



# **Montgomery High School**

## **Health, Safety and Welfare Policy**

Reviewed by the Finance & Premises Committee under powers delegated by the  
Governing Body 22/01/14

Review Period

Annual

## **HEALTH, SAFETY AND WELFARE POLICY**

### **1. POLICY STATEMENT**

- 1.1 This policy statement was approved by the Governing Body on INSERT
- 1.2 This policy makes an unequivocal commitment to high standards of health and safety. Although the Headteacher has ultimate responsibility for implementing the policy all employees and students have an important part to play in its successful implementation.
- 1.3 Every Manager and Supervisor is responsible for implementing the policy in their area of activity. Every employee must comply with the policy and co-operate with colleagues to achieve high standards of health and safety.
- 1.4 Responsibilities of staff are outlined in this document but the detailed arrangements for carrying out the policy are included in separate Codes of Practice.
- 1.5 This Policy is required under the Health and Safety at Work Act. Employees are reminded that they have duties under the Act and breach of these duties could lead to prosecution of the Governing Body or individual employees. Failure to comply with safety requirements could also lead to disciplinary action.

Signed:



Chair of Governors

Date: 22<sup>nd</sup> January 2014

## **2. STATEMENT OF INTENT**

- 2.1 The Governing Body of Montgomery High School will do all that is reasonably practicable to establish and maintain high standards of health, safety and welfare for all its employees.
- 2.2 The Governing Body will ensure, so far as is reasonably practicable, that the health and safety of pupils and other non employees who may be affected by its work activities is not endangered.
- 2.3 The responsibility for implementing this policy lies directly and personally with line management from the Headteacher and Senior Leadership Team through to every employee.

## **3. OBJECTIVES**

To implement the policy the Governing Body's objectives are:

- To ensure that all activities are being carried out safely, without risk to health, so far as is reasonably practicable.
- To ensure there are Codes of Practice covering work activities.
- To ensure all staff are aware of and actively support the responsibilities of the Governors and accept their own personal responsibilities.
- To ensure that all new employees are aware of the Governors' health and safety policy and the appropriate health and safety procedures.
- To ensure all visitors, contractors and suppliers of goods and services comply with relevant health and safety requirements.
- To ensure that consultative procedures facilitate the involvement and commitment of employees and their appointed representatives.
- To promote awareness of health and safety issues.
- To provide specialist professional support to managers on all health and safety matters.
- To have and make readily available detailed health and safety information which may be required about or resulting from legislation, Approved Codes of Practice or British Standards.
- To have and make readily available detailed health and safety information which may be required about substances, materials, articles, processes, plant and equipment employed by the Governing Body.
- To ensure suitable and sufficient assessments are carried out of the risks to health and safety of employees, pupils and others.
- To keep the policy under review and revise it as required.
- To monitor the implementation of the Health and Safety Policy.

## **4. ORGANISATION AND RESPONSIBILITIES**

### **4.1 The Governing Body**

The Governing Body has a duty to take steps to ensure that appropriate health and safety standards are complied with as far as is reasonably practicable in all areas and activities under their control. This duty includes ensuring that appropriate arrangements are made to comply with statutory requirements, the

Health, Safety and Welfare Policy and associated codes of practice; and that these are taken into account in determining the allocation of resources.

The Governing Body will monitor the implementation of the Policy by requiring an annual report based on a monitoring checklist and reports of inspections as detailed in Section 7.3 of this document.

Where major building or maintenance/improvement works are being carried out, the Governing Body must appoint a property consultant. Additionally, many minor building/maintenance projects will require the services of a property consultant if statutory approval is required, for example for electrical works, and where the school does not have access to internal specialists/competent persons. The Governing Body should ensure that any contractor appointed to undertake work on the school premises is competent to do so.

Governing bodies will also need to ensure that the Headteacher has an appropriate workload, in support of a reasonable work/life balance, having regard to his/her health and welfare.

