



*\* Executive Head/ Head Teacher/Head of School/Associate Head (henceforth referred collectively as Head Teacher, unless specifically stated)*

# HEALTH & SAFETY POLICY

Written by: **Finance and Premises Committee**

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## **STATEMENT OF GENERAL POLICY**

**Name of Trust:**

Genesis Education Trust

### **1. INTRODUCTION**

Genesis Education Trust (“GET”) has a duty under the Health and Safety at Work etc Act 1974 to provide safe and healthy working conditions for employees and to ensure that their work does not adversely affect the health and safety of other people (e.g. pupils/visitors). The Head of School at each school is responsible for the day to day health and safety arrangement with regards to staff, pupils, contractors and visitors to the school.

The Local Governing Body/Board of Directors will share in the decision making process at each school.

- 1.1. This statement should be read in conjunction with the Corporate Health and Safety Policy Statement.
- 1.2. The objectives of this statement are to ensure the following, as far as is reasonably practicable:
  - a) Equipment and systems of work are safe and without risks to health;
  - b) Safe arrangements for the use, handling, storage and transport of articles and substances;
  - c) Sufficient information, instruction, training and supervision to enable all employees to identify hazards, reduce risks and contribute positively to their own and to others safety and health;
  - d) A safe and healthy place of work, including safe access to and safe egress from it.
  - e) A healthy working environment in line with current legislation identifying, eliminating and controlling risks.
  - f) Adequate welfare facilities.
- 1.4 This policy has been formulated with reference to the need for employer/employee consultation on health and safety matters and the need to consult individuals before the allocation of particular health and safety functions.
- 1.5. Further advice for determining the risks to health and safety within the establishment and the precautions required to deal with them is available from the Estate Management Officer / Chief Operations officer in the first instance.

**Signed** .....

**Headteacher** .....

**Date** .....

**Chair of Governors** .....

**Date** .....

## **2. THE ORGANISATION FOR IMPLEMENTING THIS POLICY INCLUDING ALLOCATION OF FUNCTIONS**

### **2.1. GENESIS EDUCATION TRUST**

The ultimate responsibility for health and safety in each establishment rests with the employer Genesis Education Trust (GET). In practise functions are delegated. Reference is made in Corporate Health & Safety Policy Statement

### **2.2. THE BOARD OF DIRECTORS**

The Board of Directors will work together with the Chief Executive Officer, and the Head of School to establish and meet health and safety objectives. Specifically, the Board of Directors will:

- Act in accordance with the policy and guidelines issued by the Health & Safety Executive (HSE);
- Ensure that adequate policies and procedures are in place; and
- Monitor the implementation of policies and procedures.

The Board of Directors will address health and safety matters via each school's Local Governing Body meetings.

An annual report on each school will be submitted to the Board of Directors by the Chief Operations Officer regarding each school's health and safety performance.

### **2.3. THE CHIEF OPERATION OFFICER**

Main functions are:

- (a) To ensure day-to-day management of all health and safety matters in the school in accordance with the health and safety policy, LCoP's etc;
- (b) To ensure that termly inspections and risk assessments are carried out;
- (c) To submit inspection reports to the Local Governing Body;
- (d) To ensure appropriate action is taken;
- (e) To pass on information received on health and safety matters to appropriate people;
- (f) To carry out investigations where necessary;
- (g) To chair health and safety forums (e.g. staff or governing body meetings);
- (h) To identifying staff training needs;

- (i) To liaise with governors and/or the Board of Directors on policy issues and any problems in implementing the health and safety policy;
- (j) To co-operate with and providing necessary facilities for trades union safety representatives to carry out their function.

## **2.4. OTHER STAFF**

Main functions are:

- (a) Day-to-day management of health and safety in accordance with the health and safety policy;
- (b) Checking classrooms/work areas are safe;
- (c) Checking equipment is safe before use;
- (d) Ensuring safety procedures are followed;
- (e) Ensuring protective clothing/equipment is used, when needed;
- (f) Participating in inspections and the health and safety meetings, if appropriate;
- (g) Bringing potential problems to the relevant manager's attention.

## **2.5. LEGAL DUTIES OF ALL EMPLOYEES**

The Health and Safety at Work Act etc. 1974 states:

"It shall be the duty of every employee while at work:

- (a) To take reasonable care for the Health and Safety of him/herself and of any other persons who may be affected by his/her acts or omissions of work, and
- (b) As regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him/her so far as it is necessary to enable that duty or requirement to be performed or complied with"

The Act also states:

"No person shall intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety or welfare in pursuance of any of the relevant statutory provisions"

**In order that the laws be observed and responsibilities to pupils and other visitors to the school are carried out all employees are expected:**

- (c) To know the safety measures and arrangements to be adopted in their own working areas and to ensure they are applied.
- (d) To observe standards of dress consistent with safety and/or hygiene.
- (e) To exercise good standards of housekeeping and cleanliness.
- (f) To know and apply the emergency procedures in respect of fire and first aid.
- (g) To use and not wilfully misuse, neglect or interfere with things provided for his/her own safety and/or the safety of others.
- (h) To co-operate with other employees in promoting improved safety measures in their school.
- (i) To co-operate with the union safety representative and the enforcement officer of the Health and Safety Executive.

