

HEALTH AND SAFETY POLICY 2017/18

As approved by Governors:	22 November 2017
Current until:	22 November 2020
Post holder responsible for review:	Principal and Full Governing Body

General Information

Plymouth Studio School recognises that ensuring the Health and Safety of staff members, students and visitors is essential to the success of the school.

We are committed to:

- Providing a safety and healthy working and learning environment.
- Preventing accidents and work related ill health.
- Meeting our legal responsibilities under Health and Safety legislation as a minimum.
- Assessing all risks to anyone who could be affected by our curriculum and non-curriculum activities and putting in place measures to control these risks.
- Ensuring safe working methods and providing safe work equipment.
- Providing effective information, instruction, training and supervision.
- Consulting with employees and their representatives on Health and Safety matters.
- Monitoring and reviewing our safety arrangements and prevention measures to ensure they are effective.
- Setting targets and objectives to develop a culture of continual improvements.
- Ensuring adequate welfare facilities exist throughout the school.
- Ensuring adequate resources are made available for Health and Safety issues, so far as is reasonably practical.

Health and Safety management procedures will be adopted, and responsibilities appropriately assigned, to ensure the above commitments can be met. All Governors, staff members and students will play their part in their implementation.

Name: Samantha Abbott
(Chair of Governors)

Signature: _____

Name: Mark Cahill
(Principal)

Signature: _____

Date: _____

1 Introduction

- 1.1 To achieve compliance of our commitment the School's team members will have additional responsibilities assigned to them as detailed in this Policy.

2 The Governing Body

- 2.1 The Governing Body is responsible for ensuring that:
- The Health and Safety Policy Statement of Intent is clearly written and it promotes a positive attitude towards safety in staff and students.
 - The Principal is aware of his Health and Safety responsibilities and has sufficient experience, knowledge and training to perform the task required.
 - Clear procedures are created to assess any significant risks and ensure that safe working practises are adopted.
 - Sufficient funds are set aside with which to operate safe working practise.
 - Health and Safety performance is monitored, failures in Health and Safety policy or implementation recognised, and policy and procedures revised as necessary.

3.0 Principal

- 3.1 Reporting to the governing body the Principal has the overall responsibilities for ensuring that the Health and Safety Policy is effectively implemented and that proper resources are made available to achieve this.
- (S)He will plan ahead as necessary to make human, financial and other resources available to secure a high standard of Health and Safety management, taking competent advice on matters of Health and Safety where relevant.
 - (S)He provides the final authority on matters concerning Health and Safety at work.
 - The Principal will make the decision on Health and Safety issues based on proper assessment of any risk to Health and Safety, and will ensure the control of those risks in an appropriate manner.
 - (S)He delegates specific responsibility for the day-to-day management of safety arrangements to the Premises Manager.
- 3.2 The Principal supports the governing body by ensuring that:
- This policy is clearly communicated to all relevant persons.
 - Appropriate information on significant risk is given to visitors and contractors.
 - Appropriate consultation arrangements are in place for all staff member and their representatives.
 - All risk assessments of the premises and working practices are undertaken.
 - Safe systems of work are in place as identified from risk assessments.
 - Emergency procedures are in place.
 - Equipment is inspected and tested to ensure it remains in a safe condition.
 - Records are kept of all relevant Health and Safety activities e.g. assessments, inspections, accidents, etc.
 - Arrangements are in place to inspect the premises and monitor performance.

- Accidents are investigated and any remedial actions required are taken or requested.
- The activities of contractors are adequately monitored and controlled.
- A report to the governing body on the health and safety performance of the school is completed annually.

4.0 Plymouth Studio School Staff

4.1 Plymouth Studio School staff must:

- Apply the school's Health and Safety Policy to their own department or area of work and be directly responsible to the Principal for the application of the Health and Safety procedures and arrangements.
- Carry out regular Health and Safety risk assessment of the activities for which they are responsible and submit reports to the Principal.
- Ensure that all staff members under their management are familiar with the Health and Safety procedures for their area of work.
- Resolve Health, Safety and Welfare problems that members of staff refer to them, and refer to the Principal any problem to which they cannot achieve a satisfactory solution within the resources available.
- Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- Ensure, so far as it reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and students to avoid hazards and contribute positively to their own Health and Safety.
- Ensure all accidents in areas of responsibility are investigated appropriately.