#### 4.2 Headteacher

The Headteacher is accountable to the Governing Body for the implementation of the health and safety policy. S/he will also discharge the Governing Body's overall duty as employer. The discharge of these duties will be through line managers. The Headteacher will be responsible, in particular, for ensuring that:

- the Safety Policy Statement is brought to the attention of all staff.
- Codes of Practice are available for each work activity carried out in the School: that a copy of each Code of Practice is kept in the administrative office of the establishment: those other copies are distributed to relevant staff and a record of distribution is maintained;
- other health and safety information is communicated to relevant staff;
- adequate first aid procedures exist, including the provision of sufficient first aiders and appointed persons, and that all staff are aware of the arrangements; This should include times when members of staff are present outside normal school hours;
- accidents are reported and investigated using the established procedures;
- safety representatives can carry out their functions including inspections and accident investigations; and, where appropriate, that consultation takes place with safety representatives.
- safety representative inspection report forms are dealt with in the appropriate manner;
- training needs are identified and appropriate arrangements are made for training;
- assessments are undertaken of all risks to health and safety as required by the Management of Health and Safety at Work Regulations and other legislation and that the significant findings are recorded;
- new employees receive appropriate health and safety information including details of the safety policy, codes of practice, fire drill procedures and other safety procedures;
- the overall procedures for safety are monitored;
- fire drills are carried out and a fire register is maintained;
- an Educational Visits Co-ordinator, who has attended a recognised training course, is appointed within the school

- appropriate arrangements are made with regard to any lettings;
- arrangements are in place for liaising with contractors (cleaning, catering, grounds maintenance and building work) to ensure appropriate co-operation and co-ordination between the school and the contractor as required by the management of Health and Safety at Work Regulations; all reasonable steps are taken to inform contractors of risks to their employees arising out of or in connection with the operation of the School; and contractors are aware of any special risks to children which might arise out of their work;
- there are arrangements for monitoring services such as gas and electrical systems and equipment;
- procedures for identifying and acting upon failures by any employee to achieve adequate health and safety performance are in place;
- health and safety matters which cannot be resolved appropriately are raised with the Governing Body;
- a copy of Appendix 1 is completed, posted on notice boards in a prominent position and updated at regular intervals.

#### 4.3 Deputy Headteachers

The Deputy Headteachers are responsible for carrying out the Headteacher's duties in his/her absence, as nominated.

#### 4.4 Health and Safety Co-ordinator

The Assistant Headteacher - School Organisation and Extended Service will act as the School Health and Safety Co-ordinator. Specific duties include:

- establishing arrangements for dealing with health and safety matters such as:
  - dissemination of health and safety information to all staff;
  - first aid;
  - accident reporting;
  - emergency evacuation procedures;
  - ensuring accidents are investigated;
  - ensuring health and safety matters raised by staff are dealt with;
  - maintaining a central file of Codes of Practice and disseminating information about new/revised Codes of Practice to relevant line managers;
- co-ordinating all aspects of Health and Safety Policy and practice;
- ensuring premises defects (which affect Health and Safety) and other health and safety matters are dealt with or, if this is not possible, for ensuring they are raised with the Headteacher;
- liaising with safety representatives or other means of consulting with employees;
- ensuring the implementation of the Safety Policy is monitored;
- overseeing arrangements for lettings;
- ensuring 'reportable' accidents are reported to the HSE.

#### 4.5 All Line Managers

All line managers in the school, including Curriculum Area Leaders and non-teaching line managers, are responsible for the implementation of the Health, Safety and Welfare Policy in their area of control. This includes:

- ensuring that risk assessments are carried out, in their area of control, recorded and the control measures implemented (see section 7.2)
- undertaking risk assessments relating to hazards to which directly managed staff are exposed (including stress risk assessments) (see section 7.2)
- ensuring that Codes of Practice appropriate to the work in their area of control are brought to the attention of all staff and are complied with;
- ensuring that appropriate safety signs or notices are displayed;
- ensuring that individual employees are aware of their responsibilities for health and safety;
- ensuring that employees under their control are adequately trained, informed, instructed and supervised;
- communicating all relevant health and safety information to staff;
- ensuring that staff are aware of fire procedures;
- ensuring that first aid procedures are complied with;
- ensuring all new employees to the area receive a health and safety induction including departmental safety procedures;
- identifying training needs of staff to enable them to meet required competencies and reporting them as completed or, if not, detailing any omissions to the Headteacher;
- ensuring that all accidents occurring are reported, the causes are investigated and an accident report form is completed;
- ensuring that health and safety monitoring is undertaken in their area of control through:
  - annual internal monitoring;
  - inspections;
  - accident, near-miss and ill-health investigations;
  - performance management reviews;
- following procedures for identifying and acting upon failures by any employee to implement the Health, Safety and Welfare Policy and procedures.

#### 4.6 Class Teachers

The health, safety and welfare of students in classrooms, laboratories and workshops are the responsibility of the classroom teacher. These rules also apply to student teachers who must be made aware of their responsibilities by a professional tutor, and to support staff, such as teaching assistants.

A class teacher is expected to:

- know the emergency procedures in respect of fire and first-aid and the special safety measures to be adopted in his/her own teaching areas and to ensure that they are applied;
- exercise effective supervision of students and ensure that they know of the general emergency procedures in respect of fire and first-aid and the special safety measures of the teaching area;
- give clear instructions and warnings as often as necessary (notices, posters, hand-outs are not enough);
- ensure that students' coats, bags, cases etc. are safely stowed away;

- integrate all relevant aspects of safety into the teaching process and if necessary give special lessons on health, safety and welfare;
- follow safe working procedures personally;
- call for protective clothing, guards, special safe working procedures etc. when necessary;
- make recommendations on safety matters to the head of subject or team leader.

#### 4.7 Assistant Headteacher – School Organisation and Extended Schools

Assistant Headteacher – School Organisation and Extended Schools is responsible for:

- overseeing the work of the Site Team and ensuring that such work is carried out safely;
- maintaining the fire register;
- identifying premises defects and dealing with them as appropriate. Where they cannot be dealt ensuring the area is made safe and the defect is reported to the Headteacher;
- liaising with building contractors and monitoring the work to ensure appropriate standards of health and safety are maintained.

#### 4.8 All Employees

Although prime responsibility for health and safety rests with the Governing Body as the employer, the Health, Safety and Welfare Policy can only be implemented in school with the full co-operation of all members of staff. All employees therefore have the following responsibilities:

- to take reasonable care for their own health, safety and welfare and that of other persons affected by their acts or omissions;
- to co-operate with the Governing Body and the Headteacher, so far as is necessary, to enable it to meet its responsibilities for health, safety and welfare;
- to be aware of, and follow, health and safety codes of practice and guidelines;
- to use work equipment provided correctly, in accordance with instructions and training;
- to report to their line manager any hazards or work situations they identify and any inadequacies in health and safety;
- to report, using prescribed procedure, all accidents, reportable diseases, ill health, dangerous occurrences and near misses;
- to take part in any health and safety training identified as necessary by the Headteacher.

Employees at all levels should note that if they fail to discharge the obligations placed on them by this Health, Safety and Welfare Policy or any relevant statutory provision, they may be liable to disciplinary action according to the School's disciplinary rules and procedures or prosecution by the Health & Safety Executive.

#### 4.9 Students

Although the prime responsibility for health and safety rests with the Governing Body all students have responsibilities:

- To take reasonable care of their own health and safety and that of all persons affected by their acts of omissions.

- To co-operate with school staff so far as is necessary to enable them to meet their responsibilities for health and safety.
- To use equipment provided correctly in accordance with instructions and training.
- To inform school staff of any situations which represent a serious and immediate danger to health and safety.

## **5. SAFETY REPRESENTATIVES AND SAFETY COMMITTEE**

### **5.1 Safety Representatives**

The Governing Body will provide for effective joint consultation on health and safety matters with safety representatives.

