

# Hulme Hall Grammar School



# Health & Safety Policy

Report	Admissions
Approval Body	Finance and facilities
Date Reviewed	October 2018
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Review Schedule	Annual
Next Review due	October 2019

## Aims

The school takes its responsibilities under existing Health & Safety legislation very seriously. This document seeks to clarify responsibilities for various aspects of Health & Safety. It explains who is responsible for the Health & Safety of school staff, pupils and others on school premises or when engaged on educational visits elsewhere. It also stresses, that there is an obligation resting with staff, pupils and others to ensure their own safety.

The Governing Body of the school recognises that it has a legal duty to ensure so far as is reasonably practicable, the health, safety and welfare of its employees. It also recognises that it has a responsibility for pupils and visitors, including contractors.

The aim of the Governing Body is to provide a safe and healthy working and learning environment for staff, pupils and visitors. The Governing Body shall take all steps to ensure as far as is reasonably practicable to:

- provide and maintain safe working systems ensuring maintenance of plant and equipment e.g. gas, electrical, lift.
- provide and maintain a safe and healthy teaching environment
- provide such information / training as are necessary to fulfil its obligations. This will include health and safety, risk assessments. Encourage staff to attend courses which will enhance their ability to fulfil their duties.
- Monitor violence towards staff and deal appropriately
- Promote awareness of manual handling
- develop safety awareness amongst employees and pupils, e.g. slips and trips
- provide a safe environment for staff, pupils and visitors to the school premises. E.g. on-site vehicle movements
- management of asbestos
- working at height
- encourage effective consultation on Health & Safety matters via established management structures.
- Manage work related stress and occupational health services
- review the policy regularly to ensure the provisions are kept up to date.

The arrangements outlined in this statement and the additional safety provisions made by the Governing Body, can neither guarantee that accidents will not occur nor ensure safe working conditions. The Governing Body believes that only the adoption of safe methods of work and good practice by every individual can ensure everyone's personal Health and Safety. The Governing Body will take all reasonable steps to identify and reduce hazards to a minimum, but all staff, pupils, parents and visitors must appreciate that their own safety and that of others also depends on their individual conduct and vigilance while on school premises or while participating in school sponsored activities. To this end, all staff should assist by executing their duties in a safe and proper manner.

The school accepts its overall responsibility for providing both instruction and training in order to ensure that the responsibilities as indicated are fully understood and met.

## **Organisation**

### **a) The Governors**

The Governing Body accepts full responsibility for Health & Safety matters within the school.

### **b) The Headteacher**

The Headteacher shall be responsible to the Governing Body for the safe functioning of all school activities.

The Headteacher will:

- ensure that any changes in the curriculum are assessed for the Health & Safety implications in conjunction with the Bursar and Heads of Department
- be responsible for overseeing risk assessments in respect of stress to staff and shall also co-ordinate referrals to appropriate medical professionals in the event of any concern about an employee's health
- co-ordinate the risk assessment process within the school, including that which falls within schemes of work / curriculum
- act as Educational Visits Co-ordinator (EVC), see External Visits Policy.

### **c) The Bursar**

On a day to day basis, the Head teacher's responsibilities in relation to Health & Safety shall be devolved to the Bursar. He shall initiate, implement and monitor the effectiveness of this policy document in line with the obligations imposed upon the school.

Specifically, the Bursar shall:

- co-ordinate Health & Safety training for all members of staff
- perform weekly Health & Safety inspections on the fabric of the school, including fixtures and fittings, during the protected time allocated for such duties
- liaise closely with the Appointed Person (see First Aid Policy) in relation to accident reports and investigate further where necessary
- act as Fire Officer and co-ordinate / promote the Fire Precaution section of this policy (The Head teacher to co-ordinate fire drills and complete the necessary paperwork, assistant head teachers JS/PB designated fire marshalls)
- ensure that all staff are fully aware of their Health & Safety responsibilities
- be the point of contact for external agencies in relation to Health & Safety
- ensure that pupils and staff are aware of emergency procedures
- prepare the disaster plan
- ensure all paperwork is in place from external companies hiring school facilities.