5.0 Special Obligations of Teachers

5.1 Teachers are expected to:

- Exercise effective supervision of their students and to know the procedures in respect of fire, first aid, and other emergencies, and to carry them out.
- Follow the Health and Safety procedures applicable to their area of work.
- Give clear oral and written Health and Safety instructions and warnings to students as often as necessary.
- Ensure the use of personal protective equipment and guards where necessary.
- Integrate all relevant aspects of safety into the teaching process and where necessary give special lessons on Health and Safety in line with National Curriculum requirements for safety education.
- Ensure that personal items of equipment or proprietary substance are not brought into school without prior authorisation.
- Regularly check their classrooms for potential hazards and reports.
- Reports all accidents, defects and dangerous occurrences to the Premises Manager.

6.0 Obligations of all Employees

6.1 All employees must:

- Act in the course of their employment with due care for the Health, Safety and Welfare of themselves, other employees and other persons.
- Observe all instructions on Health and Safety issued by the Governing Body or any other people delegated to be responsible for a relevant aspect of Health and Safety.
- Act in accordance with any specific Health and Safety training received.
- Reports all accidents and near misses in accordance with current procedures.
- Know and apply emergency procedures in respect of fire, first aid, and other emergencies.
- Co-operate with other persons to enable them to carry out their Health and Safety responsibilities.
- Inform their Line Manager of any shortcoming they identify in the school's Health and Safety arrangements.
- Exercise good standards of housekeeping and cleanliness.
- Co-operate with the Premises Manager.
- When authorising work to be undertaken or authorising the purchase of equipment, ensure that the Health and Safety implications of such work or purchase are considered.

7.0 Obligations of Contractors

7.1 Sub-contractors

It is the responsibility of the sub-contractor to ensure that the provision of services is provided in a safe, healthy and supportive environment which meets the needs of the College Students. Where part of learning takes place in an environment outside of the direct control of the Sub-contractor, the Sub-contractor shall take all reasonable steps, ensure that arrangements are in place to protect and promote the health, safety and welfare of the Students.

The Sub-Contractor must inform the College of any injuries or diseases to Students within the scope of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, and shall investigate or assess the circumstances of all Student incidents within the scope of RIDDOR and follow all relevant HSE guidance on investigating accidents and incidents.

PSS will ensure the following;

1.All contractors on arrival at Plymouth studio school will report to reception signing in and out. They will display an identification badge at all times. If they are unable to provide a current DBS (Disclosure and barring certificate) they must be accompanied at all times.

2.All contractors must have adequate third party public liability insurance and be in possession of the relevant permit to work. They must be able to provide a safety method statement.

3.They will be instructed what works are required which must be completed to an approved standard and maybe subject to inspection.

4.All contractors upon arrival will be given a H&S induction which will include, fire policy and actions, first aid and location of equipment, toilet facilities and reporting of incidents in accordance with RIDDOR (Reporting of injuries diseases and dangerous occurrences regulations) to themselves, students and visitors. They will be briefed on the rules that cover the site. They will have a named point of contact for their visit.

8.0 Students

8.1 Students, in accordance with their age and aptitude, are expected to:

- Exercise personal responsibility for Health and Safety of themselves and others.
- Observe standards of dress consistent with safety and/or hygiene.
- Observe all the Health and Safety rules of the School and in particular the instructions of staff members given in an emergency.
- Use and not wilfully misuse, neglect or interfere with thing provided for their Health and Safety.

APPENDIX 1 – ARRANGEMENTS

1. Introduction

- 1.1 The following procedures and arrangements have been established within the School to eliminate or reduce Health and Safety risks to an acceptable level and to comply with minimum legal requirements.

