



# HEALTH AND SAFETY POLICY

**FEBRUARY 2017**

Signed:  Chair of Governors

Date: 3<sup>rd</sup> February 2017

Review: February 2018

This is the Health and Safety Policy of: <b>Talbot Specialist School</b>
Address: <b>Lees Hall Road, Sheffield</b>

### **Policy Statement**

The Headteacher, Governors and staff at this school are committed to providing high standards of health and safety for all users of the school.

As a school, our educational priorities aim to:-

- encourage all students to achieve their full academic and social potential;
- provide students with the skills and experience which will ensure that the widest possible range of choices are open to them in their future lives;
- provide a sense of community in which individuals feel valued and are actively encouraged to value, respect and help others;
- create an atmosphere in which students enjoy and take pride in their achievements.

These educational and social priorities can only be fully realised within a physical environment that is both a safe and healthy place to work. This in turn can only be brought about by the dedicated co-operation of all within the school. Health and safety at this school is an area where Governors, the Executive Headteacher/Headteacher, staff, safety representatives and parents share common objectives. It is vital that we all understand each other's duties, functions and responsibilities as well as our own because it is only by the co-operation and teamwork of everyone involved that health and safety objectives in school can be achieved.

### **Aims**

- To ensure that the school is always a safe and healthy place in which to work.
- To provide plant, equipment, resources and systems of work that are safe and without risks to health
- To raise awareness among all users of the school as to their responsibility for themselves and others.
- To provide sufficient information, instruction, training and supervision to enable all employees, authorised volunteers and third party users to avoid hazards and contribute positively to their own health and safety at work
- To ensure the dissemination of all relevant information from the CYPF and other bodies to the correct user[s].

- To regularly monitor and review safety procedures throughout the school.
- To create and update a central file containing relevant health and safety information

**This safety policy will be regularly reviewed and updated**

Signed
<b>Chair of Governors</b>
Date <b>3<sup>rd</sup> February 2017</b>
Date for Review - <b>February 2018</b>

**Responsibilities**

1 Overall responsibility for the management of health and safety in the school is that of

<b>Carolyn Sutcliffe - Headteacher</b>
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2 Responsibility for the following areas is that of

Area of Work Educational Visits Coordinator
Name <b>Joanne Howe - Assistant Headteacher</b>

Area of Work Science and Technology
Name <b>Faculty Lead, Science and Technology – Wendy Duncan (currently)</b>

Area of Work Hydrotherapy
Name <b>HLTA L4 – Sherryl Cartwright / Collette McIntyre</b>

Area of Work Sport and Leisure
Name <b>Sport and PE Teacher – Mark Dolan (currently)</b>

Area of Work Moving and Handling
Name <b>HLTA L4 – Sherryl Cartwright / Collette McIntyre</b>

## General Responsibilities

### The Governors will:

- Ensure that adequate funding is provided from the school budget to enable the school to be organised and run in a safe and healthy manner.
- Deal with any health and safety problems brought to them by the Head Teacher, staff or parents, through their termly meetings or any emergency meetings, which may be called due to unforeseen circumstances.
- Ensure that the Council and CYPF Health and Safety Policy is brought to the attention of all staff and implemented in school.
- Help prepare, implement and monitor a “site-specific” health and safety policy
- Confirm compliance with Statutory and Local Authority policies and procedures and monitor health and safety management within school
- Ensure that appropriate risk assessments have been carried out
- Ensure that all members of staff receive appropriate training.

- Ensure that the Executive Headteacher/Headteacher has an appropriate workload in support of a reasonable work/life balance
- Ensure adequate consultation takes place to allow everyone to contribute to safe working. This will be done in the following way:

### **The Headteacher will:**

- Take overall responsibility for day to day management of health and safety issues
- Ensure that health and safety is incorporated into the planning and organisation of all school functions.
- Ensure that suitable and sufficient assessments of hazards and risks to staff members, students and other visitors and users of the school are carried out. Further, to act upon those assessments in order to reduce risk.
- Attend health and safety training courses as appropriate.
- Ensure the provision of adequate training, communication, instruction and supervision for all members of staff (including supply staff and volunteers).
- Provide necessary information to staff members and their representatives on health and safety matters.
- Ensure that staff members who are delegated to carry out particular tasks are competent and fully aware of their responsibilities.
- Ensure staff have an appropriate workload in support of a reasonable work/life balance.
- Investigate any accidents or near misses and bring these, along with any other health and safety problems, to the attention of staff and the governors.
- Ensure adequate consultation and communication takes place to allow everyone to contribute to safe working. This will be done in the following way:
  - *Regular meetings of the Governors Standing Committee will be held to consider points raised from school staff*
  - *Regular meeting of key staff including Trade Union representatives will be held to promote Health & Safety in the workplace and provide a conduit for maintaining the health, safety and wellbeing of staff, students and visitors.*
  - *Regular training to all staff in Moving and Handling*
  - *Appropriate training for staff working in the Science and Technology Room*
  - *First Aid training for designated First Aiders*
  - *Life-guard training for designated staff working in the hydrotherapy pool*

## All Staff Members will:

- Ensure that they are fully aware of their roles and responsibilities, co-operate with the schools policies and procedures and follow any guidance, policies and procedures issued by the CYPF
- Ensure that safe working practices are adopted at all times and comply with the findings/other outcomes of risk assessments, whether in school, on school business or on educational visits.
- Attend health and safety training courses as appropriate.
- Undertake relevant risk assessments and share findings and preventative measures with all appropriate stakeholders.
- Bring to the attention of the Executive Headteacher/Headteacher/Executive Headteacher/Headteacher information about accidents, near misses, dangerous equipment or situations which may occur whilst in school or on educational visits.
- Report to the Executive Headteacher/Headteacher any problems that they feel that they cannot deal with themselves.
- Take responsibility to do what they can to take care of themselves, their colleagues, students and visitors. In particular employees should co-operate with the health and safety policy of their employer.

## School Health and Safety Representative

The Governing Body and Executive Headteacher/Headteacher recognise the role of Safety Representatives. Safety Representatives will be allowed appropriate paid time off to enable them to fulfil their duties.

We communicate and consult with safety representatives on a regular basis about health and safety matters and offer facilities to enable them to investigate workplace accidents, employee complaints and to carry out periodic health and safety inspections.

Name	Organisation
Peter Bayliss	Vinci FM
Kevin Corker	Vinci FM
Darryl Smedley	Talbot Specialist School - Business Manager
Terry Siddall	Unison – School Rep

## General Arrangements to Keep People Safe

### 1 Risk Assessment

Risk Assessments are a legal requirement mainly under the **Management of Health and Safety at Work Regulations 1999**, although most health and safety legislation requires a risk assessment approach.

All of our Risk Assessments are recorded. We usually use the CYPF Generic Risk Assessment booklets as a starting point but, where there are no generic assessments we carry out our own assessments using the blank assessment and detailing risks and preventative actions to enable the school to manage effectively. Risks are assessed periodically and are likely to be:

- *On an annual basis*
- *following an accident*
- *on the introduction of any new process/equipment*
- *Any relevant change in circumstances.*

We share the findings of our risk assessments with all members of staff; risk assessments are usually kept:

Document	Location
Fire Risk Assessment	Vinci FM/ H&S Folder MLE
Generic Premises Risk Assessment	H&S Folder MLE
Educational Visits Risk Assessments	Evolve
Hazardous Substances Risk Assessments	Vinci FM/ H&S Folder MLE
Task / activity based Risk Assessments	Evolve

Shown below are the name(s) of the staff assisting with the assessment process as well as details on when they will be carried out and our updating systems.

The following people assist with the assessment process for their individual area of work:

Name	Area of responsibility
<b>Joanne Howe</b> - Assistant Headteacher	Educational visits Off-site learning
<b>Sherryl Cartwright</b> - HLTA L4 Moving & Handling <b>Collette McIntyre</b> - HLTA L4 Moving & Handling	Moving and Handling
<b>Carolyn Sutcliffe</b> - Headteacher <b>Darryl Smedley</b> - Business Manager in liaison with <b>Peter Bayliss/Kevin Corker</b> - Vinci FM	Fire Safety
<b>Darryl Smedley</b> - Business Manager in liaison with <b>Peter Bayliss/Kevin Corker</b> - Vinci FM	Premises

**NB** It is the Headteachers responsibility to ensure that risk assessments are carried out. However, the Headteacher may delegate the function or request the assistance of competent staff in carrying out a risk assessment.

