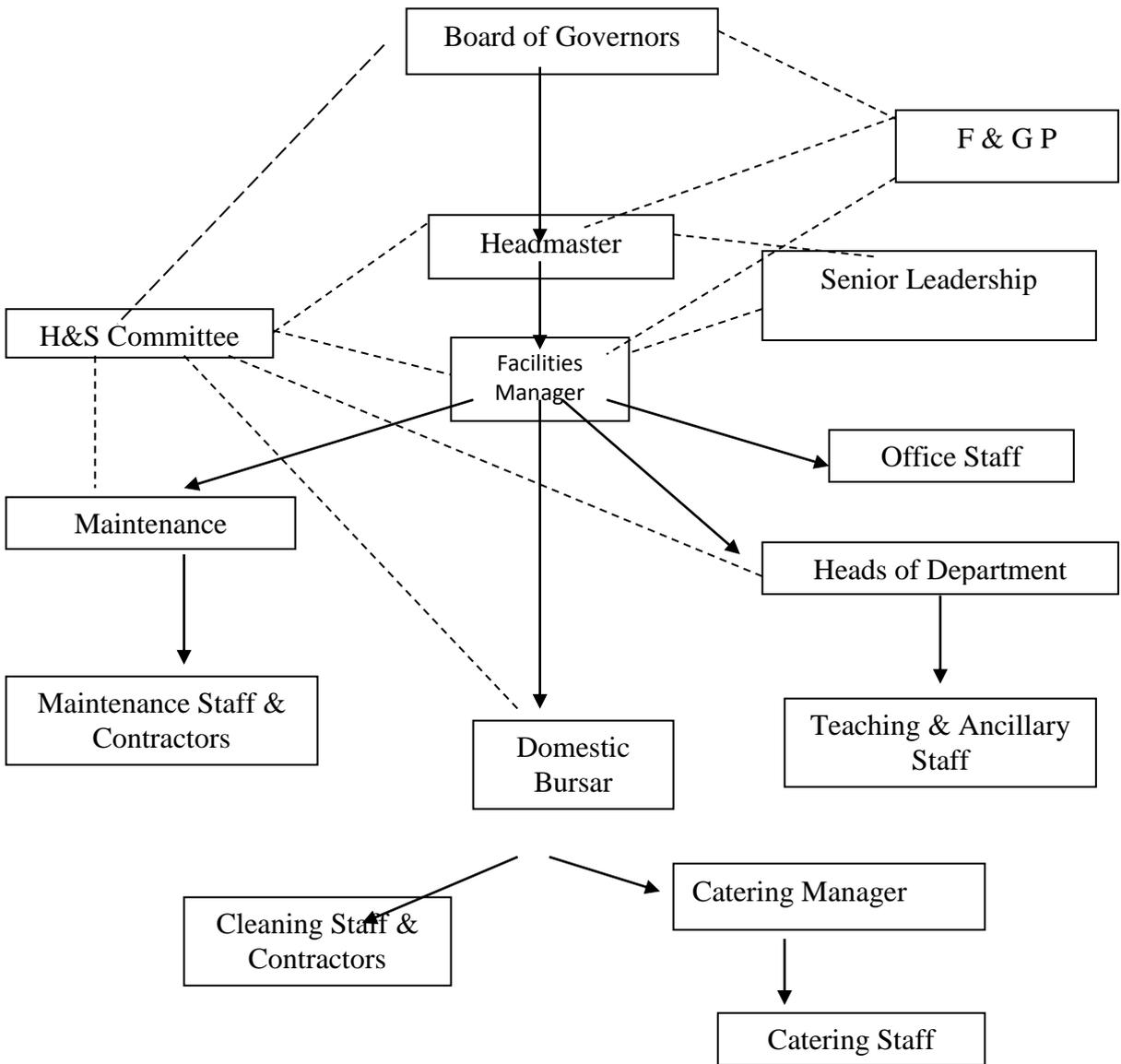
APPENDIX 2

HEALTH AND SAFETY COMMITTEE

MANAGEMENT STRUCTURE

Lines of responsibility →

Lines of communication - - - - -



APPENDIX 3

HEALTH AND SAFETY POLICY

Senior Leadership

Headmaster	Mr N Walker
Deputy Headmaster	Mrs K Quinn
Assistant Head	Mr S Ratcliffe
Assistant Head	Mrs E Wise
Assistant Head	Mrs C Baines
Head of Sixth Form	Mrs E Wise

Health and Safety Committee

The Facilities Manager	Mr P Harris (Chairman)
Governors' Representative	Mr I Henderson
The Headmaster	Mr N Walker
The Domestic Bursar	Mrs D Oldroyd
The Head of MCE	Dr K Barnett
The Maintenance Supervisor	Mr S Byrne

Holders of First Aid Certificates

Senior House

Mrs D Oldroyd
Miss N Baguley

Junior House

Mrs L McNaught

Paediatric First Aiders

Mrs L Kendall

Paediatric First Aiders

Mrs N Alexanders
Mrs C Baines
Mrs A Dryden
Mrs L McNaught

Departmental Responsibility for Implementation of Health and Safety Policy

MCE	Dr K Barnett
Home Economics	Mrs L Hender
Art and Design	Mr S Ratcliffe
Physical Education	Miss N Baguley
Junior House	Mrs C Baines
Catering and Cleaning	Mrs D Oldroyd
Maintenance	Mr S Byrne

Members of Staff trained in use of Fire Extinguishers

Facilities Manager	Mr P Harris
Administration	Mrs D Oldroyd
Junior House	Mrs A Dryden, Mrs K Meeson
MCE Faculty	Dr E Corbin, Mr P Russell, Mrs J Dudley, Miss H Frase
Art & Design	Mr S Ratcliffe
Home Economics	Mrs L Hender
Caretaker/Maintenance	Mr S Byrne Mr D Armstrong

Catering

Mrs J Irvine

Trained Fire Marshall
Facilities Manager

Mr P Harris