The list provides a brief summary of all key Health and Safety arrangements applicable to the School. More detailed policies and written procedures for a number of these areas are available in the Health and Safety Management File.

2. Accident and Incident Reporting

- 2.1 All staff members are required to ensure that all accidents are reported to Premises Manager in the first instance, who will ensure that accident is investigated and reported to the Principal, who will inform the Governing Body and the Health and Safety Executive as appropriate.
- 2.2 All incidents or near hits – ie something which has the potential to cause harm although it doesn't do so on this occasion- must also be reported so they can be investigated and appropriate steps taken to prevent a more serious reoccurrence.

3. Curriculum Safety

- 3.1 Teaching staff are responsible for ensuring that risk assessments are in place for curriculum activities where there is a potential risk to staff and students.
- 3.2 The risk assessment must be made known to all teaching and support staff members and reviewed regularly.

4. Display screen equipment

- 4.1 The Principal and the Premises Manager are responsible for ensuring that DSE assessment are complete for administrative staff and teaching member who regularly use laptops and computer equipment.

5. Educational Visits and Journeys

- 5.1 The Premises Manager, by delegation of responsibilities, is responsible for ensuring that all School trips are managed in accordance with the School policy for Educational Trips which all teachers must be familiar with.

6. Fire Precautions and Emergency Procedures.

- 6.1 The Principal, in conjunction with the Premises Manager, is responsible for ensuring:
- That a Fire Risk Assessment is completed and reviewed annually.
 - That the school Emergency Plan and evacuation procedures are regularly reviewed.
 - The provision of fire awareness training for selected staff members.
 - That an emergency fire drill is undertaken every term.
 - The preparation of specific evacuation arrangements for staff members and students with special needs.
- 6.2 The Premises Manager, through our third party agreement, is responsible for:
- The formal maintenance and regular testing of the fire alarm and emergency lighting.
 - The maintenance and inspection of the firefighting equipment.
 - The maintenance of exit/escape routes and signage.
 - Supervision of contractors undertaking hot work.
- 6.3 All staff members must be made familiar with School fire safety risk assessment, emergency plan and evacuation procedures.

7. First Aid

- 7.1 The names of the School's qualified First Aiders are displayed on notice boards located in the Main Staff Room.
- 7.2 First Aid supplies are kept in the Main Office and it is the responsibility of the PA to the Principal to ensure that stocks of supplies are kept up to date.
- 7.3 All staff members must be familiar with the School arrangements for First Aid.

8. Hazardous Substances

- 8.1 The Lead Teacher of Science is responsible for ensuring that all cleaning and maintenance products that may be hazardous to health are assessed before being used.
- 8.2 The substance must be stored securely in accordance with manufactures' instructions and only used by authorised person trained in the safe use of the products.
- 8.3 All staff members are reminded that no hazardous substances should be used without the permission of the Principal. The Head of Science will be responsible for ensuring Control of Substance Hazardous to Health (COSHH) assessment are carried out and communicated for any authorised products used.

9. Inclusion

- 9.1 All teaching and support staff members should be familiar with the School's policy on Inclusion and supporting guidance.
- 9.2 The Principal is responsible for ensuring that there are adequate facilities to support staff members to ensure the health, safety and welfare of any pupil with special education needs (SEN).
- 9.3 All teaching and support staff members must give any information about a pupil's needs and receive such training as is necessary for them to be able to support the pupil's learning, social and personal needs.
- 9.4 The Director of Inclusion must ensure that all risk assessments for curriculum activities are adapted as necessary to ensure the safety of any of any pupil with special educational needs (SEN). Where it is considered essential to exclude a pupil from all or part of an activity this exclusion must be authorised by the Principal.

10. Lone Working

- 10.1 Lone working is defined as anyone who works alone without case or direct supervision.
- 10.2 Cleaning staff member may be regular loan workers, but teachers and other staff may also work in isolate classroom and offices after normal school hours or during holiday times.
- 10.3 Any member of staff working after hours must notify the Principal of their location and intended time of departure.
- 10.4 Lone workers should not undertake any activities which present a significant risk of injury.

