

The Duston School – Policy Document

	<p><b>The Duston School</b> <b>Policy</b></p>	
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<b>Policy Title</b>	Health & Safety	<b>Version No</b>	1
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<b>Rationale</b>	To provide a safe and healthy working and learning environment for staff, students and visitors.
<b>Policy Statement</b>	<p>The Duston School is a 4-19 mixed all-through School, with designated Specialist College status in Business &amp; Enterprise, and Science.</p> <p><b>General</b></p> <p>1.1 The governing body of The Duston School recognise that the ultimate responsibility for the implementation of the Health and Safety Policy within the school is theirs. The governing body notes that provisions of Section 3(1) of the Health and Safety at Work, etc Act 1974, which states that it is the duty of every employer to conduct his or her undertaking in such a way as to ensure, so far as is reasonably practicable, that persons not in his or her employment who may be affected by it are not exposed to risks to their health and safety. The governing body accepts that it has a responsibility to take all reasonably practicable steps to secure the health and safety of students, staff and others using the school premises or participating in school sponsored activities. It believes that the prevention of accidents, injury or dangerous situations is essential to the efficient operation of the school and is part of the good education of its students.</p> <p>1.2 The arrangements outlined in this statement and the various other safety provisions made by the governing body cannot prevent accidents or ensure safe and healthy working conditions. The governing body believe 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. However all staff and students must appreciate that their own safety and that of others also depends on their individual conduct and vigilance while on the school premises or while taking part in school-sponsored activities.</p> <p>1.3 This Health and Safety Policy Statement and related arrangements for implementation complement the above-mentioned legislation and Northamptonshire County Council and Children and Young People’s Services policy and safety guidelines. They have been formulated to reflect our school’s own needs.</p> <p>1.4 Everyone in the school has a responsibility for health and safety, even if only exercising personal responsibility and ensuring that they do not endanger others. The following personnel all have a responsibility in delivering this policy:</p> <ul style="list-style-type: none"> <li>▪ Governors</li> <li>▪ Principal</li> <li>▪ Health &amp; Safety Officer</li> <li>▪ Supervisory staff such as Heads of Department and technicians</li> <li>▪ Trade Union Representatives</li> <li>▪ Site Staff</li> <li>▪ All school employees</li> <li>▪ Students</li> <li>▪ Visitors, including parents and hirers of school facilities</li> </ul>

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	<p>1.5 The Principal has responsibility for day-to-day health and safety such as meeting the requirements of legislation, risk assessment, providing information, safe working practices, working conditions, training and the reporting of hazards. Many of these responsibilities are exercised through nominated staff such as the Designated Assistant Principal, site staff and heads of department.</p> <p>Copies of these statements, policies and the Northamptonshire County Council Health, Safety and Welfare Manual of Guidance are available in the school office and the examinations office.</p> <p>2.1 <b>The duties of the Governing Body</b> It is the duty of the governing body to ensure:</p> <ul style="list-style-type: none"><li>▪ A safe place for staff and students to work including safe means of entry and exit;</li><li>▪ Safe plant, equipment and systems of work;</li><li>▪ Safe arrangements for the handling, storage and transport of articles and substances;</li><li>▪ Safe and healthy working conditions that take account of all appropriate<ul style="list-style-type: none"><li>i) statutory requirements;</li><li>ii) codes of practice whether statutory or advisory;</li><li>iii) guidance whether statutory or advisory;</li></ul></li></ul> <p>2.2 The Governing Body will therefore ensure that:</p> <ul style="list-style-type: none"><li>▪ It is familiar with the Local Authority Health and Safety policy Statements, Northamptonshire County Council's Safety Policy the requirements of the Health and Safety at Work, etc Act 1974 and any other health and safety legislation and codes of practices which are relevant to the work of the school, in particular the Management of Health and Safety at Work Regulations 1999;</li><li>▪ There is an effective and enforceable policy for the provision of health and safety throughout the school;</li><li>▪ It periodically assesses the effectiveness of this policy and that any necessary changes are made;</li><li>▪ The necessary management arrangements are in place to identify and evaluate all risks relating to:<ul style="list-style-type: none"><li>○ accidents</li><li>○ health</li><li>○ school-sponsored activities (including work experience)</li></ul></li><li>▪ It identifies and evaluates risk control measures in order to select the most appropriate means of minimising risk to staff, students and others;</li><li>▪ Supervision, training and instruction are provided so that all staff and students can perform their school-related activities in a healthy and safe manner.