



BOHUNT SCHOOL

Health and Safety Policy

Date of Next Review: November 2015

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SECTION 1

1. STATEMENT OF GENERAL POLICY

This Health and Safety Policy will enable the School to provide safe and healthy working conditions, equipment and systems of work for our employees and provide adequate information, training and supervision to ensure this. We also undertake to operate with due regard to the health and safety of non-employees such as students and visitors to the school.

This document is part of an induction programme and has been prepared in consultation with trade union representatives.

SECTION 2

ORGANISATION AND RESPONSIBILITIES FOR CARRYING OUT THE POLICY

2.1 Overall organisation and Responsibility

The Governing Body retains overall responsibility for establishing and monitoring health and safety arrangements. This responsibility will be assumed by the Business Manager, Deputy Headteacher and the Headteacher.

2.2 Responsibility for Implementation

The Headteacher has the responsibility to implement the policy at Bohunt School.

2.3 Other Managers Having Responsibility

The following staff have particular responsibility:

POSTHOLDER	LOCATION	RESPONSIBILITY
Senior Technician	Science Labs	COSHH Regulations
Subject Leaders	Own Subject Accommodation	Health & Safety at Work Areas
Subject Leader PE	PE activity areas	
Lead Teacher	DT Workhops	COSHH

2.4 Employees' Responsibility

All employees must co-operate to achieve a safe and healthy workplace and take reasonable care for themselves, students and others on site.

2.5 Reporting by an Employee of a Health and Safety Problem

All employees discovering a health and safety problem which they cannot correct must straight away report the matter to the responsible person.

2.6 Other Persons Having Responsibility

The school's appointed Health and Safety Officer (Deputy Head Teacher).The Business Manger has oversight of all community activities

2.7 Governors' Role

The Staffing and Personnel Committee will oversee the policy on an annual basis. In addition nominated governors will meet with the Health and Safety Officer and the Business Manager twice a year to monitor Health and Safety matters.

The following organisations are contracted or are available to give advice:

Local G.P. Liphook Village Surgery, Liphook 0844 4778646

Welfare Assistant Bohunt School

HSE Inspector Basingstoke Health & Safety Executive

Fire Prevention Officer Basingstoke Fire Safety HQ

2.8 Contractors' Role

For liaison with contractors and outside maintenance personnel see Section

3.4: Contractors.

SECTION 3

ARRANGEMENTS

3.1 First Aid

First Aid boxes are situated in:

- The school First Aid room
- The kitchen
- Science
- PE
- Reception

The following persons are responsible for ensuring they are fully stocked.

- Subject leaders for their own areas
- The Welfare Assistant for the First Aid room
- The catering manager for the kitchen

- Reception staff for reception

A list of First Aid trained staff is maintained by the Welfare Assistant and displayed in the Staff Room.

It is recommended that a minimum of 4 first aid persons be on site at any one time during the normal school day. Lists to be held by Welfare Officer, Front Office and Reception.

A first aider is available during school hours in the First Aid room and will record and maintain records as required. A doctor is available during normal working hours **by telephoning Liphook Village Surgery, 0844 4778646**

An ambulance is available during working and school hours **by telephoning 999 and asking for ambulance**, please always advise the school Welfare Assistant if the situation arises where an ambulance is required during school hours or the Business Manager at any other time.

3.2 Accidents

3.2.1 Accidents to school staff and others at work in the school

All accidents must be entered in the accident book preferably by the injured person him/herself. The school Welfare Assistant will immediately complete an accident report form for any incident where hospital treatment is required and will forward this to the school's Business Manager who will ensure that relevant incidents are notified to the school insurers and the relevant parties.

A file of all accidents is kept in the school Welfare Assistant's office .

3.2.2 Accidents to contractors and their employers

Should any contractor or their employee(s) be injured while at work on the school premises then it may be that a report to the Health and Safety Executive (HSE) is required. Should any contractor or their employee(s) be injured the Headteacher/Business Manager is to be informed. The accident is to be reported in the accident book and an accident report form to be completed as described above.

3.2.3 Accidents to children at school, students and visitors

The member of staff in charge of the injured student or person receiving the injured visitor should, whenever possible, record the accident as soon as possible after the accident occurred. All injuries to visitors and children on curricular or extra curricular activities organised or controlled by the school are to be reported in the same manner.

3.2.4 Accidents to visitors outside school hours/centre

Any accidents to visitors should be reported to Reception staff or Building Superintendent. All accidents will be recorded in the Accident Book held in Reception.

3.3 Fire Safety

a) The School Fire Officer (SFO) is the business Manager who has the authority to regulate precautions after consultation with Hampshire Fire and Rescue Service.

- b) All fire doors are to be kept shut unless the particular circumstances warrant otherwise. All fire doors are to be kept shut when the school is no longer in session.
- c) Fire evacuation drills will be held once a term.
- d) Fire extinguishers will be located at marked fire points, the SFO will undertake half termly inspections to ensure (1) exits are clearly marked (2) means of escape are regularly checked and (3) that equipment is properly located. Maintenance of the equipment is the responsibility of the Business Manager who will contact an appointed Fire Maintenance Contractor for this purpose.
- f) The SFO will ensure flammable and explosive materials are stored and used in compliance with statutory requirements.
- g) At weekends and evenings the duty Building Superintendent will be responsible for fire safety.

3.4 Contractors and Visitors – Rules and Information

3.4.1 All contractors must report to the Business Manager, Assistant Business Manager or reception on arrival at school and sign the book provided at reception.