### **d) Staff**

All staff are required to fulfil the following obligations:

- take reasonable care of yourselves and others, ensure any personal training that is required is brought to the attention of the Bursar
- constantly monitor the effectiveness of this policy and be prepared to recommend amendments in the light of experience to the Head teacher/Bursar
- raise Health & Safety concerns with the Head teacher and Bursar as and when such arise
- co-operate with the implementation and observation of the policy
- report any accidents according to the procedures detailed in the school's First Aid Policy
- co-operate with Fire and all other safety procedures
- participate in and be available for, any Health & Safety training sessions where reasonably practicable
- wear and maintain such items of personal protective equipment as are provided
- ensure that behaviour in lessons is conducive to the Health and Safety of all
- visually check the conditions of plugs, cables and any other electrical equipment prior to use.

### e) Heads of Department

Heads of Department shall:

- ensure that his/her department is run in accordance with standards laid down within this policy to comply fully with legal obligations;
- ensure that all members of the department understand and implement the practical aspects of this policy to the areas of their responsibility;
- ensure adequate supervision of pupils whilst they are working within the department.
- maintain the highest standards of behaviour within the department, especially during practical sessions.
- prepare a department Health & Safety document (Science, DT, PE, HE, Art) to outline a code of practice for safe working within that subject and to ensure that this is regularly updated;
- be aware of the COSHH regulations relating to chemicals and other substances that are used in lessons;
- monitor equipment regularly and report any faults to the appropriate person;
- Pupils must not enter classrooms or practical areas unless a member of staff is present.

### f) Key Stage Managers

Key Stage managers shall:

- ensure adequate supervision of pupils during form periods, registration and assemblies
- ensure that his/her year groups are run in accordance with the standards laid down in this policy so as to comply fully with legal obligations
- maintain detailed pastoral records and report evidence of bullying to the Head teacher or Assistant Head Teachers (see Anti Bullying Policy).

### g) Laboratory Assistants

Laboratory Assistants will be responsible to the Head of Department as appropriate for the following:

- isolating gas supplies (where appropriate) at the end of the working day

- the security of all toxic and highly flammable substances which may be used from time to time in the department
- ensuring that all stores are kept locked when not in use
- the safe storage of chemicals
- monitor equipment regularly and inform the Head of Department immediately with regard to faulty equipment
- clear up spillages within the work area using prescribed methods and procedures for removal
- deposit all waste chemicals and other substances at the correct disposal points and in the prescribed manner.

## Arrangements

### a) Safety Rules

Staff must:

- not operate any item of plant or equipment unless they have been trained and authorised to do so. Plant or equipment is defined as an item, mechanical or electrical, which may cause harm through rotation, reciprocation, heat or electrical shock
- not clean any item of moving plant or equipment
- not leave any item of plant or equipment in motion or switched on whilst unattended, unless authorised to do so
- not make any repairs or carry out maintenance to plant or machinery without prior approval to do so
- not bring any items from home for use in school without permission from their line manager. Electrical equipment must be checked by the school's electrician before use and labelled. The power must be isolated before any equipment is moved
- use all substances, chemicals, liquids etc. in strict accordance with all written instructions and in compliance with any procedures for the handling of dangerous substances
- return all substances, chemicals, liquids etc. to their designated safe storage areas when not in use
- observe any vehicle or pedestrian controls in force on the premises
- make full use of safety guarding on plant or equipment
- report to their respective line manager immediately, any fault, damage, defect, or malfunction in any item of plant, equipment, implement or utensil.

### b) Hazard Warning Signs and Notices

- Staff, pupils, parents and visitors must comply with all hazard warning signs and notices displayed on the premises.
- The school campus (buildings and grounds) is a no smoking zone.

### c) Working Conditions / Environment

Staff must:

- make proper use of all equipment and facilities provided to control the working conditions/environment

- keep stairways, passageways and work areas clear and in a clean and tidy condition
- dispose of all rubbish, scrap, waste within the working area, using the facilities provided
- use the correct methods for removing any waste for disposal
- clear up any spillage within the work area using prescribed methods and procedures for removal
- deposit all waste chemicals and other substances at the correct disposal points and in the prescribed manner
- not pollute watercourses, sewers or drains with chemicals/waste products.