## **2.6. SPECIAL OBLIGATIONS OF CLASS TEACHERS**

The safety of pupils in classrooms, laboratories and workshops etc is the responsibility of class teachers who have traditionally carried responsibility for the safety of pupils when they are in their charge.

If for any reason, (e.g. the condition or location of equipment, the physical state of the room or the splitting of a class for practical work) a teacher considers he/she cannot accept this responsibility, he/she should discuss the matter with the Head of School before allowing practical work to take place.

Class teachers are expected:

- (a) To exercise effective supervision of the pupils and to know the emergency procedures in respect of fire, bomb scare and first aid, and to carry them out.
- (b) To conduct termly inspections of their classroom
- (c) To know the safety measures to be adopted in their own special teaching areas and to ensure that they are applied.
- (d) To give clear instructions and warning as often as necessary.
- (e) To follow safe working procedures personally.
- (f) To call for protective clothing/equipment, safe working procedures, etc. when necessary.
- (g) To make recommendations to their Head of School, Phase Leader, etc. on safety equipment and on additions or improvements to plant, tools, equipment or machinery which are dangerous or potentially so.

## **2.7. THE UNION SAFETY REPRESENTATIVE**

The Union Safety Representative for the school is:

### **Vacant**

Union safety representatives have various rights given to them. For example, they have the right to time off with pay for training, and to the facilities necessary for them to carry out their role; they can also carry out workplace inspections and investigate accidents on behalf of their trades union. These inspections and investigations are quite separate from those carried out on behalf of employers; (i.e. Union Safety Reps do not inspect on behalf of the Headteacher/site manager). Safety representatives must be consulted by employers on any measures that may substantially affect the health and safety of employees, and on a range of other issues.

## **2.8. PUPILS**

Are expected:

- (a) To exercise personal responsibility for the safety of self and classmates.
- (b) To observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear, knives and other items considered dangerous).
- (c) To observe all the safety rules of the school and in particular the instructions of teaching staff given in an emergency.
- (d) To use and not wilfully misuse, neglect or interfere with things provided for his/her safety.

## **2.9. VISITORS/SECURITY**

Regular visitors and other users of the premises (e.g. contractors and delivery persons from specific companies) should be required to observe the safety rules of the school. In particular parents helping out in school must be made aware of the health and safety arrangements applicable to them through the teacher to whom they are assigned.

All visitors must report to the reception office where a 'signing in' system is in operation.

## **2.10. STAFF HOLDING POSITIONS OF RESPONSIBILITY THE MANAGEMENT CHAIN (Example)**

- Level (1) Executive Head / Chief Operations Officer / Head teacher
- Level (2) Estate Management Officer
- Level (3) Teachers and Support Staff/Site Service Officer



## DELEGATION OF FUNCTIONS

- 1 - Develop health and safety policies and safe working procedures
- 1 - Ensure Implementation of the schools policy/procedures
- 1 - Arrange for staff to be health and safety training courses (e.g. first aid)
  
- 2 - Check procedures are followed
- 2 - Ensure that staff attends training course to become competent to do tasks
- 2 - Ensure classroom/workplace inspections
- 2 - Ensure workplace risk assessment is carried out
- 2 - Check work area/equipment is safe
- 2 - Ensure accidents/incidents are recorded and investigated and sent to the HSE if required
  
- 3 - Day to day Inspection of classrooms and communal areas
- 3 - Report defects
- 3 - Assist with the development of workplace risk assessment

### 3.1. SUPERVISION OF PUPILS

All members of staff are aware of the school health and safety procedures and what to do regarding incidents of ill health or accidents. All Midday staff have had specific training in the treatment of minor injuries and know the procedures to be adopted in cases of head injuries.

### 3.2. PROVISION OF FIRST AID

The school designated First Aider(s) is/are

Name

Location/phone number

All staff are named on the Health & Safety Noticeboard in the staffrooms at all school sites. All first aiders are named on the staffing list

First aid boxes are provided in:

The Medical Rooms  
Nursery Rooms (where appropriate)

The person(s) responsible for checking and maintaining the contents of first aid boxes is/are:

**Office staff**

### 3.3. ACCIDENT/INCIDENT/DISEASE REPORTING AND INVESTIGATING

If anyone should become ill or suffer injury as a result of an accident the procedures below must be followed.