## 2 Fire

An outbreak of fire in a school can be extremely serious. The **Regulatory Reform (Fire Safety) Order 2005** makes it a legal requirement for each building to have an up to date fire risk assessment. Our Fire Risk assessment identifies all sources of heat with the potential to cause fire e.g. gas heaters, Bunsen burners, cookers etc. and it also consider the storage of combustible materials.

When our school requires painting, only paints providing a flame retardant surface will be used in high risk areas (assembly halls, means of escape, staircases, areas where there is an added fire risk etc).

Ongoing monitoring is carried out to ensure that combustible materials (liquids, solids or gases) do not come into contact with sources of heat.

Internal fire doors are kept closed to stop fire spreading. Hydraulic door closers are checked regularly and maintained as necessary to ensure correct operation (damage to these closers is very common in schools).

All documentation relating to fire safety is kept:

Document	Location
Fire Risk Assessment (including Arson Assessment)	Vinci FM H&S Folder - MLE
Fire Precautions Log Book	Vinci FM
Fire Safety Training Records	Vinci FM

The following people have a role to play in ensuring fire safety issues are adequately dealt with

Name	Responsible for:
Vinci FM	Ensuring there is a current fire risk assessment in place and a process for reviewing/updating on a regular basis
Carolyn Sutcliffe - Headteacher	Ensure there is an up-to-date Fire Safety Plan that is made available in all rooms and via the H&S Folder - MLE
Senior Leadership Team	Inducting new members of staff and supply / agency staff, contractors etc
Vinci FM	Making sure that staff receive regular refresher training
Vinci FM	Making sure relevant information is shared with other users of the premises such as lettings, breakfast and after school clubs etc
Carolyn Sutcliffe/Vinci FM	Ensuring regular fire drills are carried out and recorded
Vinci FM	Keeping the Fire Precautions Log Book up to date

### 3 Permission to Work

The CYPF Permission to Work process is in place at this school for all work that is intrusive to the fabric of the building. The following people have responsibilities:

Name	Responsible for:
Darryl Smedley - Business Manager	Liaison with SCC and PFI partners in respect of the ANOC process for changes to the material of the building
Darryl Smedley - Business Manager	Inducting new members of staff in the process – details available via H&S folder - MLE
Vinci FM	Ensuring that all <b>non-intrusive</b> work is risk assessed
Vinci FM	Keeping an up to date log of all <b>non-intrusive</b> work

### 4 Asbestos

Asbestos is a naturally occurring mineral that has been used for many years in the construction of buildings and in many products. It was used mainly because of its fire proofing and insulation qualities.

We have got an Asbestos Management survey on site and this has been shared with all members of staff. Staff are aware that as long as the asbestos is in good condition and is not disturbed or damaged there is no risk to individuals. However, if it becomes damaged or disturbed, it can become a danger to health as asbestos fibres can become released into the atmosphere and therefore people can inhale the fibres.

All documentation relating to asbestos is kept:

Document	Responsibility
Asbestos Register	Vinci FM
Asbestos management survey and risk assessment	Vinci FM
Asbestos survey review documentation	Vinci FM

NB. The location of the register is important, as it must be readily available to all who need to consult and sign it.

Name	Responsible for:
Vinci FM	Overall responsibility as Named Duty Holder
Vinci FM	Bringing the asbestos register to the attention of anyone likely to disturb asbestos fibres in the course of daily routines or proposing to plan or carry out work. e.g. other school / site staff, surveyors, contractors, computer technicians, visitors, helpers etc
Vinci FM	Advising the Assets team at the concept stage of

	work via the Permission to Work scheme
Vinci FM	Making sure more detailed surveys (covering the full scope of works) are in place for invasive work e.g. wiring, refurbishment, plumbing, demolition etc
Vinci FM	Regularly reviewing the condition of asbestos material and recording the findings
Vinci FM	Regularly reviewing asbestos risk assessments and recording findings
Vinci FM	Making sure that floor plan changes are recorded and updated

## 5 Accidents

Even in a safety conscious school, accidents may still occur. This is how we deal with them.

All accidents involving staff, students or visitors will be recorded and investigated, as appropriate to find out what happened and how any similar incident can be avoided. Copies of accident report forms are sent to the CYPF Health and Safety Advisers.

