



# Wrenn School, Wellingborough

## Policy on Health & Safety



### 1 Designation and Date

- 1.1 This is the Policy of Wrenn School on Health & Safety. Together with the organisational structure, arrangements and procedures, it was accepted by the Governing Body on 27th November 2008.

### 2 Statement of General Policy

- 2.1 The School's Governing Body and Senior Leadership Team recognise and accept their responsibilities, as responsible employers and as persons in control of premises, to provide a safe and healthy working environment for all staff and students. The Governors require the Leadership Team to ensure the maintenance, and oversee the operation, of a suitable organisational structure to fulfil their priorities in respect of Health & Safety.
- 2.2 In compliance with the Health & Safety at Work Act the School's Governing Body and Senior Leadership Team will ensure so far as is reasonably practical that:
- 2.2.1 the premises are maintained in a safe condition;
  - 2.2.2 safe access and egress from the premises are maintained;
  - 2.2.3 all plant and equipment is safe for use;
  - 2.2.4 appropriate safe systems of work are maintained.
  - 2.2.5 sufficient information, instruction, training and supervision are provided;
  - 2.2.6 arrangements exist for the safe use, handling and storage of articles and substances at work;
  - 2.2.7 a healthy working environment is maintained, including adequate welfare facilities;
- 2.3 In addition, the School will ensure that:
- 2.3.1 risk assessments are undertaken whenever necessary;
  - 2.3.2 control measures are implemented;
  - 2.3.3 systems and procedures are monitored and reviewed regularly.
- 2.4 In addition to the above commitment the Governing Body also recognises its obligations to non-employees. Where it is reasonably foreseeable that trainees, members of the public, contractors, etc. are or may be affected by the school activities then the school will make available the necessary information, instruction and supervision. As an

education provider which must set standards by example for its students, this commitment is seen as especially important.

- 2.5 The Governing Body will ensure, through the Senior Leadership Team, that adequate resources are made available for the Health & Safety Policy to be implemented.
- 2.6 The Governors require employees, and through them, as far as can reasonably be expected, pupils of the School, to be mindful of the need to ensure the health, safety and welfare of every person at the School. (This is described in more detail in §5 of this policy.)
- 2.7 Staff are encouraged to participate in measures for promoting Health & Safety within the School, and to respond to any consultation exercise the School might undertake. The forum for doing this is the School's Health & Safety Committee. (This is described in more detail in §6 of this policy.)
- 2.8 A copy of this Health & Safety Policy is available to every member of staff through the School's Intranet.

### 3 Responsibilities of the Governors and Headteacher in respect of Health & Safety

- 3.1 The Governing Body is responsible for ensuring that the requirements of this policy are properly implemented. They carry the responsibility for Health & Safety matters within the School, including all approved School activities taking place off-site.
- 3.2 The Governors delegate responsibility for day-to-day management of Health & Safety to the Headteacher and his staff. It is the duty of the Governing Body to ensure that all staff to whom tasks are delegated are competent to carry them out, and receive appropriate training.
- 3.3 The Governors will also employ, as considered necessary, professionally- and properly-qualified advisors to guide them on the implementation and maintenance of their policies and objectives in respect of Health & Safety.
- 3.4 The Governors are required to work within the funding allocated by the Local Authority, and are accountable for the way in which this allocation is used to promote Health & Safety. Wherever there are urgent Health & Safety priorities that cannot be pursued with the funding available, they will notify the Local Authority accordingly.
- 3.5 The Governors, at their termly full meetings, receive a report on Health & Safety matters, including minutes of the minutes of the most recent meeting of the Health & Safety Committee. They also receive, through more frequent meetings of its Finance & Personnel Committee, progress reports on all building and maintenance work.

