

Tuke School

Health and Safety Policy and Arrangements

General

The Governing Body of Tuke School recognises its responsibilities under the Health and Safety at Work etc. Act 1974 (HASAWA) to ensure that arrangements are in place to secure, so far as is reasonably practicable, the health, safety and welfare of pupils, staff and others using or visiting the premises or participating in school sponsored activities.

The Governors will actively work with the Head Teacher and staff to identify hazards and where these cannot be removed, ensure that they are adequately controlled.

Responsibilities

The Governing Body

The responsibility for ensuring that health and safety procedures within the school are adequate rests with the Governing Body. The Governors will ensure that all necessary procedures are devised, implemented, monitored and reviewed to ensure compliance with these procedures and that they remain appropriate. In particular to:-

- a) make arrangements to ensure that the school complies with all relevant legislation particularly the HASAWA and Management of Health and Safety at Work Regulations 1992.
- b) have in place procedures to identify hazards and evaluate risk control measures.
- c) create a management structure and periodically monitor its effectiveness.
- d) ensure a governor attends any health and safety briefings held by the LA.
- e) have health and safety on the agenda at Governing Body meetings.
- f) ensure the Head Teacher, as the Key Manager for health and safety, carries out the appropriate responsibilities.

The governing Body will provide, in co-operation with the LA where responsibilities for premises and plant are shared:-

- a) a safe environment for students, staff, visitors and other users of the premises.
- b) plant, equipment and systems that are safe.
- c) safe arrangements for transportation, storage and use of articles and substances.
- d) safe and healthy conditions that take account of
 - statutory requirements
 - Approved Codes of Practice
 - DFE or LA guidance
- e) adequate information, instruction, training and supervision.
- f) provision of all necessary safety and protective equipment.

Head Teacher

The Head Teacher, as Key Manager, is responsible for the day to day running of the school and putting health and safety policy into effect.

The Head Teacher will assist in the development and maintenance of safe conditions for staff, students, visitors and anyone else using the premises. The Head will in particular:-

- a) be satisfied that effective arrangements are in place to ensure the health, safety and welfare of all users of the premises.
- b) ensure that termly health and safety inspections are carried out.
- c) arrange for risk assessments to be carried out by a competent person.
- d) put into effect any remedial measures or refer as necessary to the Governors or LA.
- e) consult with members of staff on health and safety matters particularly any accredited staff safety representative.
- f) attend health and safety briefings and training arranged by the LA.
- g) report regularly on health and safety matters to the Governing Body.
- h) ensure facilities management and contractors on site follow safe working practices.

Other Duty Holders

Others holding posts of responsibility will familiarise themselves with all safety legislation, codes of practice and guidance relevant to their area of responsibility.

As part of their day to day responsibility they will ensure that:-

- a) safe working methods are in place.
- b) supervision is adequate and training needs met.
- c) termly safety inspections are carried out.
- d) safety requirements for plant machinery and equipment are in place and are adequate.
- e) appropriate Personal Protective Equipment (PPE) is available, in good condition and being used correctly.
- f) any hazardous substances are correctly used and safely stored.
- g) standards of health and safety are monitored and appropriate remedial action is taken where required.

Facilities Management staff

The appointed facilities management member of staff has particular responsibility for security and premises related issues and will:-

- a) cooperate with the Head Teacher and ensure that they effectively monitor the condition of the premises.

- b) report defects so that appropriate remedial action can be taken.
- c) regularly test the fire alarm system and record findings.
- d) Follow protocol for Freidman facilities management

All Staff

Members of staff also have health and safety responsibilities. Staff will therefore be required to:-

- a) take reasonable care of their own health and safety and that of anyone else who may be affected by what they do or fail to do.
- b) co-operate with all health and safety arrangements.
- c) report any defect or other health and safety matter that they are aware of.
- d) Use correct equipment, tools and safety and protective issue.

Premises Hire

Any hirers of the premises have the responsibility to ensure that they use it correctly. The Governing Body recognises its duties as controller of premises and will ensure that:-

- a) premises hired are in a safe condition for the purpose of hire.
- b) arrangements for emergency evacuation are adequate.
- c) fire fighting equipment is in place and in operational condition.
- d) insurance requirements are met.

Contractors

Contractors have a legal responsibility to ensure that they carry out their work in a manner that ensures, so far as is reasonably practicable, the health, safety and welfare of themselves and anyone else who may be affected by their acts or omissions. They will, as visitors to the premises, be entitled not to be put at risk by circumstances relating to the premises that are outside their control. The Head Teacher will therefore ensure that where contractors are appointed directly by the school or the facilities management provider for the school:-

- a) contract meetings are held to agree health and safety measures prior to works commencing and during the project
- b) contractors are advised of any health and safety related issues or circumstances that may adversely affect their health and safety whilst on the premises

Communication

All staff are made aware of communication channels within the school and within the Authority for health and safety. The Head Teacher will ensure that all health and safety guidance and advice is kept together in the safety file in a place that is easily accessible to all staff. All such

advice is communicated to staff where relevant and incorporated into the school's procedures. There are 4 nominated members of staff who have authority to report to Freidman– Heidi Tully, Elaine Collis, Lawrence Gallio and Emma Mode. However any member of staff can highlight a hazard or risk to the receptionist who has responsibility for logging all jobs and liaising with Freidman staff.

Staff Consultation

The Governing Body and Head Teacher recognise the valuable contribution to health and safety that can be made from all staff, particularly staff safety representatives

Health and Safety

Health and safety issues are managed on a daily basis. Governors discuss at their 2nd termly meeting.

Safety Practices

Guidance issues by the Health and Safety Executive, Department for Education and Employment and Southwark Children's Services and Leisure Services Department will be incorporated into the school's procedures. These arrangements will be discussed at the appropriate safety committee and any significant issues relayed to relevant staff

Risk Assessments

The Head Teacher will ensure that a risk assessment is carried out for the premises and working methods. The assessment will be used to identify health and safety hazards and ensure that where they cannot be eliminated the associated risks are reduced or otherwise adequately controlled.

Fire Precautions

The school has a contract for the maintenance of the Fire Alarm System and Fire Fighting Equipment.

Procedures

Procedures in the event of fire have been prepared and circulated to all staff. These procedures conform to Health and Safety update 92/01. Notices giving instructions in the event of fire are displayed by all Fire Alarm Call Points and in each classroom.

Fire Drill

A fire drill will be held at least twice termly and significant details recorded in the Fire Log by the facilities management staff

Testing

The Fire Alarm will be tested is the responsibility of the facilities management staff – all points should be tested on rotation and findings recorded in the Fire Log.

Accidents, Incidents, Near Misses and Dangerous Occurrences

All will be recorded and reported in accordance with Southwark Education and Leisure Services Department Policy. The students and staff incident and accident forms - (HS1, HS3 Report forms) are kept in the School Office.

When a serious accident occurs, it is important that the accident site is left untouched until advice is obtained from the Council's Health and Safety Unit. The Key Manager or deputy will also advise the appropriate staff safety representative, who has the right to inspect the site of an accident involving anyone he or she represents.