### **5.2 Safety Committee**

The Governing Body has established a school safety committee which meets termly.

### **5.3 Local consultation**

The Headteacher is responsible for ensuring that arrangements are in place for consultation with workplace safety representatives and to address issues raised by safety representatives on behalf of the staff they represent.

In any situations where the trade unions have not appointed local safety representatives, the Headteacher is responsible for arrangements to consult directly with employees in the establishment, or with their elected representatives. The recognised trade unions have agreed that safety representatives may represent staff who are not members of the trade union for the purposes of consultation on health, safety and welfare matters.

The Headteacher must ensure that all relevant staff are consulted with regard to risk assessments which cover their work activities.

## **6. HEALTH AND SAFETY ADVICE**

Blackpool Council's Learning Service Directorate's Health and Safety Advisory Service has been appointed to assist in undertaking protective and preventive measures.

## **7. GENERAL ARRANGEMENTS FOR HEALTH AND SAFETY**

### **7.1 Codes of Practice**

The School has adopted Blackpool Council Learning Service's Codes of Practice; these contain the detailed arrangements for carrying out this Policy and should therefore be read in conjunction with the Policy. A list of Codes of Practice is attached as Appendix 2.

### **7.2 Risk Assessment**

Under the Management of Health and Safety at Work Regulations there is a requirement for all risks to health and safety to be assessed and for significant findings to be recorded. The school has adopted the Blackpool Council form to record significant findings.

For most activities Blackpool Council's Codes of Practice indicate the 'preventive and protective' measures and the assessment form will refer to the particular code. The Codes of Practice were prepared following assessment of the risks and in general form the basis of most routine risk assessments. However, as generic assessments they have limitations and it is the responsibility of managers to

ensure assessments are modified and extended to take account of local circumstances.

Headteachers are responsible for ensuring specific risk assessments are undertaken (such as VDU and Manual Handling) and for undertaking risk assessments relating to hazards to which directly managed staff are exposed (this will include stress risk assessments).

### 7.3 Health and Safety Monitoring

- a) Inspections of the School will be carried out termly by the Assistant Headteacher – School Organisation and Extended Services; Site Team and a Governor.
- b) An internal review of health and safety arrangements and procedures will be carried out annually by using a check list provided by Blackpool Council Learning Service Directorate's Health and Safety Advisory Service. A report will be made to the Governing Body.
- c) All accidents will be investigated, as appropriate, to identify any failures in the management of health and safety. Where necessary, reports will be submitted to the Governing Body.
- d) The Assistant Headteacher – School Organisation and Extended Services will examine accident and incident records at least annually to identify any causes that might be remedied. (Recurring events might highlight a problem not highlighted by a single event.)
- e) In addition to the above, annual inspections are carried out of the following equipment; PE equipment, climbing frames, fire extinguishers, portable electrical appliances, fire alarms, emergency lighting, lightning conductors, heating appliances, hot and cold water systems and the kiln. Other routine inspections are undertaken as detailed in specific Codes of Practice.

### 7.4 Health and Safety policy review

The Finance and Premises Committee will review the Health, Safety and Welfare Policy annually for recommendation to the Full Governing Body.

## **8. CONSEQUENCES OF NON-COMPLIANCE**

It is a requirement for all staff to fulfil their responsibilities as outlined in this policy. Where there is a failure to comply with the Policy (including the codes of practice), whether observed in routine activities, active or reactive monitoring or auditing, an appropriate response is required to hold managers and staff to account and remedy the failure within the establishment. The system in place for schools is as follows:

- For serious breaches of health and safety legislation or the school's Health, Safety and Welfare Policy resulting in an employee putting either him- or herself, or others at risk, disciplinary action in accordance with the School's disciplinary procedure will follow.
- Where the breach is considered to be sufficiently serious it may be regarded as gross misconduct, possibly resulting in dismissal from the School's service.
- It is necessary to have relevant procedures in place, as stated in this document, to ensure that all employees and managers fulfil their legal responsibilities so that the Governing Body is able to meet its legal obligations as 'the employer'. A failure to manage health and safety could lead to enforcement action by the Health and Safety Executive.