- 3.6 Overall responsibility for the day to day management of Health & Safety in the school rests with the Headteacher. As manager of the establishment and of all the activities carried on within it, the Headteacher will advise Governors of the areas of Health & Safety concern which may need to be addressed by the allocation of funds.
- 3.7 Matters requiring particular consideration by the Headteacher will include:
- 3.7.1 ensuring that there is an adequate system in place for the undertaking of risk assessment in compliance with the requirements of the Management Regulations 1999;
  - 3.7.2 ensuring that there is a management system for monitoring the effectiveness of Health & Safety arrangements, which form part of this policy;
  - 3.7.3 maintaining adequate levels of competent staffing for safe supervision, including at lunchtime;
  - 3.7.4 notifying pupils, parents and carers of the times of the school day when supervision is in force;
  - 3.7.5 the delegated responsibility for maintenance of the premises;
  - 3.7.6 the purchase of equipment to meet appropriate safety standards;
  - 3.7.7 the repair, maintenance and testing of school equipment;
  - 3.7.8 the provision of appropriate protective clothing where necessary;
  - 3.7.9 the purchase and maintenance of first aid materials and fire fighting appliances;
  - 3.7.10 the funding of necessary safety training for staff, including any required by the Health & Safety Co-ordinator;
  - 3.7.11 the arrangements for securing Health & Safety assistance from a competent source;
  - 3.7.12 the appointment of a Premises Manager;
  - 3.7.13 the provision of appropriate Health & Safety information to governors.
- 3.8 The Headteacher may choose to delegate to other members of staff any or all of the duties associated with the above matters. This is detailed in §4 of this Policy. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Headteacher from the overall day to day responsibilities for Health & Safety within the School.
- 3.9 An organisational chart summarising Health & Safety responsibilities is attached as an Annex to this Policy.

## 4 Other staff with direct or major responsibility for Health & Safety

4.1 Other school staff with significant responsibility for Health & Safety are listed below:

- 4.1.1 Deputy Headteachers
- 4.1.2 Health & Safety Co-ordinator
- 4.1.3 Estates Manager
- 4.1.4 Heads of Department

4.2 A list of the main responsibilities of each of these roles is contained in Annex A to this policy.

4.3 Details of procedures and documentation associated with Health & Safety are described in an Annex to this Policy.

## 5 Responsibility of all members of the School Community

5.1 All members of staff at Wrenn School, both teaching and non-teaching, are encouraged to accept the view that it is a mutual responsibility to ensure the Health & Safety of all persons present in the School. Regular reminders are published on key issues involving Health & Safety, and a permanent reminder exists in the appropriate pages of the Staff Handbook.

5.2 It is the particular responsibility of every person employed by the School to ensure that they:

- 5.2.1 take reasonable care of their own and others' Health & safety;
- 5.2.2 co-operate with their managers on matters relating to Health & Safety;
- 5.2.3 carry out their allocated activities in accordance with training and instructions received, and in accordance with this Health & Safety Policy;
- 5.2.4 do not misuse anything provided for the maintenance of Health & Safety;
- 5.2.5 inform the appropriate Head of Site of any serious risk, or potential risk, to Health & Safety, including defective equipment or damage in their area of work;
- 5.2.6 report all accidents, whether serious or not, using the appropriate forms.

5.3 §5.2.3 includes particularly the correct use of plant, equipment and substances, and the use of appropriate safety equipment.

- 5.4 An awareness of Health & Safety is considered to be a fundamental element of a proper education, and students and pupils are encouraged to recognise the need for good sense regarding matters involving their own and others' health, safety and welfare.
- 5.5 Students and pupils are encouraged to undertake curriculum-based studies relating to Health & Safety matters.

## 6 Health & Safety Committee

- 6.1 The School has a Health & Safety Committee which meets, usually termly, but more often if necessary, to monitor issues relating to Health & Safety within the School.
- 6.2 The Committee is composed of representatives of staff unions and associations, and management, and is also representative of certain major areas of School life (including Science, Technology, Caretaking). A current list of members is held by the Health & Safety Co-ordinator, and also by the school offices.
- 6.3 The minutes of the Health & Safety Committee are presented to the full Governing Body, and any salient matters are reported to and discussed by the Governors' Finance & Personnel Committee.
- 6.4 The Health & Safety Co-ordinator is, *ex officio*, a member of the Health & Safety Committee. He is responsible for:
- 6.4.1 convening meetings of the Committee, and ensuring the publication and dissemination of its Minutes;
  - 6.4.2 reporting to the Committee as appropriate;
  - 6.4.3 ensuring that these Minutes, together with any other relevant Health & Safety matters, are distributed to the Governors.