</li><li>▪ All staff receive health and safety training appropriate to their duties and responsibilities prior to undertaking the work for which it is required.</li><li>▪ Students receive such training as is considered appropriate to the school-related activities they are undertaking.</li><li>▪ Training is regularly updated;</li><li>▪ Necessary safety and protective equipment and clothing, together with any necessary guidance, instruction and supervision is provided;</li></ul> <p>So far as is reasonably practicable, through the Principal, it makes arrangements for all staff, including temporary and voluntary staff, helpers and those on fixed-term contracts to receive information on this policy, other relevant health and safety matters, and instruction and training to carry out their duties in a safe manner.</p>
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### **The duties of the Principal (working with the Health and Safety Officer)**

- 3.1 The Principal is required to take all necessary and appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times.
- 3.2 The Principal, in particular will:
- Be familiar with the Council's and the Children and Young People's Services Health and Safety Policy Statements, Northamptonshire County Council's Health, Safety and Welfare Manual of Guidance and the requirements of the Health and Safety of Work, etc Act 1974 and any other health and safety legislation and codes of practices relevant to the work of the school.
    - Ensure that the Governors are informed of health and safety information provided to the school.
  - Prepare and review regularly an emergency evacuation procedure and arrange for periodic practice drill (normally at least once each term).
  - Make arrangements to ensure that the contents of the departmental and establishment safety policies, procedures and all relevant safety guidelines issued by the Council are brought to the attention of all staff employed at the establishment. Arrangements must also be made to ensure that those contents are regularly monitored and implemented.
  - Arrange systems of risk assessment to allow the prompt identification of potential hazards.
  - Carry out periodic reviews of safety and risk assessments.
  - Consult with members of staff, including union safety representatives, on health and safety issues.
  - Encourage all employees to suggest ways and means of reducing risks.
  - Ensure safe working practices and procedures throughout the school, including those relating to the provision and use of machinery and other apparatus so that each task is carried out to the required standards and so that all risks are controlled.
  - Make arrangements for the implementation of the Council's procedure for reporting accidents, industrial diseases and dangerous occurrences and draw these to the attention of all staff at the establishment.
  - Make arrangements for informing staff, students and other users of the establishment of safety, fire and emergency evacuation procedures.
  - Arrange for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as being unsafe.
  - Ensure the safe working conditions for the health, safety and welfare of staff, students and others using the school premises and facilities.
  - Encourage staff, students and others to promote health and safety.
  - Identify the training needs of staff and students and ensure, within the financial resources available, that all members of staff and students who have identified training needs receive adequate and appropriate training and instruction in health and safety matters.
  - Collate accident and incident information and, when necessary, carry out accident and incident investigation.
  - Monitor first aid and welfare provision.
  - Monitor the standard of health and safety throughout the school, including all school-based activities, encourage staff, students and others to achieve the highest possible standards and discipline those who consistently fail to consider their own well-being or the health and safety of others.
  - Monitor, within the limits of their expertise, the activities of contracted services staff, hirers and other organisations present on site, as far as is reasonably practicable.
  - Report to the Director of Children and Young People's Services and the PFI contractors any defect in the state of repair of the buildings or their surrounds which is identified as being unsafe. The Head of Establishment should also make such interim arrangements as are reasonable in the circumstances to limit the risk entailed.
  - Ensure that any delegated responsibilities are carried out effectively.

