



## **C22: HEALTH and SAFETY POLICY**

**Last reviewed: January 2009**

**Next Review: January 2011**

**Approved by Governors F&F**

**Date: 22/1/09**

### **1 Principle**

The Hemel Hempstead School should provide a healthy and safe environment for all users of the establishment - students, employees and visitors.

### **2 Aim**

The aim of this policy is to establish procedures to achieve and maintain the healthy and safe environment referred to above. This policy supplements Children, Schools and Families' (CSF) Health and Safety Policy and Guidance.

### **3 Practice**

#### **a. Responsibilities**

##### **a1 Hertfordshire County Council.**

The overall responsibility for implementation of the County Council's Health and Safety Policy in all educational establishments rests with the Director of Children, Schools and Families. This responsibility is exercised in practice through other managers within DCSF at County Hall and in individual establishments, and this document sets out the current arrangements as they affect this school. They amplify, therefore, the DCSF's Statement of Policy in identifying responsibilities within the school.

##### **a2 The School Governors**

The responsibilities of governors are outlined on pages D/3-4 of DCSF's Health and Safety Policy and Guidance document. Under section 4 of the 1974 Health & Safety at Work Act they have a duty to take measures, as far as is reasonably practicable, to ensure that the premises are safe and without risk to health. Hertfordshire County Council documentation on Local Management of Schools amplifies this area.

*Inter alia* governors should:

- (a) Take steps to ensure that they are kept informed of the County Council's advice and guidance on health and safety matters.
- (b) Receive and consider a copy of the annual School Safety Report.

##### **a3 The Headteacher**

The Headteacher bears overall responsibility for health and safety in the school. Certain responsibilities are delegated.

##### **a4 Health and Safety Co-ordinator**

The Health and Safety Co-ordinator is responsible for the day-to-day organisation and implementation of all matters which relate to the health, safety and welfare of employees, students, visitors and



contractors at The Hemel Hempstead School in accordance with the School and Hertfordshire County Council's Safety policies.

The Health and Safety Co-ordinator's responsibilities are listed in Appendix 1.

## **a5 Other employees**

All employees have a responsibility for health and safety. Their responsibilities are listed in appendix 1.

### **b. Documents**

**b1** The poster 'Health and Safety Law - What you should know' should be on display for consultation by employees. This outlines the legal responsibilities of employer and employee. It also gives the address and telephone number of the local office of the Health and Safety Executive (HSE). Employees may additionally or alternatively be given the information as a leaflet.

**b2** The School Health and Safety Co-ordinator has a copy of :

- (a) Children, Schools and Families' Health and Safety Policy and Guidance'
- (b) The Hertfordshire "Health and Safety: County Policies and Guidance Handbook".

These are available for inspection and consultation by all staff.

**b3** The School Health and Safety Co-ordinator also has a number of other documents on Health and Safety matters.

**b4** There are separate safety policies or guidelines for school trips, use of the minibuses, Duke of Edinburgh activities, and all departments teaching practical subjects.

### **c.Procedures**

#### **c1 Inspections of equipment.**

These should be carried out as required by the relevant authority. Details should be kept by the Health and Safety Co-ordinator.

#### **c2 Fire.**

The fire warning bells should be tested once per week using a different call point for each successive test. Any defect should be reported to the Leadership Team immediately. A record of tests and defects must be kept in a logbook. Defects must be reported to the Health and Safety Co-ordinator.

Fire drills must be carried out termly. Procedures are listed in appendix 2.

#### **c3 First Aid**

Information about this is in appendix 4.

#### **c4 Accident Reporting**

An accident report form must be completed for all accidents except the very trivial. The same form is used for both students and employees. These forms are available from the Matron, and should be



returned there for signature by the Headteacher and forwarding to the Director of CSF. The office will provide the School Health and Safety Co-ordinator with a photocopy in case the HSE has to be informed or remedial action has to be taken regarding the cause of the accident.

**c5 Hazard Reporting**

Hazards should be reported to the appropriate Subject Leader and the School Health and Safety Co-ordinator.