## **d) Protective Clothing and Equipment**

Staff must:

- use all items of protective clothing / equipment provided as instructed
- store and maintain their protective clothing in the approved manner
- report any damage, loss, fault or unsuitability of protective clothing / equipment used for Health & Safety purposes, to their line manager or member of the SLT.

## **e) Fire Precautions**

Staff must:

- comply with all laid down emergency procedures
- not knowingly obstruct fire escape routes, fire equipment or doors
- report any use, misuse, vandalism or accidental use of fire fighting equipment to their line manager and/or the Bursar.

## **f) Accidents**

Staff must:

- seek medical attention for any injury they or a pupil may sustain, no matter how slight. This treatment in the first instance will be given by the School First Aider (Appointed Person), if available, or by any nominated first aider
- report all accidents to the Accident Book, which is kept by the School First Aider (Appointed Person)
- report any accident as soon as is reasonably practicable upon a standard Accident Form. A supply of these is kept in the School Office and in the 'practical' departments (Science, DT, PE, HE and Art).

These aspects are more comprehensively considered in the School's First Aid Policy.

## **g) Security**

Staff must assist the school in maintaining a safe environment by:

- directing / escorting visitors to the main reception
- ensuring that all visitors sign in at reception and are issued with a visitor's badge
- reporting un-badged visitors / strangers to reception as soon as possible
- ensuring that, in the teaching areas, windows are closed and doors locked at the end of the working day
- expensive items of equipment ie laptops, digital cameras, video recorders and sound recording devices must be secured in a locked storage room overnight

- ensuring that any equipment brought into school for use by visitors, meets the Health & Safety standards set by the school. No item of electrical equipment belonging to a visitor may be used in school unless it bears a current, valid PAT test label or unless first tested by the school electrician.

## **h) Governor**

The Governing Body will appoint one of its members to take specific responsibility for Health & Safety matters with the Head teacher and the Head teacher, he will work to co-ordinate a coherent Health & Safety policy throughout the school. The Governor representative is **Emma Palmer**.

## **i) Compliance with New Legislation**

From time to time, the DfE, Health & Safety Executive and other regulatory/advisory bodies, will issue codes of practice on particular topics and these will normally be incorporated into the current Policy. If the Head teacher and Estates Manager consider their inclusion to be inappropriate, they will be required to demonstrate to the satisfaction of the Governing Body, that the current policy/procedures in place are equal to, or exceed, the new recommendations.

## **j) Emergency / Disaster Plan**

The Bursar will formulate an Emergency/Disaster Plan to cover all foreseeable major incidents. This plan will indicate the actions to be taken in the event of a major incident so that everything possible is done to save life, prevent injury and minimise loss.

## **k) Risk Assessment**

Risk assessments for curriculum based activities shall be undertaken by nominated teaching staff and Heads of Department who have experience in that specific area.

The Bursar will co-ordinate risk assessments in relation to the work of the ancillary staff employed by the school (Maintenance and Catering).

Risk assessments for works undertaken by contractors shall be undertaken by the bursar.

Hirers of premises shall be expected to undertake risk assessments in relation to the use of the premises. This will be a condition of the letting. Hirers will also be responsible for any injury that occurs during the period of hire.

# **Evaluation/Monitoring**

The Bursar shall report to the Head teacher every week:

- detailing any serious accidents or near misses
- setting out ways in which the school can learn from any accidents or near misses in order to prevent any repetition
- identifying areas where additional expenditure is required in relation to Health & Safety matters

ALL STAFF WILL REPORT ANY HEALTH AND SAFETY CONCERNS TO THE SCHOOL OFFICE. ALL INCIDENTS WILL BE RECORDED IN THE HEALTH AND SAFETY BOOK.

