



Policy Document

Area: Health and Safety

Date written	November 2019
Reviewed by	Amanda Sheppard
Approved by Headteacher	
Approved by Governors	
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Review Cycle	Annual

Statement

Highfield School endeavours to ensure that all reasonably practical steps are taken to secure the health, safety and welfare of all persons using the premises in particular

- a) To establish and maintain a safe and healthy environment throughout the school.
- b) To establish and maintain safe working procedures among staff and students.
- c) To make arrangements for ensuring safety and avoiding risks to health in connection with the use, handling, storage and transporting of articles and substances.
- d) To ensure the provision of sufficient information, instruction and supervision to enable everyone to avoid hazards and contribute positively to their own health and safety at work and to ensure that they have access to health and safety training as and when required.
- e) To maintain a safe and healthy workplace with safe access and egress.
- f) To formulate procedures for fire and other emergencies, including safe and effective evacuation.
- g) To have in place procedures in case of accident.

Principles

Highfield School takes note of National and Local legislation and guidelines in relation to all aspects of Health and Safety.

These include:

- Wakefield MDC Health and Safety at Work Act 1974 Policy Statement.
- Wakefield MDC Family Services written statement of Health and Safety Policy.
- Wakefield MDC Family Services Departmental Organisation for Health and Safety.

Highfield School will provide:

- Safe systems of work and healthy working conditions.
- First Aid facilities and trained First Aid Personnel.
- Safe premises, plant and equipment.
- Arrangement for the safe use, handling, storage and transport of articles and substances.
- Safe means of access and egress.
- Appropriate security arrangements.
- Opportunities for the participation of Trade Union and Professional Association Representatives in promoting health and safety at work.

Highfield School Staff will:

- Support and implement this policy, including those who have designated responsibilities for Health and Safety Procedures.
- Set good examples through safe behaviour and comply with appropriate safety warnings.
- Make use of protective equipment available. Ensure that pupils make use of protective equipment.

- Accept that safety equipment, protective clothing and procedures must be employed as appropriate to the hazard and the manner prescribed.
- Familiarise themselves with procedures for emergency evacuation.
- Ensure that the testing of equipment in the school is undertaken in accordance with safety requirements. Ensure that all equipment have valid test certificates where required.
- Ensure that any equipment to be purchased, hired or installed by the school is suitable for its intended use and location and complies with the appropriate safety regulations.
- Report to the designated person if inadequacies are detected in any safety procedure.
- Be conscious of the health, safety and welfare of themselves, their colleagues, persons in their care and members of the public and do nothing by act or omission which could adversely affect themselves or others.
- Report all accidents, reportable diseases, dangerous occurrences and potentially hazardous incidents in accordance with school procedures.
- Teach safety as an integral part of the school curriculum, both by formal teaching and by setting good examples.
- Prohibit any child who refuses to adopt safe working procedures from taking part in lessons.
- Inform all contractors and other workers not employed by Wakefield MDC of appropriate health and safety procedures.
- Ensure that an Access Audit, compliant with DfE requirements, is conducted regularly and any recommendations implemented promptly.

Responsibilities

The day to day responsibility for all school health, safety and welfare organisation rests with the Headteacher. Members of SLT are responsible for Educational visits (Nicola Hirst and Rebecca Thompson) and Child Protection (SLT team, PSA's and Tracy Marsh). Pam Pickles is the Health and Safety Co-ordinator.

All employees are expected

- a) To know the health and safety arrangements for the school and to ensure they are applied
- b) To observe standards of dress, good standards of housekeeping and cleanliness.
- c) To know and apply procedures in respect of fire, first aid and other emergencies.
- d) To use and not wilfully misuse, neglect or interfere with things provided for his/her health and safety and/or the health and safety of others
- e) To report all accidents, defects and dangerous occurrences to the Headteacher.

Arrangements to monitor and review Health and Safety

Arrangements to monitor health and safety should be both active and reactive. Active monitoring should ensure that information is received before an accident occurs, thus avoiding/lessening the likelihood of the accident occurring. Reactive monitoring should take place immediately after to ensure lessons are learnt and so avoid a repeat occurrence.

Reporting and response procedures must ensure that the information from monitoring is evaluated by the Health and Safety Co-ordinator and the Headteacher to ensure that the appropriate remedial action is taken.

Health and Safety Training

This should be an ongoing process involving all staff and incorporating new staff. It should include such areas as First Aid, Manual handling, Team Teach, Risk Assessments.

Off-Site Educational Visits

A member of SLT is the school designated Educational Visit Co-ordinator and is responsible for the minibuses and ensuring that the appropriate Risk Assessment and Off-Site learning forms are completed for each visit.

Contractors

Any contractors on the school site are approved by Wakefield M.D.C.

First Aid

All staff are given the opportunity to undertake First Aid training through an on- going programme and further updates to the training are provided as appropriate. First Aid boxes are provided in each room in the school and the contents are checked termly and replaced as necessary. A school nurse is on-site whenever students are present. She has overall responsibility for the health of the students and is available for consultation regarding other persons on the site.

Security

The School premises manager lives on the school site and has overall responsibility for the security of the school building. School staff are expected to ensure windows are closed at the end of the day and that any valuable equipment is put away in a secure place.

Occupational Health Matters

Any occupational health problems should be discussed, initially, with a member of the Senior Leadership Team, who will then decide if the matter needs further investigation. Occupational Health contact numbers are available from the Headteacher.

Consultation Arrangements

Health and safety matters should, initially, be discussed with the Health and Safety Co-ordinator or the Health and Safety Governor. Members of the Senior Leadership team are also available to discuss the matters within an attempt to ensure a quick solution.

Workplace Safety

Staff members are reminded that they are responsible for their own safety and that of the students and other staff. Ensuring that good housekeeping and common sense are applied will assist in making the school a safe and healthy place for all.

Violence towards Staff

All staff are trained in the techniques of TeamTeach to assist in the safety of all persons in the school. The LA protocol dealing with violence towards staff has been incorporated into the school Child Protection Policy and can be read there.

On-site Vehicle Movements

Large parking areas, to the front, rear and side of the school, are available for the use of staff and visitors. Local Authority approved vehicles which are used for transporting the students to and from school are requested to follow the directions signed in the car park and to ensure the safety of all students whilst their vehicle is on the premises.

Asbestos

The school building has been checked for asbestos during recent building work and a handbook relating to the duties and responsibilities relating to asbestos is available from the premises manager.

COSHH

Risk assessments for all substances which may be hazardous to health are checked on a regular basis. If any new substances are introduced into the building a risk assessment will be completed as soon as is practicably possible.

Maintenance

Any problems or faults with the building or any equipment within the building should be reported to the premises manager and a member of SLT

Accidents

All accidents should be dealt with immediately by the member of staff present. A first aid trained member of staff should be informed and should attend the student as soon as possible.

Fire

The school has a separate policy for incidence of fire in the school building.

Emergencies

A policy for dealing with other emergencies (damage to building, bomb threats etc) is included here and a copy is available from the administration office.