**c6 Safety Audits**

Forms will be issued to staff with responsibilities for areas within the school on an annual basis.

**c7 External contractors.**

Health and Safety issues should be covered as described in the section 'Health and Safety in County Council Contracts' in the Hertfordshire 'Health and Safety: County Policies and Guidance' Handbook and overseen by the Health and Safety Co-ordinator.

All contractors will be asked to sign the asbestos log, where relevant.



### ***Appendix 1 Responsibilities of employees other than the Headteacher.***

#### **Subject and Learning Leaders, School and Premises Managers and Caretakers (all referred to as HODs in the remainder of this document)**

HODs are responsible for ensuring that:

- (a) Safe working practices are followed in their departments and that protective clothing/equipment is used as required. This will nearly always mean complying as far as possible with the recommendations of Hertfordshire County Council, the DCSF and HSE.
- (b) Equipment that is used is in a safe condition. This includes electrical equipment - see the Code of Safe Working Practice on 'Use of Electricity at Work'. The School Health and Safety Co-ordinator has an electrical safety tester which can quickly check the mains insulation and earthing of equipment.
- (c) Regular checks on equipment required by Hertfordshire County Council are carried out.
- (d) There is compliance with the Control of Substances Hazardous to Health (COSHH) regulations within their departments
- (e) Hazards within their department are dealt with and/or reported to the School Health and Safety Co-ordinator.
- (f) Safety audits for their departments are carried out when requested by the School Health and Safety Co-ordinator.
- (g) 'Dangerous Occurrences' (including near-misses) are reported to the School Health and Safety Co-ordinator (this is because in certain circumstances we are legally obliged to report them to the HSE).
- (h) Staff in their departments (including technicians) are aware of safe working practices and suitably trained for tasks they are given.
- (i) Where appropriate, Risk Assessments for the Department are drawn up, complied with and reviewed at regular intervals.

#### **Teaching staff**

All teachers are responsible for:

- (a) Implementing the Safety Policy and for Health and Safety generally in their own classrooms.
- (b) The safety of students in their care at any time.
- (c) Ensuring that students behave and act in a reasonably safe and proper manner.
- (d) Ensuring that proper safety precautions are adhered to in the handling of any equipment or materials by the students in their care and by themselves.



- (e) Completing Safety Audit forms when requested for rooms for which they have a particular responsibility.
- (f) Ensuring that Fire Drill and escape route information is displayed in rooms for which they have a particular responsibility.
- (g) Ensuring that notices giving the locations of the nearest First Aid Box and telephone are displayed in rooms for which they have a particular responsibility.

#### **Staff in charge of functions (e.g. parents' evenings) and extra-curricular activities.**

- (a) It is the responsibility of whoever is in charge of a function to arrange for the collection of a First Aid box from Matron's Room. It should be taken to the Hall - or wherever the function is held.
- (b) Whenever an activity outside normal school hours is arranged, the organiser should ensure that there will be access to a First Aid Box and a telephone.
- (c) Whenever there is an activity away from the school premises or in school but outside normal school hours, the organiser must arrange for an 'appointed person' to take charge of the situation if there is an accident. The 'appointed person' need not have First Aid training (although it is obviously desirable that they should).

#### **All employees**

Each individual has a responsibility to

- (a) Take reasonable care to ensure that they do not endanger themselves or anyone else.
- (b) Set a personal example in the adoption of safe working practices.
- (c) Become fully conversant with the Safe Working Instructions and Codes of Practice applicable to the tasks undertaken, and to comply with their contents. One Code of Safe Working Practice that is relevant to most staff is on 'Use of Electricity at Work'; copies can be obtained from the School Health and Safety Co-ordinator.
- (d) Comply with the procedures in any relevant COSHH Hazard Assessment.
- (e) Inform their Subject Leader of hazards (or the School Health & Safety Co-ordinator if the hazard is not specifically departmental).
- (f) Report any accidents or dangerous occurrences (including near misses) to their Subject Leader and the School Health and Safety Co-ordinator.
- (g) Complete Accident report forms promptly when necessary.