11. Managing Medicines & Drugs

- 11.1 No student is allowed to take medication on the School site without a letter of consent from his/her parent or carer.
- 11.2 Staff members must notify the Principal if they believe a pupil to be carrying any unauthorised medicines or drugs.

12. Maintenance and Inspection of Equipment

- 12.1 The detailed arrangements of the maintenance and inspection of equipment are described in the site maintenance procedures under the maintenance contract.

12.2 All faulty equipment must be taken out of use and reported to the Premises Manager, Staff members must not attempt to repair equipment themselves.

13. Manual Handling and Lifting.

13.1 The Premises Manager will ensure that any significant manual handling tasks are risk assessed and these risks eliminated where possible.

13.2 No member of staff should attempt to lift or move any heavy furniture or equipment's themselves but must ask the Premises Manager for assistance.

13.3 Students are not allowed to move or lift any heavy or unwieldy furniture or equipment.

13.4 Staff and support staff members who assist students with physical disabilities must be trained in the staff use of lifting equipment and handling techniques.

14. PE Equipment

14.1 The Teacher of Physical Education is responsible for ensuring that all PE equipment is suitable and safe for the activities planned and the age and abilities of the student.

14.2 Risk assessments are to have been completed for all PE activities and all staff members must be familiar with these.

14.3 Equipment such as wall bars, ropes, beams, benches and mats are formally inspected store area after use.

14.4 All PE equipment must be visually checked before lessons and returned to the designated store area after use.

14.5 Students must not use the PE equipment unless supervised.

14.6 Any faulty equipment must be taken out of use and reported to the relevant PE Leader.

15. Risk Assessment

15.1 It is the Principal's responsibility to ensure that potential hazards are identified and that risk assessments are completed for all significant risks in the school.

15.2 The Principal and core staff team are responsible for ensuring general risk assessments are carried out.

15.3 The core staff team will undertake risk assessments for their areas including teaching areas.

16. Security/Violence

- 16.1 Security of the School site is part of our maintenance contract and regular checks of the boundary walls/ fences, entrance points, out buildings and external lighting are undertaken.
- 16.2 Staff members must question any visitor on the School premises who is not wearing visitor's badges and escort them back to reception. If an intruder become aggressive assistance should be sought.
- 16.3 Meetings with parents known to be verbally abusive or threatening in their behaviour should only be held in an area of the School where assistance is available. The Principal should not be notified in advance of these meeting where possible.
- 16.4 Any incidents of verbal abuse or threatening behaviour by parents, visitors or students must be reported immediately to the Principal.

17. Smoking

- 17.1 It is illegal to smoke anywhere on the School premises or in vehicles operated by the school.

18. Staff Training & Development

- 18.1 The Principal is responsible for annually assessing the Health and Safety training needs of all staff members and for arranging any identified training. All staff members will receive specific information and training as part of the school induction process.
- 18.2 Staff members will receive fire awareness training on an annual basis.
- 18.3 Staff members given specific Health and Safety responsibilities and duties will be provided with the necessary levels of information, instruction and training to enable to carry out these duties.

19. Stress

- 19.1 The School Governors and Principal are responsible for taking steps to reduce the risk of stress in school by taking measures to ensure colleagues are supported through:
- An environment in which there is good communication, support trust and mutual respect.
 - Training to enable them to carry out their jobs competently.
 - Control to plan their own work and seek advice as required.
 - Involvement in any major changes.
 - Clearly defined roles and responsibilities.
 - Consideration of domestic or personal difficulties.

- Individual support, mentoring and referral to outside agencies where appropriate.

20. Visitors and Contractors

- 20.1 Students must sign in and out at the School reception desk. This includes parents and peripatetic teachers and specialists. A pass will be issued with must be worn and clearly visible at all times in school.
- 20.2 Visitors to the School will be made aware of the emergency procedures and other safety information as is relevant.
- 20.3 Contractors undertaking maintenance work on the school will be informed of the emergency procedures and any risk in their area e.g. asbestos, fragile roofs.