3.4.2 Contractors should be notified of the following: -

- a) Any incident must be reported to the Business Manager or Deputy Headteacher/Headteacher immediately.
- b) First Aid boxes are situated in the school first aid room and the school kitchen.
- c) The accident book is kept in the file in the school first aid room.
- d) The fire regulations are displayed in all areas of the school
for the attention of all contractors and their employees.
- e) All fire doors are to be kept shut unless the particular
circumstance warrants otherwise.
- f) A record of availability of fire extinguishers are kept in
the Business Manager's Office.
- g) School hours are as follows:
Start of the school day 8.40 a.m.
End of the school day 3.30 p.m.

h) All vehicles are to be parked on the school car park, in designated areas.

No vehicle is to be driven on school premises without prior permission from the Business Manager/Headteacher. Maximum speed 5 mph.

i) No smoking is allowed in the school premises.

j) Litter must be placed in the receptacles provided.

k) All contractors will comply with the Health and Safety commission's guidance to safe working practices for building contracts undertaken on Education Premises.

3.5 The Business Manager, together with other senior staff will monitor the Health and Safety of the school by checking the site at least once per year.

3.6 Risk assessments of the work at the school will be undertaken on a regular basis to ensure continued improvement in all aspects of school safety and environmental management.

SECTION 4

HAZARDS

4.1 House Keeping and Premises

4.1.1 Cleaning

All cleaning liquids and solids must be used in accordance with the manufacturers' instructions. All such hazardous substances should be stored in the Building Superintendents' locked store cupboard, again in accordance with the manufacturers' instructions. The Business Manager together with the cleaning contractor will be responsible for ensuring cleaning liquids and solids are used and stored in accordance with manufacturers instructions.

4.1.2 Storage/Stacking/Disposal of Hazardous Materials

Under the Packaging and Labelling of Dangerous Substances Regulations 1978, all substances that are toxic, corrosive, harmful, highly inflammable, irritant, explosive oxidising must be supplied with labels specifying the hazard in words and/or symbols and give advice on storage. In all cases the instruction on the label must be followed. In addition the Control of Substance Hazardous to health Regulation 1988 (COSHH) apply.

The Business Manager together with the Senior Technician are responsible for ensuring that the storage of Hazardous Materials are in accordance with the COSHH Regulations and/or labels as per the substance.

4.1.3 Condition of Floors/Stairs/Ladders

Periodic inspection for defects and records of inspection by the Business Manager will ensure risk is reduced. If any defective equipment is found it should be clearly labelled 'unsafe' and taken out of service. The Business Manager is responsible for ensuring defective equipment is identified and repaired/replaced. "Unsafe" sticky labels are available from the Business Manager.

4.1.4 Reporting of Defects

Any defects of equipment will be reported via "Site" and jobs will be assigned to the Site Team or contractors accordingly..

4.1.5 Washing and Sanitary Facilities

These facilities will be maintained in accordance with the Education (School Premises) Regulations 1981 which clearly sets out minimum standards for school premises in respect of accommodation, washrooms etc

The school Business Manager is responsible for ensuring minimum standards are kept in accordance with the statutory regulations.

4.2 Machinery Safety

The following Inspections will take place by an appointed maintenance contractor. They will issue rules for use and provide as part of their contract:

- a) Routine Inspection or Maintenance before and after Modifications
- b) Statutory Inspections
- c) Maintenance Isolation (permits to work) pressurised
- d) Check on Interlocking devices
- e) Monitoring Systems and Alarms being Tested at regular interval
- f) Training in use of equipment

4.3 Electrical Systems

All electrical installation and all electrical equipment will be constructed, maintained and used so as to avoid danger in accordance with The Electricity at Work Regulations 1989. The Business Manager is responsible for ensuring all electrical equipment work is carried out under the criteria set out in the electricity regulations.

4.4 Noise and Vibration

In accordance with the 'Noise at Work Regulation Act 1989' if noise exceeds 85 db(A) and 90 db(A) over a full working day, ear protectors are to be provided if an employee asks for it. Steps must then be taken to reduce noise levels.

4.5 Personal Protective Equipment

The Business Manager will ensure that personal protective equipment is provided in order to comply with the 'Personal Protective Equipment At Work Regulation 1992'. This will include the direction for the issuing and selection of equipment, its training in use and relevant warning notices. The Business Manager will direct instructions for the storage and availability of equipment and deal with disciplinary procedures with regard to non-use.

4.6 School Trips

Any organiser of an authorised activity involving staff and students whether inside or outside the school precincts will be required to read, understand and follow the advice in conjunction with the school's trips' policy, overseen by the EVC. In addition any organiser of any activity which requires the use of the school minibus will be required to read, understand and follow the advice as set out in the school minibus policy and undertake suitable MIDAS training.

4.7 Regulations, Acts etc.

A copy of the following Regulations are kept by the Business Manager, and are available to all staff having a requirement for implementation:

- The Health and Safety at Work etc. Act 1974
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985
- The Safety Representatives and Safety Committee Regulations 1977
- The Ionising Radiation Regulations 1985
- The Control of Asbestos in Work Regulations 1977
- The Control of Substances Hazardous to Health Regulations 1988
- The Electricity at Work Regulations 1989
- The Noise at Work Regulations 1989
- The Management of Health and Safety at Work Regulations 1992
- The Workplace (Health, Safety and Welfare) Regulations 1992
- The Personal Protective Equipment at Work Regulations 1992
- The Provision and Use of Work Equipment Regulations 1992
- The Manual Handling Operations Regulation 1992
- The Health and Safety (Display Screen Equipment) Regulations 1992