



HAMPDEN HOUSE PRU

Health and Safety Policy

2018

Adopted at Management Committee meeting on: 23 November 2018

Signed:

Date:

Chair of Management Committee

Review date: November 2020

Member of staff responsible for review: Office Manager

1. Statement of intent

The Management Committee and Headteacher acknowledge that Suffolk County Council has the ultimate responsibility for Health and Safety at Hampden House and that the Management Committee and Headteacher have specific responsibilities to manage Health and Safety at school level. They also have responsibilities to support the published aims of the LA in improving the overall Health and Safety performance of schools.

In particular the Management Committee and Headteacher are responsible for:

1. Providing a safe and healthy working and learning environment and ensuring that the premises are maintained in a safe condition
2. Maintaining safe access to and from the premises
3. Preventing accidents and work related illness
4. Assessing and controlling risks from curriculum and non-curriculum work activities including offsite visits
5. Complying with statutory requirements as a minimum
6. Ensuring safe working methods and providing safe equipment
7. Providing effective information, instruction and training
8. Monitoring and reviewing systems to make sure they are effective
9. Developing and maintaining a positive Health and Safety culture through communication and consultation with employees and their representatives on Health and Safety matters
10. Setting targets and objectives to develop a culture of continuous improvement
11. Ensuring a healthy working environment is maintained including adequate welfare facilities
12. Ensuring adequate resources are made available for Health and Safety issues, so far as is reasonably practicable;
13. Ensuring safe use, handling and storage of substances at work.
14. Maintaining accurate records of all routine and non-routine checks, services, etc. of equipment and premises.

In addition to the above commitment, the Management Committee and Headteacher also recognise their obligations to non-employees and provide visitors, members of the public, pupils, contractors or anyone who is or may be affected by the schools activities with the necessary information, instruction, training and supervision available to ensure the safety of those affected. The Management Committee and Headteacher will ensure adequate resources, including finance to implement the policy. The Management Committee and Headteacher are committed to this policy and all staff are required to comply. Staff are encouraged to support the Management Committee and Headteacher's commitment to continuous improvement in the school's Health and Safety performance. For the policy document to be effectively implemented, the school requires the full co-operation of employees and others who use the premises. This policy statement and the accompanying organisation and arrangements will be reviewed at least annually and revised as and when necessary. The policy statement, together

with the organisational structure and the following arrangement and procedures have been approved by the Management Committee

2. Organisation

2.1 Duties of Hampden House PRU

- 2.1.1 To be familiar with appropriate legislation and codes of practise in relation to Health and Safety at Work Act 1974 and all subsequent amendments.
- 2.1.2 Ensure that there is an effective and enforceable policy for the provision of Health and Safety throughout the PRU and that it is implemented.
- 2.1.3 Periodically assess the effectiveness of the policy and ensure that any necessary changes are made according to need.
- 2.1.4 Ensure that comprehensive risk assessments are carried and reviewed.
- 2.1.5 In particular Hampden House will undertake to provide the following:
 - a. A safe place for all users of the site to work, including safe means of entry and exit.
 - b. Plant, equipment and systems that are safe and regularly tested.
 - c. Safe arrangements for the handling, storage and transportation of all substances.
 - d. Safe and healthy work conditions that take account of statutory requirements, codes of practise and guidance.
 - e. Supervision, training and instruction so that all staff and students can perform their school related activities in a healthy and safe manner.
 - f. Safety and protective equipment and clothing with any necessary guidance, instruction and supervision.

2.2 Duties of the Headteacher

- 2.2.1 As well as the general duties that all members of staff have, the headteacher has responsibility for the day-to-day development and implementation of safe working practices and conditions for all staff, students and visitors.
- 2.2.2 The headteacher will arrange for a designated member of staff to be responsible for the day-to-day implementation of the Health and Safety policy and for this person to be the primary contact for the Health and Safety Executive and any other relevant bodies.

