

# BUXTON COMMUNITY SCHOOL



## HEALTH AND SAFETY POLICY 2022/23

<b>Last Reviewed</b>	FGB 18 <sup>TH</sup> July 2022
<b>Reviewed by</b>	Jayne McMillan Head of School Business and Resources
<b>Next review date</b>	July 2023

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## HEALTH AND SAFETY POLICY

### 1. Rationale

The Health and Safety at Work, etc. Act 1974 (s.3(1)) states that it is the duty of every employer to conduct his or her business in such a way as to ensure, so far as is reasonably practicable, that persons who are not in his or her employment but who may be affected by it are not exposed to risks to their health and safety. All reasonably practicable steps must be taken to ensure the health and safety of students, staff and others using the school premises or participating in school-sponsored activities. The prevention of accidents, injury or loss is essential to the efficient operation of the school and is part of the good education of the students.

### 2. Aims

The school aims to provide a safe and healthy working and learning environment for staff, students and visitors.

The arrangements outlined in this statement and the various other safety provisions made in the school cannot prevent accidents or ensure safe and healthy working conditions. Only the adoption of safe methods of work and good practice by every individual can ensure everyone's personal health and safety. All reasonable steps will be taken to identify and reduce hazards to a minimum but 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.

### 3. Objectives

All necessary and appropriate action will be taken to ensure that the requirements of all relevant legislation and, as far as is practicable, of all codes of practice and guidelines are met in full at all times.

In particular, this policy seeks to secure effective arrangements for:

- (a) ensuring, at all times, the health, safety and welfare of staff, students and others using the school premises or facilities or services or attending or taking part in school sponsored activities.
  - (b) ensuring safe working conditions for the health, safety and welfare of staff, students and others using the school premises and facilities.
  - (c) ensuring 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.
  - (d) consulting with members of staff, including teacher governors and safety representatives, on health and safety issues.
  - (e) arranging systems of risk assessment to allow the prompt identification of potential
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hazards.

- (f) carrying out periodic reviews and safety audits on the findings of the risk assessment.
- (g) identifying 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.
- (h) encouraging staff, students and others to promote health and safety.
- (i) ensuring that any defects in the premises, its plant, equipment or facilities which relate to or may affect the health and safety of staff, students and others are made safe at the first possible opportunity.
- (j) encouraging all employees to suggest ways and means of reducing risks.
- (k) collating accident and incident information and, when necessary, carrying out accident and incident investigations.
- (l) monitoring the standard of health and safety throughout the school, including all school-based activities, encouraging staff, students and others to achieve the highest possible standards and disciplining those who consistently fail to consider their own well-being or the health and safety of others.
- (m) monitoring first aid and welfare provision.
- (n) monitoring the management structure for Health & Safety.

#### 4. Duties under the Policy

- i) The Governing Body is responsible for maintaining, for monitoring and, as necessary, for reviewing the requirements of this policy.
  - ii) The Headteacher is responsible for the implementation, as far as is reasonably practicable, of the requirements of this policy. The Headteacher must be aware of the basic requirements of the Health and Safety at Work, etc. Act 1974 and any other health and safety legislation and codes of practices relevant to the work of the school. The Headteacher must take responsibility for the day-to-day maintenance and development of safe working practices and conditions for teaching staff, non-teaching staff, ancillary staff, students, visitors and any other person using the premises or engaged in activities sponsored by the school and will take all reasonably practicable steps to achieve this end through the heads of departments, senior members of staff, teachers and others, as appropriate.
  - iii) All staff with supervisory or line management responsibilities or in other posts of responsibility have a duty, as far as is practicable, to ensure full implementation of the requirements of this policy in their area of responsibility.
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iv) All staff have a duty

- to take reasonable care of their own health and safety and that of any other persons who may be affected by their acts or omissions at work.
- to co-operate with the Headteacher, line manager or supervisor in ensuring that the requirements of this policy and of any other relevant statutory provisions or school guidelines are fully met.

