



Tottington High School Academy



Health & Safety Policy

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Responsibilities of:

- Governing Body
- Headteacher – Ella Brett
- School Health and Safety Officer – Chris Stretton
- Heads of Faculty/Other Staff holding positions of special responsibility
- Class Teachers
- School Health and Safety Representatives
- All Employees



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- Risk Assessment
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HEALTH AND SAFETY POLICY

PART ONE - STATEMENT OF INTENT

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The Governing Body believes that ensuring the health and safety of staff, pupils and visitors is essential to the success of the school.

We are committed to:

- a) Providing a safe and healthy working and learning environment
- b) Preventing accidents and work related ill health
- c) Assessing and controlling risks from curriculum and non-curriculum work activities
- d) Complying with statutory requirements as a minimum
- e) Ensuring safe working methods and providing safe equipment
- f) Providing effective information, instruction and training
- g) Monitoring and reviewing systems to make sure they are effective
- h) Developing and maintaining a positive health and safety culture through communication and consultation with employees and their representatives on health and safety matters



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- i) Setting targets and objectives to develop a culture of continuous improvement
- j) Ensuring adequate welfare facilities exist at the school
- k) Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable

A Health and Safety Management System has been created to ensure the above commitments can be met. All Governors, staff and pupils will play their part in its implementation.

This policy is specific to Tottington High School and is intended to work alongside the Shaw Education Trust's generic policy.

Name

Signature

Date:

(Chair of Governors)



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HEALTH AND SAFETY POLICY

PART TWO

ORGANISATION

INTRODUCTION

To comply with the Academy Council's Statement of Intent the school's normal management structure have had additional responsibilities assigned, as detailed below.

An organisational chart showing the school's health and safety management structure is attached at Appendix 1.

THE ACADEMY COUNCIL

The Academy Council has the following responsibilities to ensure:

- a) A clear written policy statement is created which promotes the correct attitude towards safety in staff and pupils.
- b) Responsibilities for health, safety and welfare are allocated to specific people and those persons are informed of these responsibilities.
- c) Persons have sufficient experience, knowledge and training to perform the tasks required of them.
- d) Clear procedures are created which assess the risk from hazards and produce safe systems of work.
- e) Sufficient funds are set aside with which to operate safe systems of work.



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- f) Health and safety performance is measured both actively and reactively.
- g) The school's health and safety policy and performance is reviewed annually.

THE HEADTEACHER

The Head teacher has the following responsibilities:

- a) To be fully committed to the Academy Council's Statement of Intent for Health and Safety.
- b) To be fully committed to Shaw Education Trusts' Intent for Health and Safety.
- c) Ensure that a clear written local Policy for Health and Safety is created.
- d) Ensure that the Policy is communicated adequately to all relevant persons.
- e) Ensure appropriate information on significant risk activities is given to visitors and contractors.
- f) Ensure appropriate consultation arrangements are in place for staff and their Trades Union representatives.
- g) Ensure that all staff are provided with adequate information, instruction and training on health and safety issues.
- h) Make or arrange for risk assessments of the premises and working practices to be undertaken.
- i) Ensure safe systems of work are in place as identified from risk assessments.
- j) Ensure that emergency procedures are in place.
- k) Ensure that equipment is inspected and tested to ensure it remains in a safe condition.
- l) Ensure records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, etc.
- m) Ensure arrangements are in place to monitor premises and performance.
- n) Ensure that all accidents are investigated and any remedial actions required are taken or requested.
- o) Report to the Academy Council annually on the health and safety performance of the school.



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SCHOOL HEALTH AND SAFETY CO-ORDINATOR

The School Health and Safety Co-ordinator has the following responsibilities:

- a) To co-ordinate the annual general workplace monitoring inspections and performance monitoring process.
- b) To make provision for the inspection and maintenance of work equipment throughout the school.
- c) To manage the keeping of records of all health and safety activities including management of building fabric and building services in liaison with SET and any contractors.
- d) To advise the Headteacher of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors.
- e) To ensure that staff are adequately instructed in safety and welfare matters about their specific work place and the school generally.

TEACHING/NON-TEACHING STAFF HOLDING POSITIONS OF SPECIAL RESPONSIBILITY

This includes Deputy Headteachers Assistant Headteachers, Senior pastoral staff, Heads of Faculty, Clerical Managers/Supervisors, Technicians and Caretakers. They have the following responsibilities:

- a) Apply the school's Health and Safety Policy or relevant LA Health and Safety Code of Practice 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) Carry out regular health and safety risk assessments of the activities for which they are responsible.
- c) Ensure that all staff under their control are familiar with the health and safety Code of Practice, if issued, for their area of work.
- d) Resolve health, safety and welfare problems members of staff refer to them, or refer to the Headteacher any problems to which they cannot achieve a satisfactory solution within the resources available to them.