2.3 Duties of staff member responsible for Health and Safety

- 2.3.1 The designated member of staff will make themselves familiar with the requirements of Health and Safety legislation and codes of practise that are relevant to their area of responsibility.
- 2.3.2 In addition to the general duties that all members of staff have, the designated member of staff (Health and Safety) will be directly responsible to the Headteacher for overall day-to-day responsibility and implementation of the policy.
- 2.3.3 Responsibilities for all aspects of (Health and Safety) will be included in the job descriptions of all staff.
- 2.3.4 The designated member of staff for Health and Safety will undertake regular walkabouts with premises and other staff involved with property management, reporting any concerns to the headteacher.

2.4 Duties of all members of staff

- 2.4.1 All Staff members are expected to familiarise themselves with the Health and Safety aspects of their work and avoid conduct which would put themselves or anyone in risk and in particular staff will:
 - a. Be familiar with the PRU's Health and Safety policy and all safety requirements as deemed appropriate by the Headteacher.
 - b. Ensure that staff, students and contractors are applying Health and Safety regulations, rules, routines and procedures effectively.
 - c. Check that all plant, machinery and equipment are in good safe working order and adequately guarded, and not allow improper use of such plant, machinery and equipment.
 - d. Use the correct tool for the job and any protective equipment or safety devices that may be supplied.
 - e. Ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled.
 - f. Report any defects in the premises, plant, equipment and facilities that they see to the designated member of staff (Health and Safety).
 - g. Actively promote Health and Safety awareness and suggest ways of reducing risk

3. Arrangements

3.1 Fire safety

- 3.1.1 Appropriate procedures for ensuring compliance with fire safety regulations and disseminated to all staff. These to include Fire Drills and Training in the use of fire extinguishers
- 3.1.2 Fire risk assessments to be carried out annually
- 3.1.3 Evacuation procedures prominently displayed at exit points and fire drills to take place at least every half term, timed and annotated listing any issues encountered. Staff working with visitors will be responsible for escorting them out of the building.
- 3.1.4 All staff and students to be conversant with procedures for evacuation in the event of a fire or explosion and be able to name fire marshals within school.
- 3.1.5 All fire fighting equipment to be tested regularly according to Fire Service recommendations and by approved contractors and recorded in the relevant log books.
- 3.1.6 Emergency lighting to be tested monthly.

3.2 Water safety

- 3.2.1 Any risks of Legionella to be identified and steps taken to ensure the possibility of infection. Regular water temperature testing to take place and be recorded in the Property Log Book.

3.3 Asbestos Management

- 3.3.1 Working with the PRU's property advisor the Asbestos Register log to be kept up to date according to regulations and statutory advice.
- 3.3.2 All contractors working on the site will be asked to read the register and sign to confirm that they have done so.

3.4 Accident reporting

- 3.4.1 All accidents or incidents must be recorded using the exiting reporting form and passed to the headteacher for signature. This should also be shared with the designated member of staff for Health and Safety.
- 3.4.2 Noting the stipulations in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 certain accidents must also be reported to the Health and Safety Executive Guidance will be available at <http://www.hse.gov.uk/>.

3.5 Risk Assessment

- 3.5.1 All workplace activities on site will be risk assessed.
- 3.5.2 Risk assessments to be reviewed annually or as required due to any area of concerns. These would include:
 - Control of Substances Hazardous to Health (CoSHH)
 - Manual Handling
 - Working at height
 - Working in confined spaces
 - Lone Working
 - Display Screen Equipment
 - New and Expectant mothers
 - Young persons working
 - Work by contractors
 - Educational Visits
 - Stress
 - Individual risk assessments for all students

3.6 Equipment

- 3.6.1 Protective equipment to be provided for any hazardous activity likely to be undertaken.
- 3.6.2 All equipment to be tested according to regulations. This will include P.A.T, regular servicing of boilers, five year hard wiring testing.
- 3.6.3 Equipment, materials and chemicals to be stored appropriately and labelled accordingly. CoSHH sheets to be displayed.

3.7 Safeguarding

- 3.7.1 Safeguarding procedures to be clearly outlined in the staff handbook and must form part of the staff induction process.
- 3.7.2 Visitors to the PRU to be shown the Safeguarding information leaflet and indicate in the visitors book that they have done so.
- 3.7.3 Contractors are responsible for the Health and Safety of their employees.
- 3.7.4 See Safeguarding Policy for full details.