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	<p><b>Duties of all members of staff</b></p> <p>4.1 All staff will make themselves familiar with the requirements of the Health &amp; Safety at Work etc, Act 1974 and any other health and safety legislation and codes of practice which are relevant to the work of the department in which they work.</p> <p>4.2 In order that the legal duties to other employees, staff, students, visitors and other service users can be met, all employees are required to:</p> <ul style="list-style-type: none"><li>▪ Take reasonable care for the health and safety of themselves and or any persons who might be affected by their acts or omissions at work.</li><li>▪ Co-operate with the LA department and others in meeting statutory requirements.</li><li>▪ Be familiar with the health and safety policy and all safety regulations as laid down by the governing body.</li><li>▪ Not interfere with and misuse anything provided in the interests of interest of health, safety and welfare.</li><li>▪ Ensure that health and safety regulations, rules, routines and procedures are being applied effectively by both staff and students.</li><li>▪ Make themselves aware of all safety rules, procedures and safe working practices applicable to their posts; where in doubt they should seek immediate clarification from their supervisor.</li><li>▪ Know and apply emergency procedures in respect of fire and first aid.</li><li>▪ Apply themselves conscientiously to any training given.</li><li>▪ Ensure that tools and equipment are in good condition and report any defects to their immediate supervisor.</li><li>▪ Ensure that all plant, machinery and equipment is adequately guarded.</li><li>▪ Use the correct equipment and tools for the job and any protective equipment or safety devices which may be supplied.</li><li>▪ Use protective clothing and safety equipment as required and keep them in good condition.</li><li>▪ Ensure that toxic, hazardous and highly inflammable substances are correctly used, stored and labelled.</li><li>▪ Report any defects in the premises, plant, equipment and facilities which they observe.</li><li>▪ Take an active interest in promoting health and safety and suggest ways of reducing risks.</li><li>▪ Keep offices, general accommodation and vehicles tidy.</li><li>▪ Report any accidents, whether or not anyone is injured, and potential hazards to their supervisor.</li><li>▪ Co-operate with the employer and other employees in promoting improved safety performance following the identification of risks.</li><li>▪ Co-operate with the union appointed representatives, enforcement officers and advisers acting on behalf of the Council.</li></ul> <p><u>NB.</u> Newly appointed employees are always particularly vulnerable and should pay particular attention to meeting these requirements.</p> <p>4.3 Employees do from time to time find themselves in unfamiliar environments. In these cases the employee concerned should be particularly alert for hazards, and, whenever possible, ensure that she/he is accompanied by a person familiar with the environment or that she/he is advised of specific hazards.</p> <p>4.4 Volunteer helpers will be expected to meet the standards of conduct required of Employees</p>
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	<p><b>Duties of supervisory staff</b></p> <p>All supervisory staff (eg heads of department, co-ordinators, science technicians) will make themselves familiar with the Council's and the Children and Young People's Services Health and Safety Policy statements, Northamptonshire County Council's Safety Policy and the requirements of the Health and Safety at Work etc, Act 1974 and any other health and safety legislation and</p> <p>5.1 Codes of practice which are relevant to the work of their area of responsibility.</p> <p>5.2 They will take a direct interest in the school's health and safety policy and in helping other members of staff, students and others to comply with its requirements.</p> <p>5.3 As part of their day-to-day responsibilities they will ensure that:</p> <ul style="list-style-type: none"> <li>▪ Safe methods of working exist and are implemented throughout their department.</li> <li>▪ They are aware of safe working practices and set a good example personally.</li> <li>▪ Health and Safety regulations, rules, procedures and codes of practice are being applied effectively.</li> <li>▪ They identify actual and potential hazards and take steps to minimise the possibility of mishap.</li> <li>▪ They exercise effective supervision over all those for whom they are responsible.