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- e) Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- f) Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.
- g) Investigate any accidents that occur within their area of responsibility.
- h) Prepare a report, as requested by the Headteacher on the health and safety performance of his/her department or area of responsibility.

CLASS TEACHERS

Class teachers are expected to:

- a) Exercise effective supervision of their pupils, to know the procedures for fire, first aid and other emergencies and to carry them out.
- b) Follow the particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant Code of Practice, if issued, and to ensure that they are applied.
- c) Give clear oral and written instructions and warnings to pupils when necessary.
- d) Follow safe working procedures.
- e) Require the use of protective clothing and guards where necessary.
- f) Make recommendations to their Headteacher or Head of Department/Faculty on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.



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- g) 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) Avoid introducing personal items of equipment (electrical or mechanical) into the school without prior authorisation.
- i) Report all accidents, defects and dangerous occurrences to their Head of Department/Faculty/Line Manager.

TRADES UNION SCHOOL HEALTH AND SAFETY REPRESENTATIVES

The Governing Body recognises the role of Health and Safety Representatives appointed by a recognised trade union. Health and Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time but, wherever practicable, outside teaching time. They will also be consulted on health and safety matters affecting all staff.

They are also entitled to certain information, e.g. about accidents and to paid time off to train for and carry out their health and safety functions. However, they are not part of the management structure and do not carry out duties on behalf of the Headteacher or Governing Body.

ALL EMPLOYEES

All employees have individual legal responsibilities to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions. In particular, employees must:

- a) Comply with the school's health and safety policy and procedures at all times – in particular procedures for fire, first aid and other emergencies.
- b) Co-operate with school management in complying with relevant health and safety law



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- c) Use all work equipment and substances in accordance with instruction, training and information received.
- d) Report to their immediate line manager any hazardous situations and defects in equipment found in their work places.
- e) Report all incidents in line with current incident reporting procedures.
- f) Act in accordance with any specific health and safety training received.
- g) Inform their Line Manager of what they consider to be shortcomings in the school's health and safety arrangements.
- h) Exercise good standards of housekeeping and cleanliness.
- i) Co-operate with appointed Trade Union Health and Safety Representative(s).

PUPILS

Pupils, allowing for 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.



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PART THREE

PROCEDURES AND ARRANGEMENTS

INTRODUCTION

The following procedures and arrangements have been adopted to ensure compliance with the Governing Body's Statement of Intent.

RISK ASSESSMENT

Maternity Risk Assessment

Maternity Risk Assessments will be carried out by the Health and Safety Officer following relevant guidance from SET

Curriculum Activities

Risk Assessments for Curriculum activities will be carried out by relevant Heads of Department/Heads of Faculty and subject teachers using Health and Safety Codes of Practice supplied by the LA.



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Fire

A fire risk assessment will be carried out by relevant Heads of Department/Heads of Faculty following relevant guidance from SET

Manual Handling

Manual handling risk assessments will be carried out by Site Supervisors/Health and Safety Officer following guidance from SET.

Computers and Workstations

Computer and workstation risk assessments will be carried out by the Health and Safety Officer following guidance from SET

Hazardous Substances

Relevant Heads of Department/Faculty and/or the Site Supervisors will identify hazardous substances for which no generic assessment exists.



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EMERGENCY PROCEDURES

Fire and Evacuation

Fire and evacuation procedures are detailed in the School Fire Policy and protocols.

First Aid

The following staff are available to provide first aid:

Staff	First Aider	Location
Mrs Catterall	Yes	Taylor
Mr Faulkner	Yes	Taylor
Mr Stretton	Yes	Lofthouse
Mr Hesketh	Yes	Science prep
Mrs Carter	Yes	PE office
Mrs Pollitt	Yes	Student services
Miss Greatholder	Yes	DT



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Mr Thompson	Yes	Site
Mr Winson	Yes	Science prep
Mr Mlynarski	Yes	Site
Mr Handley	Yes	Staff Room
Miss Stretton	Yes	Taylor
Lady Hare	Yes	Taylor
Mrs Warburton	Yes	Taylor
Mr Scholes	Yes	PE
Mrs Cooper	Yes	Student Services



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In event of needing first aid assistance, either: -

Locate the nearest first aider or Contact the school office who will locate a first aider. The identified first aider will then decide the next course of action.

Incident Reporting

Bomb Hoaxes, Bomb Alerts and emergency procedures.

Responses to bomb threats will follow the school Fire evacuation policy and protocols. Evacuation sites have been arranged with other secondary and primary schools in the area.

Gas Leaks

Any member of staff discovering a suspected gas leak should make an informed judgement based on how strong the smell is as to whether they immediately evacuate the building and telephone the National Gas Emergency Service (National Grid) on 0800 111 999.



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If there is a slight smell of gas, the first action should be to check that all gas appliances are switched off. This may clear the smell of gas. Windows should be opened.