Document	Location
Accident Report Forms	SLT office and H&S Folder - MLE
RIDDOR report forms	SLT office and H&S Folder - MLE

The following people have responsibilities for:

Name	Responsible for:
Carolyn Sutcliffe - Headteacher	Recording all accidents to staff / students
Carolyn Sutcliffe - Headteacher	Ensuring that accidents are investigated and that major accidents, which are reportable to the Health and Safety Executive (under the RIDDOR regulations), are reported to the incident call centre (0845 300 9923) and also to the CYPF Health and Safety Team
Carolyn Sutcliffe - Headteacher	Ensuring risk assessments are reviewed in light of lessons learned
Carolyn Sutcliffe - Headteacher	Periodically reviewing accident reports to identify trends
Carolyn Sutcliffe - Headteacher	Reporting serious incidents / accidents to Governors

## 6 First Aid

This school will follow the statutory requirement for first aid equipment and provide suitably trained first aid staff. Where there are young children on site i.e. Nursery's / Breakfast and after school clubs, key members of staff hold an additional paediatric first aid certificate. NB There is sufficient paediatric first aiders to ensure cover on all off site activities involving young children.

Our school risk assessment identifies the actual number of first aiders required.

(As a rough guide the recommendation is 1 first aider for every 100 people on site. This is usually made up of 2 fully qualified first aiders, with the remainder holding the 1 day emergency first aid certificate)

The following people hold a relevant first aid qualification.

Name	Date of Qualification	Level of qualification i.e. full/ emergency / paediatric
T Bennett	November 2014	Level 3
J Howe	January 2015	Level 3
G Broadhurst	March 2015	Level 3
E Blackburn	July 2015	Level 2
S Cartwright	October 2016	Level 3
M Dolan	June 2016	Level 3
P Eley	October 2015	Level 3
A Mills	May 2016	Level 3
R Rowles	October 2016	Level 3
R Thorpe	June 2015	Level 3
E Meara-kiider	April 2015	Level 3
E Daughtry	November 2016	Level 3
K Collier	October 2016	Level 3
C McIntyre	August 2016	Paediatric 1 <sup>st</sup> Aid

The following people have responsibilities for:

Name	Responsible for:
Carolyn Sutcliffe - Headteacher	Ensuring that a risk assessment is in place to determine the appropriate level of first aid cover throughout the whole of the school day (including off site activities)
Healthcare Team	Keeping records of First Aid Qualifications and ensuring these are re validated
Healthcare Team	Ensuring First Aid boxes are checked and restocked on a regular basis

## 7 Electricity

Electricity has the potential to cause serious harm, or even death and is treated as a priority with regard to maintenance and repair. The **Electricity at Work Regulations 1989** requires that all electrical systems and appliances are periodically inspected and maintained.

The visual checking, maintenance and repair of portable and transportable electrical equipment is the responsibility of the school.

Fixed installations i.e. sockets, light fittings and general wiring throughout the school will be tested at least every five years by a competent electrician.

Document	Responsibility
Inventory of Portable appliances	Vinci FM Civica – IT Equipment Only
PAT testing Certificate	Vinci FM
Fixed installation test certificate	Vinci FM

The following people have responsibilities for:

Name	Responsible for:
Vinci FM	Visually checking portable electrical appliances
Vinci FM	Arranging the testing of portable appliances
Vinci FM	Ensuring the five yearly checks are carried out on the fixed installation
Vinci FM	Arranging repairs / remedial work
Vinci FM	Showing key members of staff how to isolate the electrical supply in an emergency situation

## 8 Gas

Under the **Gas (Installation and Use) Regulations 1994**, there is a requirement for all gas appliances (central heating boilers, gas water heaters etc) to be checked, serviced and maintained by a competent (Gas Safe) contractor on an annual basis.

Document	Responsibility
Gas Servicing Certificates	Vinci FM

The following people have responsibilities for:

Name	Responsible for:
Vinci FM	Arranging the testing and maintenance of gas appliances
Vinci FM	Arranging repairs / remedial work
Vinci FM	Ensuring any work to gas appliances is carried out by a competent contractor (Gas safe)
Vinci FM	Showing key members of staff how to isolate the gas supply when it is not in use or in an emergency situation

## 10 Substances

The **Control of Substances Hazardous to Health Regulations** require an assessment to be made of the work processes that involve the use of substances that are hazardous to health.

