



Brompton Hall School

Health and Safety Policy



1	Summary	Health and Safety			
2	Responsible person				
3	Accountable SLT member				
4	Applies to	<input type="checkbox"/> All staff <input type="checkbox"/> Support staff <input type="checkbox"/> Teaching staff			
5	Who has overseen development of this policy				
6	Who has been consulted and recommended policy for approval				
7	Approved by and date				
8	Version number				
9	Available on	Every	<input type="checkbox"/> Y <input type="checkbox"/> N	Trust website Academy website SharePoint	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Y <input type="checkbox"/> N
10	Related documents (if applicable)				
11	Disseminated to	<input type="checkbox"/> Trustees/governors <input type="checkbox"/> All staff <input type="checkbox"/> Support staff <input type="checkbox"/> Teaching staff			
12	Date of implementation (when shared)				
13	Consulted with recognised trade unions	<input type="checkbox"/> Y <input type="checkbox"/> N			



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1. HEALTH AND SAFETY STATEMENT OF INTENT

- Implement the requirements of Venn Academy Trust Health and Safety Policy;
- to make adequate arrangements for the health, safety and welfare of staff and pupils;
- to provide adequate control of health and safety risks arising from our work activities;
- to consult with our employees on matters affecting their health and safety;
- co-operate with the LA in matters related to health and safety;
- to provide and maintain safe plant and equipment;
- to ensure safe handling and use of substances;
- to provide information, instruction, and supervision for employees;
- 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 as necessary at regular intervals.

2. RESPONSIBILITIES

Overall responsibility for health and safety within the school is that of:

- Headteacher: Mr D Kenny
- Health & Safety Governor:

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

Senior Leadership Team (SLT):

- Executive Headteacher: Mrs P Dubas
- Headteacher: Mr D Kenny
- Assistant Headteacher: Mrs D Law
- Assistant Headteacher: Mrs S Mansell

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

- Headteacher: Mr D Kenny (SLT Lead)
- Site Manager: Mr D Adens (Site)
- Cook in Charge: Mrs J Bold (Kitchen)
- Curriculum Support: Mr J Lawson (H&S Officer)

Specific responsibilities for headteachers, managers, heads of departments and staff can be found in section 1 of the Children and Young People Service Health & Safety Policy and Guidance Handbook 2012 which can be found in School SharePoint: Brompton Hall School/ Risk Assessments.

Employees have legal responsibilities to take care of the health and safety of themselves and others, and to co-operate with management to help comply with the



law. Equally, if employees have any concerns over health and safety issues, they should be clear about whom they should tell, so that concerns can be addressed.

All employees have to:

- co-operate with supervisors and managers on health and safety matters; ·
- not interfere with anything provided to safeguard their health and safety; ·
- take reasonable care of their own health and safety and of others; and ·
- report all health and safety concerns to an appropriate person (as detailed in this policy statement).

3. RISK ASSESSMENTS

Risk Assessments will be undertaken by:

- SLT / Health & Safety Officer and the staff member undertaking the activity

The findings of the risk assessments will be reported to:

- Governor responsible for Health & Safety and all staff

Action required to remove / control risks will be approved by

- SLT and the staff member undertaking activity

The person responsible for ensuring the action required is implemented is:

- SLT / Site Manager and the staff member undertaking activity

You must assess risks to the health and safety of anyone who may be affected by your work activities, so that you can weigh up whether you have done enough or need to do more to comply with the law.

You will find some examples of key areas that you should consider, at the end of this guidance. You will need to involve a number of different people including your safety representatives and employees, to do the risk assessments.

You will need to record the significant findings of your risk assessments in a separate document. Your policy statement only records your arrangements for ensuring the assessments are done, and are kept up to date.

Once you have done your risk assessments, you must take the necessary action to remove or reduce the risk as far as is reasonably practicable.

You can find more guidance in HSE's free leaflets for example: ·

- Five steps to risk assessment INDG163 (rev1) 1998 ·
- A guide to risk assessment requirements: Common provisions in health and safety law INDG218 1996 HSE Books Tel: 01787 881165.
- www.hsebooks.co.uk www.hse.gov.uk

Checks that the implemented actions have removed/reduced the risks will be carried out by:

- Health & Safety Officer / Site Manager and the staff member undertaking activity

Assessments will be reviewed:



- According to the Prioritised Programme for Risk Assessments, in the event of an accident, annually or when the work activity changes, whichever is soonest.