Chemical Spills

All Science teachers and technicians should follow guidance contained in the [Health and Safety Code of Practice for Science](#).

HEALTH AND SAFETY TRAINING

Health and safety induction training will be provided for all new employees

INSPECTION AND TESTING OF PLANT AND EQUIPMENT

Statutory Inspections

Portable Electrical Appliances

Inspection and testing of portable electrical appliances will be carried out following guidance from SET, either by in-house trained staff or trained external provider.

Equipment Maintenance - Curriculum



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Heads of Department/Faculty/Line Managers will be responsible for ensuring that maintenance of equipment for their areas of the curriculum is identified and implemented following LA guidelines.

Ladders and Access Equipment

Caretakers will be responsible for inspection and maintenance of ladders and other access equipment.

HEALTH AND SAFETY MONITORING

Inspection of Premises

General Workplace Inspections will be co-ordinated by the Health and Safety Officer and the Headteacher. Monitoring inspections of individual departments will be carried out by Heads of Department or nominated staff. Department staff are responsible for preparing risk assessments in their areas.

Security and Visitors

All visitors must report to the main school office where they will sign in and be issued with an ID badge.

Vehicles on Site/Parking



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Staff cars must be parked in designated areas

Delivery/contractor vehicles must park at the front of school, or near the kitchens if delivering to that area.

Building Maintenance Control of Contractors

All contractors must report to the main school office, where they will sign the visitors' book and wear an identification badge and complete a hazard exchange form for the works they are completing and to be advised of any hazards on site such activities, exams, asbestos or any other health and safety issue which may be relevant.

Lettings

Lettings are managed by SLS

Educational Visits

Educational visits will be organised following guidance from the LA's EVC.

The Educational Visits Co-ordinator is TBA (due to Covid 19 no trips are allowed until further notice)

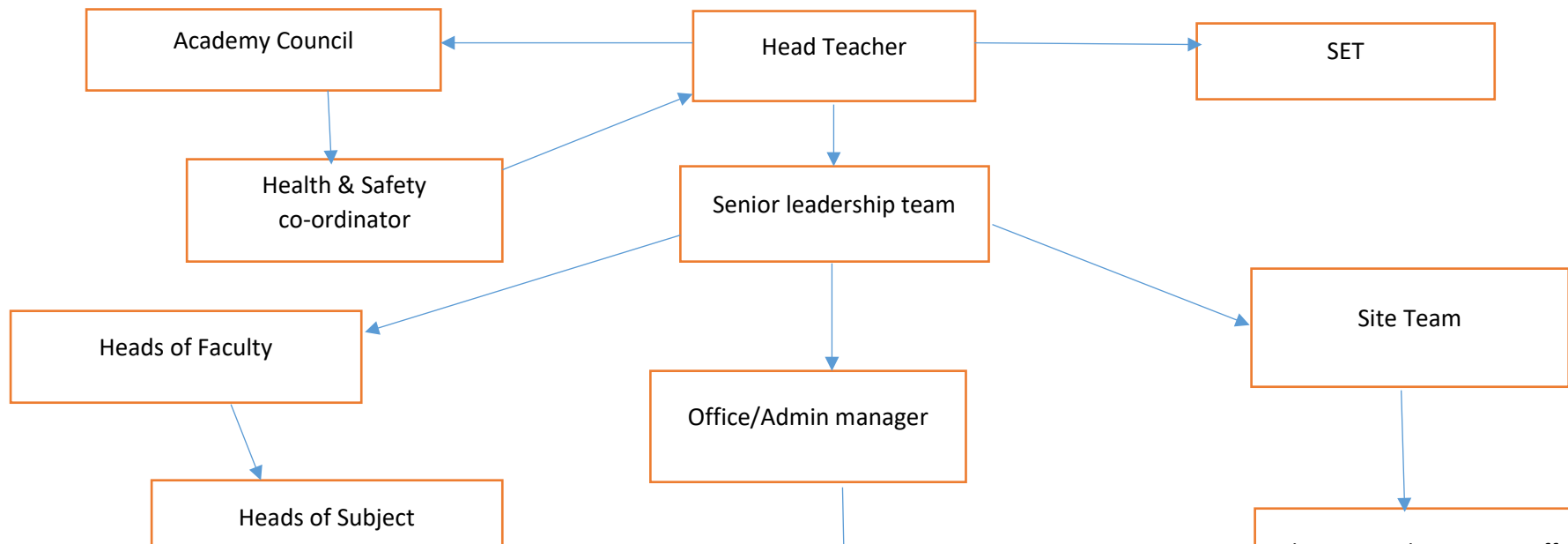


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Appendix 1 : ORGANISATIONAL CHART





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Signed: _____ (Chair of Governors)

Date: _____

Review due: Summer 2019.

*With acknowledgement to various schools' Health and Safety Policies.



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Next review date July 2021