#### **The School Health and Safety Co-ordinator**

The School Health and Safety Co-ordinator is responsible for:

- (a) The dissemination of information to staff on Health and Safety matters.
- (b) Receiving reports of hazards and 'Dangerous Occurrences'.



- (c) Passing reports of hazards on to Headteacher and other relevant persons, and attempting to get them rectified.
- (d) Co-ordination and collation of safety audits at regular intervals (usually annually).
- (e) Scrutiny of accident report forms.
- (f) If necessary, informing the HSE of accidents and dangerous occurrences.
- (g) Ensuring the maintenance of an Accident Book.
- (h) Assisting staff in ensuring that their procedures comply with the requirements of Health and Safety legislation.
- (i) Developing contacts with CSF and other bodies on matters relating to Health and Safety.
- (j) Compiling a Safety Report each year for submission to the Head Teacher and Governors. This will summarise unsatisfactory items on Safety Audits.
- (k) Keeping school safety procedures and practice under review.
- (l) Submitting the annual report to Hertfordshire County Council about compliance with Safety Audit procedures.



## ***APPENDIX 2 Fire drills and fire alarm procedures and bomb threat routines***

### **Fire drills**

- Fire drills will be carried out at least once a term. There should be a drill at the start of the year.
- Fire instructions will be displayed in each classroom and there will be a termly check that these are in place.
- A record will be kept of checks on fire alarm equipment and of fire drills.
- The fire alarm and signal for evacuation is a continuous ringing of the school sounder.
- Staff and students will evacuate the building in accordance with the instructions posted in every classroom. If this passes an area of obvious danger an alternative should be used.
- Named members of staff will be responsible for ensuring that specified areas of the school are clear once the pupils have evacuated the building.
- Form Tutors will stay with their Form, take the register and inform the Student Achievement Leader of the names of any missing pupils. The registers will be made available by Student Services.
- The Headteacher will delegate the registering of staff from the staff list, the list of part-time teachers and the 'signing-out' book and visitors from the 'signing-in' book.
- The Headteacher will decide when the building is safe to enter. If the building cannot be declared safe, the Headteacher must decide how best to dismiss the students. The LEA should be informed immediately.
- During extra-curricular activities outside the school day, the member of staff responsible for the activity (normally the person who signs the yellow form) will make those decisions mentioned in this document as being the responsibility of the Headteacher.
- In order to minimise the damage caused by a fire, there should be a document, immediately available in case of necessity, which will inform the fire brigade of:
  - the location of services such as gas, water and electricity,
  - the most important areas of the school which it is a priority to protect,
  - the most important items, and their location, which are of particular value.
  - the location of dangerous substances and inflammable materials.
- When public examinations are taking place at the time of the alarm, then:
  - If the examination is on the ground floor with easy escape routes (most are in the Old Gym or the Hall) then the examination should continue unless it is apparent that there really is a fire in the vicinity
  - If the examination is in a room without easy escape routes or there really is a fire, then the examination room should be evacuated according to the special regulations required to preserve the security of papers and the integrity of the examination

### **Bomb Scare**

- Immediately a bomb threat or suspicious package is received, the police must be informed. Any suspicious package should not be touched.
- After informing and consulting the police, the Headteacher will decide whether or not to evacuate the school buildings.
- Any necessary evacuation will take place, as in the case of fire, according to the instructions displayed in each classroom.
- A search of the building will be deferred until the police arrive. Any participation in the search by staff must be voluntary and no students must be allowed to join in.



The Headteacher will decide when the building is safe to enter. The same procedures will be followed as in the case of fire.

### ***APPENDIX 3 The Control of Substances Hazardous to Health (COSHH) regulations***

The principal requirement of the COSHH regulations is that an assessment should be made of the use of substances hazardous to health, and that steps should be taken to prevent or, where this is not reasonably practicable, adequately to control exposure to these substances. Suppliers of such hazardous substances should by now be packaging them in containers labelled 'toxic', 'very toxic', 'harmful', 'corrosive' or 'irritant'.