</li> <li>▪ Staff, students and others under their jurisdiction are instructed in safe working practices.</li> <li>▪ They ensure that the equipment and tools needed are appropriate to that use and meet accepted safety standards.</li> <li>▪ New employees working in their department receive instruction in safe working practices.</li> <li>▪ They provide written job instructions, warning notices and signs as appropriate.</li> <li>▪ They ensure that regular safety inspections are made of their area of responsibility as required by the Principal or as necessary.</li> <li>▪ They provide appropriate protection, safety clothing and equipment and ensure that these are used as required.</li> <li>▪ First aid and fire appliances are provided and readily available in the department in which they work.</li> <li>▪ Toxic, hazardous and highly inflammable substances in the department in which they work are correctly used, stored and labelled.</li> <li>▪ When they consider that corrective action is necessary but this lies outside their authority they should refer the problem to their own immediate supervisor.</li> <li>▪ They minimise the occasions when an individual is required to work in isolation, particularly in hazardous situations or on a hazardous process.</li> <li>▪ They evaluate promptly and, where appropriate, take action on criticisms of health and safety arrangements.</li> <li>▪ They investigate any accident (or incident where serious personal injury could have arisen) and the appropriate corrective action.</li> <li>▪ All plant, machinery and equipment in the department in which they work is adequately guarded.</li> <li>▪ They provide the opportunity for discussion of health and safety arrangements by the employees under their supervision.</li> <li>▪ They provide for adequate instruction, information and training in safe working methods and recommend suitable "off the job" training</li> </ul>
	<p><b>Staff and students</b></p> <p>6.1 Students are expected, as far as is reasonable with regard to their age and development:</p> <ul style="list-style-type: none"> <li>▪ To exercise personal responsibility for the safety of themselves and others;</li> <li>▪ To observe standards of dress consistent with safety and hygiene (this could preclude, for example, unsuitable footwear, items considered dangerous);</li> <li>▪ To observe all the safety rules of the establishment and in particular the instructions of staff given in an emergency;</li> <li>▪ To use and not wilfully misuse, neglect or interfere with items provided for their safety.</li> </ul> <p>6.2 The Principal will make students and (where appropriate) the parents aware of these responsibilities through the prospectus, notices and direct instruction.</p>

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	<p><b>Involvement of Trade Unions</b></p> <p>7.1 Any recognised trade union on site:</p> <ul style="list-style-type: none"> <li>▪ May appoint safety representatives, taking into consideration the number of employees, types of work etc.</li> <li>▪ Must notify the Governors in writing of the names of the appropriate representatives and of those whose appointments have terminated.</li> </ul> <p>7.2 The safety representative should:</p> <ul style="list-style-type: none"> <li>▪ Attend the Health &amp; Safety Committee meetings.</li> <li>▪ Represent staff in consultation with the Governors and promote and develop staff health and safety at work.</li> <li>▪ Keep him/herself informed of legal requirements on health and safety at work and the authority arrangements meeting these.</li> <li>▪ Keep him/herself informed of any hazards at the Duston School and measures by which they may be minimised.</li> <li>▪ Assist in the investigation of causes of accidents and potential hazards.</li> <li>▪ Assist in the investigation of any complaints by staff about health, safety and welfare.</li> <li>▪ Undertake periodic safety inspections at the school and draw any defects to the Principal's attention.</li> <li>▪ Receive 'information' from inspections.</li> <li>▪ Inform the Health and Safety Officer in writing (or verbally first if serious in nature or requiring immediate attention) of any unsafe or unhealthy conditions or practices.</li> <li>▪ Set a personal example.</li> </ul>
