



WESTFIELD SCHOOL

Health & Safety Policy

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1. Statement of Intent

Westfield School believe that excellence in the management of Health and Safety is an essential element within its overall business plan – a good health and safety record goes hand in hand with high achievement in academic and quality standards.

People are the most important asset to this school, whether they are Staff members or pupils, therefore we are totally committed to ensuring their health, safety and welfare at all times.

From an economic point of view, the school believes that prevention is not only better, but cheaper than cure. There is no necessary conflict between humanitarian, educational and commercial considerations. Achievement and safety are not in competition.

On the contrary, safety is good academic business.

From a legal perspective, the School is committed to ensuring that it complies with all relevant health and safety legislation. Where it is reasonably practicable to do so, the School will strive to go beyond the requirements of legislation.

The School is committed to on-going monitoring and review processes, so that continual improvement in the management of health and safety can be achieved.

Our general intentions are:

- ✓ To provide adequate control of the Health and Safety risks arising from our School activities;
- ✓ To consult with our employees on matters affecting their Health and Safety;
- ✓ To provide safe plant and equipment;
- ✓ To ensure safe handling and use of substances;
- ✓ To provide information, instruction and supervision for employees and pupils;
- ✓ To ensure all employees are competent to do their tasks and to give them adequate training;
- ✓ To prevent accidents and cases of work related ill health;
- ✓ To maintain safe and healthy working conditions: and
- ✓ To review and revise this policy at regular intervals.

2. Organisational Responsibilities

Overall and final responsibility for Health and Safety is that of:

Nicki Gilbert – The attached organisational diagram shows how Health & Safety responsibilities flow through the School.

Day-to-day responsibility for ensuring this policy is put into practice is delegated to:

Emma Jenkins – Administrator

Paul Morgan – Site School Attendant

To ensure that health and safety standards are maintained and improved, the following people have responsibility in the following areas:

Nicholas O’Sullivan and Brian Morgan as our Health & Safety Advisor via Contract with Fire and Risk Management Services

The process of application of Health & Safety at Westfield:

This is achieved by the creation of arrangements in the key Health & Safety areas i.e. Manual Handling, Lone Working, Display Screen Equipment and Accident Reporting etc.

3. Employee Duties

All Westfield School employees are required to:

- ✓ Co-operate with the Head Teacher and Governing Body on Health and Safety matters;
- ✓ Not interfere with anything provided to safeguard their health and safety;
- ✓ Take reasonable care of the health and safety of themselves and others; and
- ✓ Report all health and safety concerns to a responsible person (as detailed in this policy statement).

Non-compliance with health and safety rules and procedures can result in disciplinary action, which may include immediate dismissal if appropriate.

4. Risk Assessment

In accordance with the Management of Health and Safety at Work Regulations 1999, the School will carry out risk assessments of all activities that present a risk to employees or others. These risk assessments will be carried out in line with Health and Safety Executive guidance and the procedure for doing so is as follows:

1. Identify the significant hazards involved in our work activity, or off-site visits, including residential trips and adventure activities;
2. Decide who might be harmed and how;
3. Evaluate the level of risk and decide if existing precautions are sufficient, or if more needs to be done;
4. Record the significant findings of the assessment;
5. Review the assessment when things change, or there is reason to believe that it is no longer valid.

Risk assessments will be undertaken by/ kept at:

Central Risk Register accessible to all staff on Common Staff drive – Risk assessments are currently with Nicki Gilbert for checking/ amending/ signing

List of Risk Assessments:

A Central list of Risk Assessments is always available via Staff access to Common Staff where staff can easily access information on Risks and the necessary Control Measures. Risk Assessments will be reviewed annually by the appropriate Teacher.

- Risk assessments are currently with Nicki Gilbert for checking/ amending/ signing

Approval for the required action to remove or control risks will be given by:

Nicki Gilbert

5. Consultation with Employees

The School will consult with its employees in accordance with the Safety Representative and Safety Committees Regulations 1977 and the Health and Safety (Consultation with Employees) Regulations 1996.

Consultation with employees over Health and Safety matters will be provided by:

- **Emails**
- **Memos**
- **Staff Meetings**

- **Direct consultation**

6. Safe Handling and Use of Hazardous Substances

The School will assess and control health risks from exposure to hazardous substances in accordance with the Control of Substances Hazardous to Health Regulations (COSHH) 2002 (including Legionella), and the Control of Asbestos at Work Regulations 2002

Responsibility for identifying all substances that need a COSHH assessment is that of:

Emma Jenkins

COSHH Risk Assessments will be carried out by:

Emma Jenkins with support from Nicholas O'Sullivan

Approval for the required action to remove or control risks will be given by:

Nicki Gilbert

The Asbestos Management Plan and the Asbestos Register will be managed by:

Emma Jenkins

The Legionella Risk Assessment and the Legionella Test Records will be managed by:

Emma Jenkins

Paul Morgan

6 Monthly/ Annual Checks will be carried out by Relion

7. Safe Equipment, Plant and Fittings

The School will ensure that all equipment, plant and fittings are suitable and without risks to health and safety, in accordance with legislation such as the Provision and Use of Work Equipment Regulations 1988 and the Electricity at Work Regulations 1989.