4. CONSULTATIONS WITH EMPLOYEES

Employee Representatives are:

- National Education Union: Vacancy
- NASUWT: Vacancy
- UNISON: Vacancy

You must consult your employees. If you recognise a trade union and that trade union has appointed a safety representative, you must consult them on matters affecting the employees they represent.

The school consults employees, either directly on matters affecting employees in school.

Consultation with employees is provided by:

- Performance Management
- Staff Briefing and Noticeboards
- Training Days /CPD Programme
- Staff Support Meetings

5. SAFE PLANT AND EQUIPMENT

Identifying equipment/plant, which will need maintenance is the responsibility of:

- Site Manager
- Groundsman
- Cook in Charge

Ensuring effective maintenance procedures are drawn up is the responsibility of:

- Site Manager

The person responsible for ensuring all identified maintenance is implemented is:

- Site Manager

Problems with plant/equipment should be reported to:

- Site Manager

Checking plant and equipment health and safety standards before purchase is the responsibility of:

- Site Manager

All plant and equipment (e.g. ladders, electrical equipment, machinery guarding) that requires maintenance (e.g. checks, servicing, thorough examinations) is identified and that the maintenance is done.



A log is used to record the maintenance checks. When buying new or second hand plant and equipment, DA will check it meets health and safety standards before buying it. You can find more guidance in HSE's publication: · Buying new machinery INDG271 1998

6. SAFE HANDLING AND USE OF SUBSTANCES

Identifying substances which need a COSHH assessment is the responsibility of:

- Site Manager
- Science Teacher & Teaching Assistant
- Design Technology Teacher & Teaching Assistant

The person(s) responsible for undertaking COSHH assessments is / are:

- Site Manager
- Science Teacher & Teaching Assistant
- Design Technology Teacher & Teaching Assistant

Ensuring that all actions are identified in the assessments are implemented is the responsibility of:

- Site Manager
- Headteacher
- Healthy and Safety Officer
- All Staff

The person(s) responsible for ensuring that relevant employees are informed about COSHH assessments is:

- Site Manager

Checking that substances can be used safely before they are purchased is the responsibility of:

- Site Manager
- Science Teacher & Teaching Assistant
- Design Technology Teacher & Teaching Assistant

Assessments will be reviewed:

- In the event of an accident, annually or when the work activity changes, whichever is soonest.

The risks from all substances hazardous to health are fully assessed by the identified staff. These are known as Control of Substances Hazardous to Health (COSHH) assessments.

Assessments are completed on all substances used in school (e.g. adhesives, paints, cleaning agents, solvents) and substances generated from work activities (e.g. dust, fume, vapour)



Assessments should identify any health risks. If there is a risk, you should take steps to remove or control the risk.

7. INFORMATION, INSTRUCTION AND SUPERVISION

The Health and Safety Law poster is displayed at:

- Staff Room / Domestic Staff Room

Health and Safety advice is available from:

- H&S Officer
- Site Manager

The Health and Safety Information for Employees Regulations 1989 requires employers to display a poster (or to provide leaflets) telling employees what they need to know about health and safety.

You are required to have access to competent advice, either in house or, if not available, external.

Supervision of young workers and trainees will be arranged/undertaken/monitored by:

- SLT/ Line Manager / Site Manager

If you have young workers and/or take on trainees or students on work experience, you will need to ensure that they are properly instructed and supervised.

You must also do specific risk assessments for young people – you need to take account of their inexperience, lack of awareness of risks and immaturity

Ensuring that our employees working at locations under the control of other employers, are given relevant health and safety information is the responsibility of:

- SLT/ Line Manager / Site Manager

If your employees go to work for another employer on your behalf e.g. on secondment you will need to check that they are given relevant health and safety information for that location by that employer/company.

8. COMPETENCY FOR TASKS AND TRAINING

Induction training will be provided for all employees by:

- Relevant Line Manager

Job specific training will be provided by:

- Relevant Line Manager

Specific jobs requiring special training are:

- Asbestos / Legionella training
- First Aid Training
- Fire Awareness Training
- Safe Ladder Use / Working at Height
- Manual Handling



- Educational Visit Training
- Driving School Vehicles (MIDAS)
- Use of Power Tools
- Restricted Physical Intervention
- Lone Working
- Workshop Machines
- Use of chemicals in Science Lessons

Training records are kept:

- On Sharepoint, updated by Office Manager / H&S Officer

Training will be identified, arranged and monitored by:

- SLT
- Relevant Line Manager via performance management process.

Employees are given a health and safety induction training when they start work, as part of the whole school induction programme for staff. This covers basic health and safety such as first aid and fire safety.