## **Appendices 1- 14**

### **Other Health & Safety – Related Documentation**

The Health & Safety Policy sets out the school's general aims and expectations with regard to health and safety – related issues in the workplace. However, it cannot cover all of these issues in depth. The detail of the policies and procedures to which reference is made in the Health & Safety Policy can be found in the following documentation;

1. First Aid Policy
2. Educational Visits Policy
3. Fire Risk Assessment
4. Emergency / Disaster Plan
5. Departmental Health & Safety Manuals
6. Risk Assessments (Curriculum)
7. Accident Report Record
8. Sick Bay Log
9. Record of Safety Checks and Risk Assessment (Non-Curricular)
10. Fire Drill Record
11. PAT Test Record
12. Safety Checklist Record for Visitors and Performers
13. Risk Assessment Record for School Visits
14. Signing In / Signing Out Record
15. Risk Assessment for New and Expectant Mothers

## **Departmental Health and Safety**

- Those subjects whose routine work involves higher risk assessments ie. Science, DT, PE, Art and Home Economics have produced an additional Departmental Health and Safety Handbook.
- The Departmental Health and Safety Handbook contains subject specific risk assessment and advice.
- Note that in such subjects, risk assessment must be explicitly included in Scheme of Work / Lesson Plans.
- A copy of the Departmental Health and Safety Handbook is available from your Head of Department.

# Fire Evacuation Procedure

**Room:** \_\_\_\_\_

*The alarm sounds continuously*

## **Stage 1: Exit Procedure**

Pupils must quietly and calmly leave the classroom and exit through  
\_\_\_\_\_ (displayed in each room)

## **Stage 2: Assembly Procedure**

Pupils must assemble in alphabetical order in their form groups on the tennis courts.

The order will be:

**Pre School    JLC    Year 7              Year 8              Year 9              Year 10              Year 11**

Pupils will line up facing the school building

## **Stage 3: Checking Procedure**

The office staff will bring out registers and bring them to the assembly area. Members of staff are to collect the registers from the secretary, check the pupils are present and return the registers to the office staff.

Casual absentees (e.g. medical appointments) to be checked from the signing out sheets brought out by the office staff.

# **Accident Procedure Seniors**

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If an accident to a pupil occurs during a lesson or whilst you are on duty, the following procedure should be implemented.

## **Minor injuries - cuts, bruises etc.**

1. The injured pupil must be escorted by a member of staff or pupil to Sick Bay where the Office staff, will attend to the treatment necessary.
2. The incident must be reported to the Year Head/ SLT so that the whereabouts of the child is known.
3. The office staff will record the incident in the Sick Bay log book.

## **More serious injuries - falls, major wounds etc.**

1. Do not move the child unless they are in danger of even more serious injury -eg. fire, broken glass.
2. Send for a member of the office staff by using the internal telephone systems or use another pupil as a runner.
3. Keep child calm and warm until office staff member arrives.
4. Direct other children away from the incident.
5. As soon as possible complete an Accident Report form (both sides). These can be obtained from the School Office. Hand the completed form to the office.
6. This will be reported in the accident file.

## **General Illness**

Any pupil who feels unwell and needs to go to sick bay must obtain a note from a member of staff indicating date, time and reason. They may then report to Sick Bay.

# Accident & Illness Procedure JLC

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First aid boxes are located in the Nursery and the School Office. There are also kits prepared for visits.

If a child is ill during the course of the day, there is provision in the Sick Bay for the child to be put to bed. Office staff will try to contact the parents if it is felt that this is along term or severe condition. If a child has felt unwell or had an accident in school and we have been unable to contact the parents, a note should be sent home at the end of the day, explaining the situation.

No medication can be administered without parental consent.

Any medicines sent into school must be labelled and passed to the Office for safe keeping.

In the case of an accident in the classroom or the playground, a pupil can be sent to call another member of staff who will arrive with the First Aid Kit. After consultation, a pupil may need only superficial help, or may require a visit to hospital. The office staff, must be contacted in such circumstances. Under the latter circumstance, the child will be accompanied by a member of staff and efforts will be made to contact the parents. At no time will the child be left unattended.

Pupils who witnessed the incident should be reassured that all is under control.

Although serious injuries are extremely rare, staff are advised that any blow to the head should be referred, as injury is not always immediately obvious and the patient will need monitoring. The head injury letter must be sent home with the child that day. PARENTS MUST BE INFORMED

All incidents worthy of reporting should be entered on the Accident Sheet. Copies must be entered into the child's file and the Accident File.



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