All staff are expected to familiarise themselves with the health and safety aspects of their work and to avoid conduct which would put them or anyone else at risk.

In particular all members of staff must:

- (a) be familiar with this safety policy and with any other safety regulations as laid down by the Governing Body or Headteacher.
- (b) ensure health and safety regulations, rules, routines and procedures are applied effectively by both themselves and students.
- (c) see that all plant, machinery and equipment is adequately guarded.
- (d) see that all plant, machinery and equipment is in good and safe working order.
- (e) not make unauthorised or improper use of plant, machinery and equipment.
- (f) use the correct equipment and tools for the job and any protective equipment or safety devices which may be supplied.
- (g) ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled.
- (h) report any defects in the premises, plant, equipment and facilities which they observe.
- (i) take an active interest in promoting health and safety and suggest ways of reducing risks.

## 5. The Management of Health & Safety

The main forum for monitoring, reviewing and developing all aspects of Health & Safety policy and practice will be the Personnel Committee of the Governing Body, which will include a teacher governor. A Health & Safety report from the Headteacher will appear as a standing item on the agenda of all meetings of this Committee. The Personnel Committee will be supported and serviced by regular meetings of the Headteacher and the Head of School Business & Resources, who will receive representation from any member of staff and, if appropriate, will invite a representative of a staff association or trade union to join their

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discussions. Site inspections and risk assessment surveys will be undertaken, by a team normally including the Head of School Business & Resources and the School Business Officer Site & Community, and a Governor and staff safety representative will always be invited to join any inspection team.

#### 6. Resourcing the Policy

The Governing Body recognises the resource implications of this policy, and will consider them in setting the school's annual budget.

#### 7. Reviewing the Policy

The Policy will be kept under constant review by the Headteacher and by the management groups outlined in 5 above. The full Governing Body may require a review of the school's Health & Safety Policy, or any aspect of it, at any time.

#### Appendix A - Hirers, Contractors and Others

When the premises are used for purposes not under the direction of the Headteacher, then the principal person in charge of the activities for which the premises are in use will have responsibility for safe practices.

The school will seek to ensure that hirers, contractors and others who use the school premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times.

When school premises or facilities are being used out of normal school hours for any activity then, for the purposes of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and will comply with the requirements of this section.

It will be a condition for all hirers, contractors and others using the school premises or facilities that they are familiar with this policy, that they comply with all school safety directives and that they will not without the prior consent of a senior manager:

- (a) introduce equipment for use on the school premises.
- (b) alter fixed installations.
- (c) remove or obscure fire and safety notices or equipment.
- (d) take any action that may create hazards for persons using the premises or the staff or students of the school.

All contractors who work on the school premises are required to ensure safe working practices by their own employees under the provisions of the Health and Safety at Work, etc

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Act 1974 and must pay due regard to the safety of all persons using the premises in accordance with ss.3-4 of the Health and Safety at Work, etc Act 1974.

In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe the Headteacher will take such actions as are necessary to prevent persons in his or her care from risk of injury.

All users of the school premises (including hirers and contractors) will be expected to conform with s.8 of the Health and Safety at Work, etc Act 1974, which states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.

The working arrangements for contractors on the school site will also be regulated in accordance with the school's own written guidelines.

#### Appendix B - Emergency Plans

The Headteacher will ensure that an emergency plan is prepared to cover foreseeable major incidents which could put at risk the occupants or users of the school. This plan will indicate the actions to be taken in the event of a major incident so that everything possible is done to:

- (a) save life.
- (b) prevent injury.
- (c) minimise loss.

This sequence will determine the priorities of the emergency plan.

The plan will be agreed by the Governing Body and be regularly rehearsed by staff and students. The result of all such rehearsals will form part of the regular risk assessment survey.

#### Appendix C - First Aid

The arrangements for first aid provision will be adequate to cope with foreseeable incidents.

The number of certificated first aiders will not be less than the number required by law.

At the discretion of the Headteacher other staff will be given such training in first aid techniques as is required to give them a basic, minimum level of competence. The number of such trained first aiders with basic certification only will be sufficient to meet the needs of foreseeable circumstances.