Employees are provided with job-specific training, which includes the health and safety aspects of the job.

The School provides health and safety training for people when risks change, or periodically, e.g. if skills do not get used regularly. Some jobs will require additional special training (e.g. manual handling, driving etc.)

Records of training are kept updated on SharePoint (even training you have provided in-house) to show that employees have received training. Training records are monitored, so that refresher training is given when necessary.

9. ACCIDENTS, INCIDENTS, FIRST AID AND WORK-RELATED ILL HEALTH**Health surveillance is required for employees doing the following jobs:**

- Display screen assessments for computer operatives
- Work place assessments for computer operatives

Health surveillance will be arranged with:

- North Yorkshire Council Occupational Health Department

Health Surveillance records will be kept at:

- Employee File, Secure HR Section of Sharepoint.

Employees receive health surveillance for certain work (e.g. work with lead, chrome, asbestos, noise, isocyanates and some chemicals). This identifies any health problems early on so that action can be taken before an employee's condition worsens.

COSHH assessments identify all areas and the type of health surveillance needed.

The records contain details of the employees, the health surveillance procedures, dates and conclusions. The health care professional doing the surveillance will hold the actual medical records, as these are confidential.

**First Aid Boxes are located in:**

- ICT, DT, Food Tech Classrooms
- Primary Unit
- Bransdale & Langdale Units
- Office
- Staffroom
- Kitchen

Designated three day First Aiders are:

- Mrs R Owen (School & Residential)
- Mr J Bannister (School & Residential)
- Mr M Tomlinson (School & Residential)
- Miss D Crossley (School)

Providing immediate first aid can prevent minor injuries becoming major ones. As a minimum there is a first aid box and an appointed person to take charge of first aid requirements in school.

You can find more information in HSE's free leaflets: -
First aid at work – your questions answered INDG214 1997 -
Basic advice on first aid at work INDG215 (rev) 1997.

All accidents (even minor ones) are recorded and reported regularly to the Trust and Governors which means we can see whether you have a problem in a particular area

All accidents and cases of work-related ill health are to be recorded to:

- Mr J Lawson in the Office

All Incidents / Accidents are recorded and uploaded to:

- Every, Venn Academy Trust Compliance

The person responsible for ensuring the reporting of accidents, diseases and dangerous occurrences to Venn Academy Trust is:

- SLT

10. MONITORING

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

- Inspections on a termly basis
- Reports to Governors;
- follow-up on any actions raised by external inspections
- Legionella testing
- Asbestos inspection
- Termly Visual H & S inspection
- PAT testing
- Fixed appliance electrical testing
- Extraction fans maintenance
- prioritised programme of risk assessment
- Boiler room annual inspection
- Sports and Gym equipment maintenance

**The person responsible for investigating accidents is:**

- SLT
- Health & Safety Officer
- Site Manager

The person responsible for investigating work-related causes of sickness absences is:

- SLT

The person responsible for acting on investigation findings to prevent a recurrence is:

- SLT
- Governors

We can clearly demonstrate that we are checking working conditions and systems of work, i.e. monitoring health and safety. We do this both actively and reactively, i.e. before and after something goes wrong.

Actively – an appointed person carries out inspections, reports are submitted to HT by managers, do spot check visits, safety representative inspections, etc.

Trade union safety reps have the right to carry out inspections and investigate accidents.

Reactively - we investigate any accidents or sickness absences that occur.

Investigating accidents is a useful way of reviewing our safety systems – ask ourselves why the accident really happened and what we can do to stop it happening again.

11. ASBESTOS RISK MANAGEMENT

The responsible person for Asbestos Management is:

- Site Manager

The Asbestos Risk Management file is kept in:

- Site Managers Office

Site Plans showing the location of Asbestos containing materials (ACM's) are kept in:

- Site Managers Office

Responsible Officer - All schools must have a Responsible Officer to oversee the management of asbestos risk (Site Manager).

Policy and Procedure - The yellow 'Asbestos Risk Management' file outlines NYCC policies and procedures for managing of risk arising from asbestos containing materials (ACM's)



Surveys - A type two survey of the premises should be available, with the location of ACM's identified on a site plan. A type three survey must be undertaken before any invasive construction/demolition work commences, unless it is absolutely certain that no ACM's are present in the work area.

