

**SHENFIELD
HIGH SCHOOL**



Shenfield High School

Health and Safety Policy

June 2018

Adopted by Resources:	June 2018
Ratified by the Governing Body on:	July 2018
Review Date	January 2020

1 Statement of Intent

The Governing Body is committed to ensuring that high standards of health, safety and wellbeing are provided and maintained in order that there is a safe and healthy working environment for all staff, students and visitors.

Students should be able to experience a wide range of activities. Health and safety measures should help them to do this safely, not stop them.

It is important that students learn to understand and manage the risks that are a normal part of life.

Common sense should be used in assessing and managing the risks of any activity. Health and safety procedures should always be proportionate to the risks of an activity.

Staff should be given the training they need so they can keep themselves and students safe and manage risks effectively.

This statement, policy and arrangements were approved by the Governing Body.

Signed:..... **Date:**.....
(Chair of Governors)

This policy will be reviewed bi-annually.

2. Responsibilities as an employer

Under the Health and Safety at Work etc. Act 1974, the employer in a school must take reasonable steps to ensure that staff and students are not exposed to risks to their health and safety. This applies to activities on or off school premises.

The employer will:

- Assess the risks to staff and others affected by school activities in order to identify the health and safety measures that are necessary and, in certain circumstances, keep a record of the significant findings of that assessment;
- Introduce measures to manage those risks;
- Tell their employees about the risks and measures to be taken to manage the risks;

- Ensure that adequate training is given to employees on health and safety matters.

3. Responsibilities - All employees

All employees are required to:

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work or what they may omit to do;
- Co-operate with their employers on health and safety matters;
- Do their work in accordance with training and instructions;
- Inform the employers of any work situation representing a serious and immediate danger, so that remedial action can be taken.
- Take part in any health and safety training and development identified as necessary by the Headteacher or their Line manager.
- Ensure that if they organise projects or activities involving students or other non employees, risks are assessed as part of the planning stage and control measures implemented.
- Contribute to the safety education of students through the formal and informal curriculum.
- Provide effective supervision and safety of students under their care. This includes ensuring that students follow health and safety instructions.

In addition, teachers and other staff in schools have a common law duty to act as any prudent parent would do when in charge of students.

4. Assessing Risk

Sensible risk management cannot remove risk altogether but it should avoid needless or unhelpful paperwork.

Some activities, especially those happening away from school, can involve higher levels of risk. If these are annual or infrequent activities, a review of an existing assessment may be all that is needed. If it is a new activity, a specific assessment of significant risks must be carried out. Where a risk assessment is carried out the significant findings of the assessment must be recorded.

However, there is no requirement to carry out a risk assessment every time an activity that usually forms part of the school day is undertaken, for example, taking students to a local venue which it frequently visits. Any risks of these routine activities should already have

been considered when agreeing the school's general health and safety policies and procedures. A regular check to make sure the precautions remain suitable is all that is required.

Training

The school will ensure that staff are given the health and safety training they need for their job. This doesn't mean that all employees have to attend a training course. It may mean providing them with basic instructions or information about health and safety in the school. Staff whose work involves a greater element of risk, such as using woodworking machines, will need more training.

Reporting injuries and accidents

Certain work-related injuries to a member of staff or a child must, by law, be recorded and reported.

Employers must report:

- Deaths;
- Major injuries;
- Over-7-day injuries – where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days;
- Where there is an accident connected to the work activity which causes injury to students, members of the public or other people not at work, and they are taken from the scene of an accident to hospital; and
- Specified dangerous occurrences – where something happens that does not result in an injury, but could have done.

Employees must report any of the above incidents to the Health and Safety Coordinator and complete an accident/incident form.

Adventure activities using licensed providers

When planning an activity that will involve an adventurous activity eg: caving, climbing, trekking, skiing or cycling a full risk assessment must take place.

Parental consent to off-site activities

Written consent from parents is not required for students to take part in the majority of offsite activities organised by a school as most of these activities take place during school hours and are a normal part of a child's education at school. However, parents should be told where their child will be at all times and of any extra measures required.

Written consent must be obtained for activities that need a higher level of risk management or those that take place outside school hours.

Health and Safety Monitoring and Auditing

The school has established the following systems to discharge its responsibility for health and safety monitoring in the establishment.

- A **Health and Safety Committee** will meet termly to discuss any issues.
- **Audits:** The school will ensure that a health and safety audit of the establishment is carried out at regular intervals.
- **Health and Safety Incident Investigation:** The school has an internal system for reporting incidents. A summary report is also presented to the Governing Body annually. Serious incidents are reviewed by a senior member of staff and the findings reported to the Governing Body.

Consequences of Non Compliance with Schools Health and Safety Policies and Standards

It is a requirement for all employees to fulfil their responsibilities as outlined in this policy. Where there is a failure to comply with the Policy, whether observed in routine activities or through established health & safety monitoring systems, an appropriate response is required to hold managers and employees to account and remedy the failure. A number of options are available depending on the severity of the circumstances:

- As part of the normal line management process
- Through performance reviews
- For serious breaches, through disciplinary action. If sufficiently serious, this could include dismissal for gross misconduct.

The Schools HR policies give full details on disciplinary and misconduct procedures.

Health and Safety Local Arrangements Notice

School:	Shenfield High School
Headteacher:	Ms. C Herman
School Health and Safety Coordinator:	Mr. V Waites
Educational visits co-ordinator:	Mrs J Comerford Mr D Barron

Health & Safety committee	Mr S Roberts; Mr V Waites (Unison); Mrs G Power (ATL); Mr A Worth
Report health and safety incidents to:	Mr V Waites and Mr S Roberts
Report hazards to:	Email: site.team@shenfield.essex.sch.uk Or contact Site Team on Ext: 244
Person responsible for co-ordinating fire evacuation arrangements:	Mr S Roberts
Fire assembly point(s):	Playground
Day and time of weekly fire alarm tests	Weekly at 3.30pm
First aid and incident/accident report forms available from:	First Aid Room and Health & Safety Co-ordinator