## 7 Health, Safety and Welfare of the Person

- 7.1 All acts of violence and aggression against members of staff are treated with the utmost seriousness. If they are victims of any incident, however apparently minor, members of staff are encouraged to report the matter to the Local Authority, so that the incidence of violence and aggression in education may be monitored. Guidance on how to do this is contained in the Staff Handbook.
- 7.2 The School acknowledges the reality of stress at work, and encourages those who may be suffering from work-induced stress to seek counselling and help. Employees of the School have free and confidential access to two alternative organisations:

- 7.2.1 *Employee Assist*, run by Northamptonshire County Council, which specifically provides counselling on stress at work;
- 7.2.2 *Peter Piranty and Associates*, who provide a more general stress counselling service.
- 7.3 Both these organisations are publicised through permanent notices displayed in both staff rooms.
- 7.4 The School also employs the services of *Medigold*, an Occupational Health service, to advise on issues of work-related health. In particular, *Medigold* may be asked to identify where support, or changes in work environment, are required to enable an employee to remain healthy while providing effective service.
- 7.5 The School is constantly reviewing its level of physical security, especially for those who usually initially have to deal with visitors and strangers to the School premises. The Staff Handbook contains advice on dealing with intruders, which staff are encouraged to read and follow. Any significant incidents are reported to the Governing Body.
- 7.6 The School takes abuse and bullying very seriously, and reviews its measures to deal with, counter, and discourage all forms of abuse and bullying.

## 8 Other Relevant Policies

- 8.1 The following school policies and documents also have a bearing on Health & Safety, and this policy should be read in conjunction with them.
  - 8.1.1 Policy on Educational Visits  
(This follows the current DCSF guidance on good practice, and includes the use of the school minibus.)
  - 8.1.2 Policy on Assisting Pupils with Medical Needs
  - 8.1.3 Policy on Drugs and Medication
  - 8.1.4 Policy on Child Protection
  - 8.1.5 Anti-Bullying Policy
  - 8.1.6 Policy on the Use of Force to Control Pupils
  - 8.1.7 Staff Handbook  
(This includes details of procedures regarding portable electrical equipment and the use of the school minibus)

Signatures

Chair of Governors

Headteacher

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Date

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# Responsibilities for Health & Safety

## Deputy Headteachers

The Headteacher delegates the following tasks to the Deputy Headteachers.

- Ensure that the correct procedure is followed for the reporting, recording, investigation and follow-up of accidents on the premises.
- Formulate and review the arrangements for action to be taken in an emergency and ensure that all involved are informed of the arrangements.
- Arrange for termly evacuation drills on each site.
- Co-ordinate the bi-annual Health & Safety checklist, ensuring all areas of the establishment and all activities are covered.
- Oversee Health & Safety arrangements in respect of educational visits and school journeys.

## Health & Safety Co-ordinator

The Headteacher delegates responsibility for co-ordinating Health & Safety matters to the Health & Safety Co-ordinator.

The primary duties of the role are to promote Health & Safety within the School, to co-ordinate and monitor the progress of Health & Safety arrangements, and to report to all those with a legitimate interest in Health & Safety matters in the School, including external agencies, the Governing Body and its Finance & Personnel Committee, and the Headteacher.