# **Appendix 1**

## **Local Organisation and Arrangements Notice**

**Appendix 1: Local organisation and arrangements Notice**

<b>Name of establishment</b>	Montgomery High School
<b>Manager responsible for establishment:</b>	Headteacher
<b>School's Health and Safety Co-ordinator</b>	Assistant Headteacher – School Organisation and Extended Services
<b>Location of Health and Safety codes of practice/documentation/risk assessments</b>	Office of the Assistant Headteacher – School Organisation and Extended Services
<b>Location of Fire Register</b>	Caretaker's Room
<b>Procedure for accident reporting</b> (name of employee to report to and if appropriate, who reports to the HSE)	Assistant Headteacher – School Organisation and Extended Services
<b>First Aider/Appointed Person(s)</b>	Mr T. Burns and other colleagues as per published listing
<b>Procedure for reporting hazards</b> (name, tel. no. or other contact arrangements such as a Hazard Book)	Report hazards in first instance to a member of the site team and Mr P. Allen (extension 167). Mr P. Allen maintains the Hazard Book
<b>Name(s) of establishment's Trade Union safety representatives</b>	Representatives: Mrs C. Wall
<b>Fire assembly point</b>	Year 7 – South end of T-block Years 8, 9, 10 – North playground Year 11 – Central Quad <b>All staff not involved in above to be outside the QA Centre</b>
<b>Fire Marshal/Evacuation Officer</b>	As per Evacuation Procedures
<b>Day and time of weekly fire alarm tests</b>	Friday 6pm onwards – once confident all staff and students with the exemption of premises staff are off site
<b>Name, address and telephone number of nearest hospital</b>	Blackpool Victoria Hospital Whinney Heys Road Blackpool Lancashire FY3 8NR 01253 30000
<b>Location of First Aid boxes</b>	Catering - Lower and Upper Kitchen Offices English - 1 in E3 and 1 in English Office Examinations - Mrs Anderson's Office Expressive Arts - Drama Office Humanities - Humanities Office Mathematics - Room 05 MFL - Languages Office PE - Kit Room and 2 match bags QA Centre - Back of QA Reception Main Reception - Front of school

	<b>Science - Upper and Lower Prep Rooms</b> <b>Site Staff - Site Office</b> <b>Design technology - Each T Block Room (7 in total)</b> <b>and DT office</b> <b>Visits - Minibuses x3</b>
<b>LA contacts</b>	<b>Property Services Help Desk 01253 476110</b> <b>Alison Westbrook 01253 476034</b>

## Appendix 2

### Blackpool Council Learning Service's Codes of Practice

**BLACKPOOL COUNCIL**  
**OCCUPATIONAL HEALTH AND SAFETY MANUAL**  
**SECTION 3 CONTENTS PAGE**

Document title	Document Reference No	Issue No
Risk Assessment	OH&S 0003	02
Controlling Vehicle and Pedestrian Movement in Work Premises	OH&S 0004	01
Controlling Risks from Hazardous Substances	OH&S 0005	02
Fire Safety	OH&S 0006	03
First Aid	OH&S 0007	02
Display Screen Equipment	OH&S 0008	03
Occupational Health Scheme	OH&S 0009	03
Personal Safety	OH&S 0010	03
Work at Height	OH&S 0011	01
Accident/Incident/Near Miss Reporting	OH&S 0012	03
Accident/Incident Investigating	OH&S 0013	02
Manual Handling	OH&S 0014	01
Work Equipment	OH&S 0015	01
Managing Electricity at Work	OH&S 0016	02
Asbestos Management	OH&S 0017	02
Managing Health and Safety in Construction	OH&S 0018	01
Control of Contractors	OH&S 0019	01
Health and Safety at Events	OH&S 0020	01
Health Surveillance	OH&S 0021	02
Safety in Offices	OH&S 0022	01
Personal Protective Equipment	OH&S 0023	01
Health and Safety Training	OH&S 0024	01
Infection Control	OH&S 0025	01
Managing Work Related Pressure	OH&S 0026	01
Managing Driving at Work	OH&S 0028	01
Managing Risks from Noise at Work	OH&S 0029	01
Hand Arm Vibration	OH&S 0030	02
Please Turn Over		