	<p><b>First Aid, Accident and Medical Guidelines</b></p> <p>8.1 <u>Staff qualified to give first aid:</u></p> <p>An up to date list of staff qualified to give first aid is available from the designated member of staff.</p> <p><u>First Aid after school provision</u></p> <p>Staff Member on call and telephone contact details are available from the designated member of staff.</p> <p>8.2 <u>Location of First Aid Boxes</u></p> <p>Complete first aid boxes are located as follows:</p> <ul style="list-style-type: none"> <li>• Medical Room(s) Primary Phase/Secondary Phase</li> <li>• Main Reception</li> <li>• Student Services</li> <li>• Swimming Pool</li> <li>• Design &amp; Technology Department</li> <li>• Art Department</li> <li>• Science Department</li> <li>• Sports Hall</li> <li>• PE Department</li> <li>• Student Wellbeing</li> <li>• Guidance</li> <li>• Swimming Pool</li> </ul> <p>8.3 School trips are supplied with packs of first aid supplies on request. A first aid pack, available on request, will be taken on all school trips.</p> <p>All primary staff on duty wear a first aid belt</p>

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	<p>8.4 <u>First Aid Cover</u></p> <p>During office hours the office staff should be alerted to the need for first aid. The first aider will administer such either in the Student Reception Office (Medical Room) or at the site of the accident/injury depending on the severity of the incident or call an ambulance.</p>
	<p><b>First Aid, Accident and Medical Policy</b></p> <p><b>9.1</b> The school will arrange for staff to be trained and qualified in administering first aid in key geographical areas around the school.</p>
	<p><b>Asthma Policy Statement</b></p> <p>10.1 The Duston School recognises the importance of the following facts about asthma.</p> <ul style="list-style-type: none"> <li>▪ Asthma affects around three million people in the UK, including more than 750,000 school children.</li> <li>▪ It causes more time off school than any other condition.</li> <li>▪ It prevents people working on over seven million days each year</li> <li>▪ 100,000 people are admitted to hospital as a result of attacks each year</li> </ul> <p>10.2 The school therefore takes asthma seriously and in accordance with guidelines from the National Asthma Campaign, it:</p> <ul style="list-style-type: none"> <li>▪ Aims to support all asthma sufferers, students and staff</li> <li>▪ Will encourage and help all those, and especially students with asthma, to take a full part in all aspects of school life.</li> <li>▪ Recognises that immediate access to inhalers is vital and asks students to take responsibility for bringing their inhalers to school in the secondary phase and for primary phase parents to ensure their child's class teacher has in date medication.</li> <li>▪ Will raise the awareness and understanding of students and staff to be supportive and to prevent stigma</li> <li>▪ Will work with parents, professionals, staff and students to promote and implement this policy.</li> </ul>

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	<p><b>Strategy for the Management of Asbestos</b></p> <p>11.1 On the discovery of any material which staff suspect might contain asbestos, site staff and the Health and Safety Officer must be notified. The following should then be done:</p> <ul style="list-style-type: none"> <li>▪ Notify the Health and Safety Officer, teaching staff and Principal</li> <li>▪ Make arrangements for/request re-rooming of the class</li> <li>▪ Notify the County Council Health and Safety team and the PFI contractor, then check for the damage to be made safe professionally as soon as possible</li> <li>▪ Notify the Chair of Governors and the F &amp; P Committee</li> <li>▪ Notify contractors such as cleaning contractor or any staff who might normally access that area</li> <li>▪ Make safe by preventing the escape of dust from the air by sealing the asbestos in a suitable manner, such as with glazing film and then boarding over the film</li> <li>▪ Close off the immediate area, whether classroom or corridor until the County Council and PFI contractors have made the damage safe professionally</li> <li>▪ Check repairs regularly to ensure that further damage/deterioration/tampering does not occur</li> <li>▪ Alert Trade Union representatives to the presence of the substance</li> <li>▪ Identify all the areas in the school which may potentially contain asbestos by displaying a map in the staff room</li> <li>▪ Inform Northamptonshire County Council Health and Safety Officer, via hazardous occurrence report form</li> <li>▪ Only use contractors accredited in asbestos awareness for building/maintenance work</li> <li>▪ Through the PFI contractor requesting that Site Controller/Caretaker undergoes accredited training in asbestos awareness and undertakes in-house minor maintenance in suspect areas.</li> </ul>
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<b>Staff Responsible</b>	JBA		
<b>Date approved by GB</b>	15/10/15	<b>Review Date</b>	October 2017