Responsibility for identifying all equipment and plant needing maintenance is that of:

Paul Morgan

Responsibility for ensuring that effective maintenance procedures are drawn up is that of:

Emma Jenkins

Responsibility for ensuring that all identified maintenance is implemented is that of:

Nicki Gilbert

Any problems with equipment, plant and fittings should be reported to:

Emma Jenkins – Safety Advice from Nicholas O’Sullivan

Responsibility for checking that new plant and equipment meets health and safety standards before it is purchased is that of:

Local Authority officers for large plant items

Nicki Gilbert for teaching equipment

Emma Jenkins for Premises equipment

Safety Advice from Nicholas O’Sullivan

8. Training and Competency

Induction training for all new employees is the responsibility of:

Nicki Gilbert

Job specific training will be provided by:

Nicki Gilbert or the relevant qualified company/ individual depending upon need/specialism

Training records and Planner will be kept at/by:

Emma Jenkins

Training will be identified, arranged and monitored by:

Nicki Gilbert and arranged by school administration - monitored by Emma Jenkins

A First Aid Needs Risk Assessment detailing risk and provision of equipment and suitable trained staff has been undertaken.

We have 9 qualified First Aiders on site – Their names are Rachael Reno, Kath Tisdale, Gemma Williams, Zoe Williams, Sam Bell, Jennie Rees, Nicky Lloyd, Kim Evans and Valerie Jacks.

We have 4 people are also paediatric first aid trained –Zoe Williams, Elena Goosey, Sarah Watton and Kirsty Hayward

All Accidents/Incidents and work related ill-health are recorded in the Accident/Incident Record file, which is kept by/at:

In each class room, and also both staff rooms

Responsibility for reporting accidents, diseases and dangerous occurrences under the RIDDOR regulations to the enforcing authorities is that of:

Nicki Gilbert & Nicholas O’Sullivan – Westfield School will notify Fire and Risk Management Services, by scanning in a copy of the completed Accident Report, and emailing to accidents@fandrms.co.uk within 72 hours of the occurrence.

9. Site Safety – Monitoring and security

To check our working conditions, and ensure our safe working practices are being followed, we will:

Office and Administration areas – conduct regular audits and inspection, cross referencing with relevant Risk Assessments - these will be regularly reviewed and action taken where necessary

Classrooms & Teaching areas – conduct regular audits and inspection, cross referencing with relevant Risk Assessments - these will be regularly reviewed and action taken where necessary

Outdoor areas including car parking areas, pathways, vehicle movement etc. – conduct regular inspections, cross referencing with relevant Risk Assessments with the results recorded for actions taken for audit purposes

Workplace safety for Teaching staff, pupils and visitors – conduct regular inspections, cross referencing with relevant Risk Assessments with the results recorded for actions taken for audit purposes. A Behaviour Management Plan for pupils as required and ensuring Student Safety Policy is reviewed annually.

Management of Contractors – The Admin Assistant/ Site Security Attendant will ensure that every Contractor working upon the Westfield School site is made aware of the visitors and contractors fire procedure and also of the asbestos register.

Responsibility for investigating accidents is that of:

Nicki Gilbert with advice from Local Authority and Nicholas O’Sullivan

Responsibility for investigating work-related causes of sickness absence is that of:

Nicki Gilbert and/ or Human Resources

Responsibility for acting on investigation findings to prevent a reoccurrence is that of:

Nicki Gilbert, Governors with advice from Nicholas O’Sullivan

10. Off-site Safety

Westfield School have an **Off-site visits and Residential Trip Policy**. All relevant trips, visits and adventure activities will be booked through the EVOLVE system. Local visits will be Risk Assessed prior to the activity and an Off Site form completed.

EVOLVE Co-Ordinator (EVC) – Bernie Gardner

Responsible for local visits – Nicki Gilbert

Risk Assessments retained for audit purposes.

11. Emergency Procedures

Fire and Evacuation

Responsibility for ensuring the fire risk assessment is undertaken and completed is that of:

Fire and Risk Management Services

Escape routes are checked by Site Security Attendant every day:

Fire Extinguishers are maintained by Herefordshire Fire Protection Services Ltd and checked by the Caretaker each week:

External Contractors Herefordshire Fire Protection Services Ltd

Emergency evacuation will be tested half termly and Fire Alarms will be tested every week:

Responsibility for checking that the Emergency Lighting operates effectively:

Offices and Administration areas, Classrooms and Teaching areas – Monthly/ Complete discharge every 6 months to prevent battery memory. Refer to Fire Risk Assessment for final details – Paul Morgan will undertake the monthly checks and Tann Synchronome will continue with the 6 monthly full discharge testing

Emergency Health & Safety situations – procedures and contacts:

The Admin Team will maintain a contact record of students and it will be held securely in the safe. The contact list will be reviewed termly by the Admin Team. This procedure will be reviewed annually.