Monitoring, Inspecting and Auditing	OH&S 0031	02
Fire Risk Assessment	OH&S 0032	01
Emergency Evacuation	OH&S 0033	01
Control of Legionella	OH&S 0034	02
Corporate Warning Register	OH&S 0035	03
A Smokefree Working Environment	OH&S 0036	02

**BLACKPOOL COUNCIL**  
**OCCUPATIONAL HEALTH AND SAFETY MANUAL**  
**SECTION 4 CONTENTS PAGE**

All documents listed below are Corporately produced and are in **addition** to any specific locally produced documents.

**SCHOOL SPECIFIC GUIDANCE DOCUMENTS**

Document title	Document Reference No	Issue No
School Specific Information Overview	OH&SSG01	01

**GUIDANCE DOCUMENTS**

Document title	Document Reference No	Issue No
Protecting Vulnerable Persons	OH&SGN01	01
Mobile Working and Hot Desking	OH&SGN02	02
H&S Responsibilities in Shared Workplaces	OH&SGN03	01
Evaluating the H&S Section of a Pre Qualification Questionnaire	OH&SGN04	01
Work Related Pressure (Stress) Risk Assessment Work Tool	OH&SGN05	01
Statement of Fitness for Work (Fit Note)	OH&SGN06	01
Risk Assessment of New or Expectant Mothers	OH&SGN07	01
Preventing Finger Trapping in Doors	OH&SGN08	01
Preventing Slips, Trips and Falls	OH&SGN09	01
Corporate Warning Register - Inputting an Entry Request	OH&SGN10	02
Viewing the Corporate Warning Register	OH&SGN11	02
Risk Assessment for Young People	OH&SGN12	01
Whole Body Vibration and Back Pain	OH&SGN13	01
Temporary Works	OH&SGN14	01
Respiratory Protective Equipment	OH&SGN15	01

Any additional Codes of Practice appropriate to the work in preventing Slips, Trips and Falls in specific curriculum areas are held and implemented by Curriculum Area Leaders/Line Managers (see section 4.5). Curriculum Area Leaders oversee the implementation of these codes and all colleagues are responsible for their implementation across school, as appropriate.

Each Curriculum Area has its own specific Risk Assessment folder which colleagues are required to sign to confirm that they have read and understood the procedures entailed. The Assistant Headteacher (Curriculum and Timetable) oversees these folders with Curriculum Area Leaders.

Equality and Diversity Impact Assessment

<b>Date: 10.12.13</b>	<b>Policy/Activity: Health, Safety and Welfare</b>	<b>Assessor: HT</b>
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Number	Protected Characteristics	Any Concerns Arising?	Details of Concerns	Recommendations
1	<b>Disability</b>	✓	Information accessibility	Make a range of accessibility tools available e.g. 'text to audio', large text, etc. as needed.
	Example: physical disabilities, learning difficulties or medical needs			
	Young carer/carer			
2	<b>Gender</b>			
	Females/Males			
3	<b>Sexual Orientation</b>			
	Example: Gay, Lesbian			
4	<b>Gender Reassignment</b>			
	Gender Reassignment			
5	<b>Race/Ethnic Group</b>			
	Example: Black, Asian, Chinese, etc			
6	<b>Pregnancy/Maternity</b>			
	Pregnancy or maternity/paternity			
7	<b>Marriage/Civil Partnership</b>			
	Marriage/Civil Partnership			
8	<b>Religion or Beliefs</b>			
	Example: Jewish, Muslim, Christian etc			
9	<b>Age</b>			
	Age			