- (a) First Aid should be rendered, **but only as far as knowledge and skills admit.** If circumstances necessitate, the trained first aider should be summoned

immediately to tend to the patient. The patient should be given all possible reassurances, and if absolutely necessary, removed from danger.

- (b) If the patient needs to be taken to hospital then an ambulance should always be called. If an ambulance is required the emergency "999" service should be used. For cases of a less severe nature then it may be appropriate to transport a member of staff/pupil to a casualty department without using the ambulance service but it should be noted that this should always be on a voluntary basis. (If a member of staff uses his/her own car for these purposes he/she must ensure that he/she has obtained specific cover from his/her insurance company). Whenever possible no casualty should be allowed to travel to hospital unaccompanied if there is any doubt about their fitness to do so.

(c) Accident Forms

*Accidents must be reported on the Schools Accident/Incident Reports (SAIR). Some accidents require reporting immediately via the RIDOR system. Staff need to be aware of the accident reporting system.*

**School's Accident/Incident Report Form (SAIR) – (Revised March 2009)**

Every case of injury, accident or incidents, including cases of physical or verbal violence must be fully and accurately reported and, where possible, detailed statements should be obtained from witnesses. Accident forms are obtained from the office. Completed forms should be passed immediately to the Head of School who should investigate the accident and report to the Executive Headteacher. An accident form must be completed where necessary.

**School's Accident/Incident/Disease Report (SAIR) – (Revised March 2009)**

NB. Accident book BI 510 is no longer utilised because of the Data Protection Act, but an ordinary exercise book can be used in addition to the accident forms.

An accident form must be completed for employees who have had an accident/injury and also for pupil who has sustained serious injury **and is taken to hospital for treatment**.

Minor accident/incident can be recorded in an Accident book within children's personal details e.g. address etc., which is held in the main office.

The Head teacher must forward without delay the accident form to the Health and Safety Unit.

**3.4. FIRE AND EMERGENCY PROCEDURES**

The Fire and Emergency Procedures are fully documented in the Fire Procedures Policy.

**3.5. HEALTH AND SAFETY GUIDANCE AND ADVICE**

Staff will receive copies of relevant health and safety documentation issued by the HSE via:

### The Health & Safety Noticeboard

All staff must ensure that guidance is adhered to.

A central copy of the School's Health and Safety Manual is available for all staff at the main office at each school.

### 3.6. INDUCTION/TRAINING

New staff receives induction training within the first week of commencing their duties.

It is the responsibility of senior managers to identify the training needs within their area of responsibility and advise the Headteacher. All staff are encouraged to request release to attend health and safety training courses e.g. first-aid, fire safety, manual handling, use of chemicals, use of computers, lone working/personal safety, work related stress etc.

### 3.7. MAINTENANCE AND REPAIRS

- (i) All statutory works which must be carried out within both buildings are monitored via the Premises & Finance Governors Committee at which they are given on a termly basis a breakdown of the maintenance checklist for the statutory items which must be obtained
- (ii) Gas equipment is serviced annually by a CORGI Registered Engineer.

### 3.8. ELECTRICAL EQUIPMENT

- (i) All portable appliances will be tested annually
- (ii) A copy of the inventory of the electrical equipment tested including test results will be held in the main office. All staff must visually check all electrical appliances prior to their use and report any defects to the Senior staff. All defective equipment must be taken out of use immediately. **Privately owned appliances must not be used.**
- (iii) The School should inspect fixed wiring every 5 years. This can be arranged and monitored by the School's own Contractor. Certificates of inspection are held by the school.

### 3.9. MACHINERY AND PLANT

- (i) All machinery and plant must be checked for health and safety prior to being used on site.
- (ii) Senior Staff must ensure that there is a system of inspection to identify and risk assess any dangerous machinery.
- (iii) Pressurised plant is the responsibility of the School and should be tested by the School's own Contractor.
- (iv) Lifting machines are the responsibility of the School and should be inspected and tested every 6 months

- (v) Therefore arrangements should be made for these machines to be serviced 4 times a year.
- (ii) The boiler is the responsibility of the School and is maintained by the school's own contractor. Boilers are serviced annually.

### **3.10. CONTRACTORS ON SITE**

The Site Services Officers will be responsible for Contractors entering or working within the School. They will be responsible for monitoring the work.

If contractors' activities create a risk to health and safety of staff, pupils visitors etc the head of school should issue any instructions necessary to reduce the risk. The Project Officer should then be notified. Assistance may be sought from Health and Safety Management

### **3.11. ASBESTOS**

A copy of the asbestos survey is kept in the Site Services Officer's office.