At our school we ensure that all substances that fall within the COSHH regulations are kept to a minimum and are stored safely and securely out of reach of children. Hazard data sheets are available for all substances and a documented risk assessment is available for all work processes

## 10 Educational Visits and Off-site Activities

The school complies with Local Authority guidance on educational visits. Plans for all off site visits are reported to the Governors on a regular basis. Specific approval is given by Governors for all residential visits and visits abroad. We currently use the EVOLVE on line approval system.

We have a named Educational Visits co-ordinator who has received the appropriate Local Authority training and is responsible for:

- Supporting the Executive Headteacher/Headteacher when approving educational visits
- Assessing the competency of leaders and other adults on the visit
- Ensuring that all members of staff receive induction training in the schools process for educational visits
- Helping and supporting members of staff with the planning of educational visits including help with risk assessments

Document	Location
Educational Visits Documentation	Evolve
Educational Visits Generic Risk Assessments	Evolve

The following people have responsibilities for:

Name	Responsible for:
Joanne Howe – Assistant Headteacher	Educational Visits Co-ordinator
Joanne Howe – Assistant Headteacher	Reporting Educational Visits to Governors
Joanne Howe – Assistant Headteacher	Ensuring staff receive induction training in educational visits
Joanne Howe – Assistant Headteacher	Ensuring post visit evaluation is completed

The following people have attended EVC training and also EVOLVE training

Name	Type of Training:
Carolyn Sutcliffe	EVC training, Evolve training
Joanne Howe	EVC training, Evolve training
Darryl Smedley	EVC training, Evolve training

## 11 Medical Needs

There is no legal obligation requiring school staff to administer medication. However, this school recognises that children with medical needs have the same right of admission to a school setting as other children.

There is a clearly documented policy in place in school for dealing with medication and medical needs of children and this has been communicated to all staff. Some members of staff have received specific training to enable them to administer medication.

Document	Location
Medicines Policy	H&S Folder – MLE Healthcare Team Office
Students individual care plans	Healthcare Team Office
Consent Forms	Healthcare Team Office

## 12 Curriculum Safety

All teachers are aware of and familiar with the need to carry out risk assessment in their own area of work. They must ensure that they are aware of the risks which might arise from the tools, equipment, materials and processes that they plan for children to use. All guidance material from CLEAPSS (Consortium of Local Education Authorities for the Provision of Science Services), DATA (Design and Technology Association) and AfPE (Association for Physical Education – formerly BAALPE) will be available for staff.

The Governors and Executive Headteacher/Headteacher have responsibility for making sure that staff are competent and attend training as appropriate

## 13 Work Experience

The Schools Work Experience Co-ordinators will ensure that there is clear communication and co-ordination between placement providers, students and parents. All work experience placements will be vetted by a competent person and the co-ordinator will ensure that specific risk assessments have been carried out. They will also carry out on-site monitoring of placements

Document	Location
Safety on Work Experience	Evolve
Risk Assessments	Evolve

The following people have responsibilities for:

Name	Responsible for:
Jo Howe - Assistant Headteacher	Work Experience Co-Coordinator
Jo Howe - Assistant Headteacher	Ensuring work experience placements have been vetted
Jo Howe - Assistant Headteacher	Making sure risk assessments are available and have been shared with students/parents
Jo Howe - Assistant Headteacher	Carrying out monitoring visits during work experience placements

## 14 Staff Wellbeing and Stress

The health and wellbeing of all members of our staff is considered as part of the schools risk assessment process. All members of staff have the opportunity to contribute to the schools stress risk assessment. This is reviewed periodically and the findings shared with staff.

Document	Location
Stress Risk Assessment	School office
Information relating to Employee Assistance Programme	School office

## **15 Monitor and Review**

Measuring health and safety performance is important as we need to know how effectively we are controlling risk in our school. The arrangements that have been put into place will be monitored and reviewed on a regular basis to ensure that they remain effective. Monitoring will include checking that where responsibilities are delegated that individuals clearly understand their roles and responsibilities. Management information (which includes both active and reactive data) will also be considered to improve performance.

### **Useful Contacts**

The **Health and Safety Consultants** are based at:

**Town Hall (Room 202)**  
**Pinstone Street**  
**Sheffield**  
**S1 2HH**

Contact details: 0114 2734082 or [healthandsafety@sheffield.gov.uk](mailto:healthandsafety@sheffield.gov.uk)