In particular, the Health & Safety Co-ordinator carries out the following tasks:

- Monitor Health & Safety arrangements, issuing reminders where deemed necessary via memoranda and the Staff Bulletin, and edit the appropriate pages of the Staff Handbook.
- Periodically review this policy, amend as necessary and circulate any changes to appropriate staff.
- Communicate with external advisors and consultants, and especially with the Northamptonshire County Council Health & Safety Officer.
- Encourage all staff to undertake risk assessments and implement control measures, and informs the Headteacher if ever he has concerns that these are not properly done.

- Monitor, with the Estates Manager and with the help of other members of the Health & Safety Committee, arrangements for maintenance contracts and repair works.
- In conjunction with the Estates Manager, liaise with and monitor as far as is reasonably practicable, the activities of contractors (including catering, cleaning and grounds staff) visitors and others on the site to ensure that any risks to the Health & Safety of staff and others are kept to a minimum.
- Brief the Headteacher on any matters of concern, and help to prepare any Health & Safety notices published within the School.
- Report Health & Safety matters which require attention to the Governors' Finance & Personnel Committee.
- Ensure that all heads of department are kept informed of the names and details of those persons appointed to provide competent Health & Safety assistance.
- Endeavour to organise such Health & Safety-related training as is requested by members of staff for themselves or for colleagues for whom they are responsible.
- Take responsibility for the School's Health & Safety Committee, as detailed in §6 of this Policy.
- Carry out monitoring and checking duties relating to Health & Safety in the School, as determined by negotiation with members of the Health & Safety Committee.

### Estates Manager

The Estates Manager is responsible for the following.

- Advise the Local Authority of any defect in the state of repair of the building or its surrounds which is identified as being unsafe, record in local Asset Management Plan and take whatever local action is necessary to minimise the risk until repairs can be arranged.
- Arrange for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe.
- Ensure that all contracted persons working in School take effective Health & Safety measures.
- Check that adequate Health & Safety requirements are included in any contract arranged with the help of the School's consultant Architects and Surveyors (in accordance with the requirements of the DCSF).

- Supervise major and minor works being carried out in and around the School's sites, in particular, monitoring that Health & Safety arrangements are being fulfilled in practice, and alerting both the contractors and the appropriate Deputy Head to any breach of requirements or likely hazard.
- Through the site supervisors, arrange for weekly fire alarm tests.

## Heads of Department

Every Head of Department has the responsibility to promote Health & Safety within his/her department, to oversee and monitor the operation of appropriate Health & Safety arrangements. This duty is more onerous in some departments (for example, Science, PE, Design & Technology and Art) than others.

In particular, as far as is necessary and practicable, Heads of Department are expected to do the following.

- Check that all members of the Department are aware of the School Health & Safety Policy, and of appropriate departmental safety codes and practices.
- Undertake appropriate risk assessments, including COSHH (Control of Substances Hazardous to Health) Assessments, and modify working practices accordingly.
- Monitor the arrangements for the inspection and maintenance of plant and machinery within their Department, and check that small equipment has been properly inspected and marked upon introduction to the School, and is regularly checked by the Health & Safety Co-ordinator.
- Propose training in Health & Safety-related matters for themselves and members of their Departments, both teaching and non-teaching.
- Seek external professional advice where this is considered necessary.
- Encourage members of the department to complete any Health & Safety-related documentation, especially Accident Reports, with dispatch.

# Health & Safety Procedures and Documentation

## Accident Forms

Accident forms, for completion when any person (pupil, member of staff, or visitor) has had an accident, are available from either of the School Offices.

Completed forms should be returned to the Office immediately. The completed form will be checked by the appropriate Head of Site and urgently sent to the County Health & Safety Officer [see paragraphs 4.21 - 4.22, above].

Particular attention should be given to the classification of injuries and accidents. If the injury or accident is "serious" or "major", the appropriate Head of Site, or other senior member of staff, should be summoned immediately: it is their duty, in addition to dispatching the accident form, to report the matter to the County Health & Safety Officer immediately, by telephone, so that he may organise the proper next reporting steps.

## Reports to the Health & Safety Executive (HSE)

Any work-related injury that requires a pupil or employee being taken to hospital must be reported to the HSE. This will be undertaken by the appropriate Head of Site, in conjunction with the Health & Safety Co-ordinator.