Ensuring that contractors are made aware of the location of ACM's and that they sign the relevant permit to work is the responsibility of:

- Site Manager

Asbestos risk assessments will be undertaken by:

- Site Manager

Visual inspections of the condition of ACM's will be undertaken by:

- Site Manager

Records of the above inspections will be kept in:

- Site Managers Office

Contractors - The location of ACM's indicated on the plan must be brought to the attention of all contractors coming on site. The permit to work confirming this fact must be completed by the contractor before work commences.

Risk Assessment and Inspection - A risk assessment must be undertaken for all known ACM's. The level of risk will depend on the type of material, its location and its condition. Using the algorithm attached to the survey a visual inspection programme of ACM's must be set up. The risk assessment will help you to establish the necessary frequency of visual inspections.

Emergency Action - The 'Asbestos Emergency Action Plan' should be readily available and brought to the attention of all staff.

12. LEGIONELLOSIS MINIMISATION

The nominated Site Manager under the NYCC Legionnaires Disease Risk Management Policy is:

- Site Manager

Risk assessments detailing on-site tasks for the minimisation of Legionellosis risk are kept in:

- Site Manager's Office

The person responsible for carrying out the on-site tasks set out in the above assessments is:

- Site Manager

Record showing that the above on-site tasks have been undertaken are kept in:

- Site Manager's Office

Records - Records of the on-site tasks must be maintained for monitoring purposes.

Changes - to water systems which may effect the level of risk, must be notified to - Legionella Monitoring Officer 01609 535748



Advice – Further advice is available from the above and in the NYCC Environmental Services publication ‘Water Services Hygiene’

13. WORK AT HEIGHT

All work at height in the school must be authorised by:

- Site Manager:
(Staff have received ‘Working at Height’ training, however only Mr D Adens is trained to work with tower scaffolding.)

Risk assessments for working at height are to be completed by:

- Site Manager:

Equipment used for work at height is to be checked by and records kept in:

- Site Manager
- Site Manager’s Office

Training records for persons carrying out work at height are kept:

- Sharepoint/ Staff training log /Staff training file

Authorisation - A designated duty holder should be responsible for authorising work at height in the school.

Risk Assessments - must be in place for all tasks involving work at height where there is a significant risk of injury. These assessments may be generic for repetitive tasks.

Equipment - A competent person must periodically check all equipment used for work at height. Documentary evidence of checks should be maintained.

Training - should be undertaken by all persons carrying out work at height. As a minimum, relevant staff should be briefed using the HSE ‘A Toolbox Talk on Ladder and Stepladder Safety’.

14. EDUCATIONAL VISITS

Off-site Educational Visits must be authorised by:

- SLT
- Educational Visits Co-ordinator

The Educational Visits Co-ordinator(s) are:

- Ms H Barraclough
- Miss D Crossley

Risk assessments for off-site visits are to be completed by:

- Group Leader
- Health & Safety Officer: Mr J Lawson
- Educational Visits Co-ordinator

The Guidelines for Educational off-site visits for Schools are kept in:

- Evolve

**Details of off-site activities are to be logged onto Evolve database by:**

- EVC, designated to Curriculum Support Administrator

Authorisation - A system is in place to ensure no parties leave the school without the appropriate authority.

EVC - All schools must appoint an Educational Visits Co-ordinator to support visit organisers and ensure that the Guidelines are followed

Risk Assessment - must be in place for all off-site visits These assessments may be generic for certain activities such as coach transport but must be site specific with regard to the hazards present at a given venue.

Database – All off-site visits must be logged onto Evolve database, either as part of a rolling programme, or as an individual visit.

Further advice can be obtained from the Educational Visits Consultant Adrian Clarke
Tel: 01609 535943

15. EMERGENCY PROCEDURES – FIRE AND EVACUATION

The person responsible for ensuring that the fire risk assessment is undertaken and implemented is:

- SLT
- Site Manager
- Health & Safety Officer

Escape routes are checked by/every:

- Site Manager - Termly
- Health & Safety Officer – Termly
- All Staff - Daily

Fire extinguishers are maintained and checked by/every:

- G2 – Annually
- Visually Inspected – Termly

Alarms are tested by/every:

- Site Manager – Half Termly

Emergency evacuation will be tested:

- Termly, unless evacuation already taken place

The Security Co-ordinator is:

- Site Manager

Fire risk assessments are carried out, in the same way as we do general health and safety risk assessments.

For escape routes, extinguishers and alarms, we should state who checks, how often and where they are based.



We have a routine in case of fire or emergency evacuation.

We test our alarms and emergency evacuation procedures regularly and record the information in the log.

An emergency evacuation drill should be carried out each term and records maintained indicating that this has been done