To carry out an assessment for each of these hazardous substances, the chance of its causing harm in the actual or likely circumstances of its use or storage must be considered. Any precautions it is decided must be taken should be written down.

Hertfordshire Supplies can provide 'Health and Safety Data Sheets' and 'COSHH Hazard Assessments' for most of the hazardous materials that they supply. The adoption of the Hertfordshire Supplies COSHH Hazard Assessment for a substance should ensure compliance with the COSHH requirements in normal usage.

These Hertfordshire Supplies Health and Safety Data Sheets and COSHH Hazard Assessments can be obtained from the School Health and Safety Co-ordinator, who also holds information on many other hazardous substances.



## **APPENDIX 4 First Aid**

These procedures apply to staff, students and visitors.

### **1 Injury and sudden illness**

- (a) If the incident is serious, staff should inform Matron and carry out any immediate First Aid they can. The only medical items that should be used are those in the First Aid Boxes. On no account should aspirin or paracetamol etc. be given. If it is obvious that an ambulance is required, then this should be requested as soon as possible using the nearest telephone.
- (b) Injuries to the head need to be treated with particular care. Any evidence of loss of balance, disorientation, double vision, slurred speech or other malfunction of the senses may indicate serious injury, and medical advice should be sought without delay.
- (c) Judgment is needed in less serious incidents. Staff should carry out such First Aid as they feel they can (with the provisos shown above) and send the injured person to Matron in all but very minor cases (such as a small cut). Any person who has a bang on the head should be sent to Matron.
- (d) Disposable gloves (provided in First Aid Boxes) should be worn if body fluids are wiped up or open wounds are dealt with.
- (e) After an accident, the appropriate report form should be filled in.

### **2 First aid box provision**

- (a) The main point for the provision of First Aid is Matron's room. First Aid staff may carry out First Aid themselves and/or call upon other staff with First Aid qualifications [listed in part (f)].

Replacement items for other First Aid Boxes can be obtained from Matron. Appendix 2 lists the items that must be in a First Aid Box.

- (b) Additional First Aid Boxes are provided:

- In each block of the school.
- In or nearby all rooms where practical work is carried out - Art, Pottery, Music (Heath Barn), Science, Food Technology, Design & Technology, Gyms.

- (c) Portable First Aid Boxes:

These are stored in Matron's room and are for use during school functions or on school trips.

- (d) Information display.

Each classroom should have a notice displayed stating where the nearest First Aid Box and the nearest telephone are to be found. Emergency phone numbers should be displayed by each telephone.

- (e) Stocking of First aid Boxes.



The appropriate Subject or Learning Leader is responsible for ensuring that First Aid Boxes in Practical Areas are kept stocked. The member of staff responsible for the minibuses is also responsible for ensuring the First Aid Boxes are stocked. The School Safety Co-ordinator is similarly responsible for other First Aid Boxes. When staff use items from First Aid boxes they should inform the appropriate person that replacement is needed (or arrange it themselves).

(f) First Aid Box contents.

A First Aid Box should be a strong container impervious to dust and damp. It should be clearly labelled 'First Aid' by a white cross on a green background. Only First Aid supplies should be kept in it. The essential items are:

- a card with general first aid guidance
- a supply of individually wrapped sterile adhesive dressings
- sterile eye pads with attachments
- sterile triangular bandages
- medium, large and extra large sterile dressings
- safety pins
- plastic gloves

In addition, the following items should be in the main First Aid kit in the School Office and may be kept in other First Aid kits if the relevant department wishes:

- individually wrapped sterile filmated swabs
- hypo-allergenic plaster, 2cm wide
- sealed packs of sterile cotton wool balls
- pack of waterproof wrapped sterile adhesive dressings, mixed sizes.

3. A list of Staff who hold a current First Aid Qualifications is held in the Office, Student Services and at Reception.