Staff are made aware of the presence of asbestos material to ensure that it is not interfered with in any manner, and for monitoring purposes.

The asbestos survey report is to be made available to contractors who should only begin work when it is established that asbestos material is not present.

Guidelines for action to be taken on discovery of damaged or disturbed asbestos containing materials are to be found in LCoP Building works in education establishments.

### **3.12. RISK ASSESSMENT**

- (i) Risk assessment is a legal requirement. It is the process of identifying hazards and assessing the risks of harm and loss threatened by the hazard. The assessment considers consequences and implements control measures to reduce the level of risk of harm.
- (ii) The Chief Operations Office together with the Estate Management Officer will ensure that a risk assessment of the premises, methods of work and all school-sponsored activities are conducted on a regular basis across all schools. The assessment will identify defects and deficiencies, together with the necessary remedial action or risk control measures.
- (iii) Reporting Of Hazards.

Any person noticing a hazard (something with a potential to cause harm or loss) should immediately take steps to protect other persons from the hazard. It should then be reported to

The Chief Operations Officer for building defects

The Chief Operations Officer for equipment

or the appropriate person, if the hazard was due to poor planning of an activity.

The union safety representative should be consulted on risk assessment.

(iv) Control Of Substances Hazardous to Health (COSHH)

All substances/equipment used within the establishment must comply with LCoP 18 COSHH. Risk Assessments for new substances must be provided. It is the responsibility of the School to inspect and test fume cupboards once every fourteen months. The School will hold a copy of the report.

**3.13. EDUCATIONAL VISITS**

All schools have an Educational Visits Co-ordinator (EVC)

Each school sets its own procedures via the EVC.

**3.14. PE EQUIPMENT AND PLAY EQUIPMENT**

PE equipment and play equipment shall be inspected annually by:

Play Downs Limited

Regular visual inspections will be undertaken by:

The Site Services Officer

Any defective equipment must be taken out of use immediately and reported to:

The Chief Operations Officer

**3.15. CLEANING ARRANGEMENTS**

The school is cleaned by:

Its own employees

Safe working procedures for cleaning staff are devised by:

The Site Services Officer in conjunction with the Chief Operations Officer/Estate Management Officer

Problems related to cleaning are dealt with by:

The Site Services Officer

**3.16. SITE SECURITY**

All visitors must report to the main Office/reception where they will be asked to fill in the visitor's book. They will be provided with a lapel badge to wear as identification whilst on the premises.

Any member of staff who notices an unidentified person on the site should seek to identify that person and/or inform the Caretaker/Site Services Officer or a member of the senior management team immediately.

### **3.17. PROTECTIVE CLOTHING AND EQUIPMENT**

The requirement for personal protective equipment (PPE) will be assessed by line managers in line with any risk assessment for the task to be undertaken and where protective clothing and equipment is required, these will be provided.

Where protective clothing and equipment is provided, both staff and pupils must use it at all relevant times. Damaged or insufficient protective clothing or equipment must be reported immediately to a senior member of staff.

### **3.18. EXTERNAL LETTINGS**

External lettings are dealt with by:

Using the Lettings Policy – this includes the site services officer carrying out an inspection before and after the hire. They are also on site during the hire.

**Health and safety information and/or risk assessment documentation** will be passed on to the letting groups e.g. contact personnel, safety rules, emergency procedures, hazard-reporting etc.

### **3.19. Enforcing Authorities**

The Safety Adviser **must** be kept fully informed of all relevant communication to carry out an inspection of your school premises from the Health and Safety Executive, Fire Authority and/or the Insurance/Liability Officer.

They have the authority to issue an **improvement** or **prohibition** notice for failure to demonstrate compliance in all 4 areas e.g.

- Policy and Procedures
- Communication and Training
- Inspection and Risk Assessment
- Monitoring and Reviewing including Accidents/Incidents recording and Investigation.

If an improvement or prohibition notice is served by an enforcing officer to a Head teacher they should immediately comply with the requirements of the notice.

### **3.20. CONCLUSION**

It is everybody's responsibility to make these arrangements work. Any member of staff noticing a failure to comply with the policy should immediately report the circumstances to their line manager. If no action is taken, then, guidance should be sought from the Board of Directors.

This policy will be monitored by the Board of Directors to assess its effectiveness and to determine whether satisfactory standards of safety performance are being achieved.

Monitoring can be achieved by accident/incident reporting, safety inspections, audits etc. The Board of Directors will undertake health and safety audits.

Suggestions by any member of staff to improve standards of health and safety are welcomed by the Headteacher, Local Governing Body and the Board of Directors.