## Policies and Guidelines

Departments should take full account of Health & Safety matters when writing and revising Departmental Handbooks, Schemes of Work, and other departmental documentation. Some departments (notably, Science) have their own Health & Safety Handbooks.

## Risk Assessment Forms

To assist the School in analysing hazards, the risks which could result from them, and the reasonable precautionary action required, members of staff are requested to complete, as far as possible, appropriate Risk Assessment forms, and submit them urgently to the appropriate persons.

Risk Assessment forms are used as an alert, as a running record, and as a form of report when recommended action has been completed.

Stored Risk Assessments will be reviewed on a regular basis, normally annually, to check whether further or new action is required.

A copy of the general Risk Assessment form is included in the Staff Handbook. Blank Risk Assessment forms are available on the school Intranet, or from Mrs Hunt. Risk Assessment forms specific to certain purposes are also available from Mrs Hunt.

## Provision of First-Aiders

The School strives to ensure that as many members of staff as reasonably possible, both teaching and non-teaching, are trained in workplace First Aid. Current lists of qualified first-aiders are displayed in both school offices.

## In a Medical Emergency

All members of staff should re-appraise themselves regularly of the arrangements for medical emergencies, and should follow those arrangements in case of an emergency. The arrangements are published in the Staff Handbook and in the Special Educational Needs Handbook. The latter document contains details of specific actions that may be required.

## Legal Advice regarding Curricular Accidents

All students and pupils must be instructed in accordance with general school rules and practices, and also in accordance with School and departmental Health & Safety procedures. To be able to prove that such instruction was taking place will form the basis of a sound defence to any claim of negligence that may be entered against the School following an accident.

It cannot be stressed enough that it is essential to document any accident, and any action taken to administer First Aid following an accident or incident.

## Emergency Evacuations

The School holds regular practice evacuations, at least once a term. These practices are normally held for both main School sites at the same time.

The Northamptonshire Fire & Rescue Service occasionally, and sometimes with little warning, exercise their right to demand a practice evacuation. This is generally for just one of the two sites, so that their personnel can inspect the efficiency of the School's arrangements.

The fact that Wrenn School is on a split site means that it is much more difficult to organise a checking rota, since there are very few members of staff who can be guaranteed to be on the same site all week. Following professional advice, the School has accepted that it is the duty of senior staff, staff without classes at that particular time, and non-teaching staff, to effect a rapid search of all non-teaching areas before themselves joining in the evacuation.

A further problem presented by the School's split site nature is the likelihood that, at the time of an evacuation, some staff and pupils will be travelling between the sites. At the time of an evacuation, a clear order is given to a member of staff to supervise the School's entrances and divert people to the Checking Points.

"EMERGENCY EVACUATIONS" sheets are posted in every room. A copy is included in the Staff Handbook.

## Bombs

A protocol for dealing with hoax bomb alerts has been established with the local Police. A separate coded school bell ring has been established for the information of staff only. Details of this are appended to the Staff Handbook copy of "EMERGENCY EVACUATIONS".

## Evacuations during Lettings and other Out-Of-Hours Events

The advice of The Northamptonshire Fire & Rescue Service has been sought and acted upon. Separate evacuation arrangements have been discussed with those hiring the premises. Agreement forms are signed and stored confirming that all groups are aware of the procedures.

## Emergency Alarms and Lighting

The alarms are tested on a weekly basis by the site supervisors.

The alarms and emergency lighting are regularly inspected and maintained by the School's electrical contractors, and the Northamptonshire Fire & Rescue Service also makes regular checks, especially in relation to the granting of Premises Licences to the School.

## Work Experience

Health & Safety arrangements regarding students on work experience are organised by *Connexions*, who work closely with the school in arranging such placements.

A Health & Safety briefing is given to every pupil before the commencement of a period of external work experience.



## Wrenn School Health & Safety Organisational Chart