Supplies of first aid material will be held centrally in the Medical Room. They will be prominently marked and all staff will be advised of their position. The materials will be checked regularly and any deficiencies made good without delay.

Adequate and appropriate first aid provision will form part of the arrangements for all out-of-school activities.

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A record will be made of each occasion any member of staff, student or other person receives first aid treatment either on the school premises or as part of a school-related activity.



**Health and Safety at Work etc. Act 1974**

**This is the Health and Safety Policy Statement of  
BUXTON COMMUNITY SCHOOL  
DERBYSHIRE COUNTY COUNCIL**

Our statement of general policy is:

- to provide adequate control of the health and safety risks arising out of our work activities
- to consult with our employees on matters affecting their health and safety
- to provide and maintain safe plant and equipment
- to ensure safe handling and use of substances
- to provide information, instruction and supervision for employees
- to ensure all employees are competent to do their tasks, and to give them adequate training
- to prevent accidents and cases of work-related ill health
- to maintain safe and healthy working conditions
- to review and revise this policy as necessary at regular intervals.

Signed:



Date: July 22





## **BUXTON COMMUNITY SCHOOL HEALTH & SAFETY POLICY**

### **Arrangements**

### **Responsibilities**

1 Overall and final responsibility for health and safety is that of:

**Mr Craig Yates**

2 Day-to-day responsibility for ensuring the policy is put into practice is delegated to: **Mrs J McMillan – Head of School Business & Resources.**

3 To ensure health and safety standards are maintained/improved, the following people have responsibilities in the following areas:

<b>Name:</b>	<b>Head of Department/Responsibility for:</b>
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J MOORE	HEAD OF ART
J WARD	BUSINESS STUDIES
C BUCKLEY	ENGLISH
C WARRINGTON	GEOGRAPHY
J CARR	RELIGIOUS STUDIES
A WARRINGTON	HISTORY
A GARNER	SPECIAL EDUCATIONAL NEEDS
E WENTWORTH	IT
TBC	LEARNING RESOURCES CENTRE
M MILNER	MATHEMATICS
E BATEY	MEDIA STUDIES
C AUSTIN	MODERN FOREIGN LANGUAGES
S BARRETT	PSYCHOLOGY
C O'BRIEN	PHYSICAL EDUCATION
S NORRIS	SCIENCE
H EDWARDS	FOOD & NUTRITION
J BIRTLES	TECHNOLOGY
C CARROLL	WHOLE SCHOOL IT
G ASHWORTH	WORK EXPERIENCE
P THOMPSON	SITE/COMMUNITY/CATERING
J MCMILLAN	DEPARTMENT ADMINISTRATION

4 All employees have to:

- co-operate with managers and co-ordinators on health and safety matters
  - not interfere with anything provided to safeguard their health and safety
  - take reasonable care of their own health and safety
  - report all health and safety concerns to an appropriate person (as detailed in his policy statement).
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## **Arrangements**

### **Health and safety risks arising from work activities**

- Risk assessments will be undertaken by: Each Head of Department - See File
- The findings of the risk assessment will be reported to: Mr Craig Yates
- The Governing Body

Action required to remove/control risks will be approved by:

- Mrs J McMillan – Head of School Business & Resources
- Mr Craig Yates - Headteacher will be responsible for ensuring the action required is implemented.
- The Governing Body
  - will check that the implemented actions have removed/reduced the risks.
- Assessments will be reviewed every October
- (annually) or sooner should any new hazards be identified or when the work activity changes, whichever is the soonest.

## **Arrangements**

### **Consultation with employees**

- Employee Representative(s) are:

**A SVEIKUTIS - NUT**

**G JONES/ L EDGE NASWT**

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## **Arrangements**

### **Safe plant and equipment**

- Each Head of Department will be responsible for identifying all equipment/plant needing maintenance.
- Each Head of Department will be responsible for ensuring effective maintenance procedures are drawn up.
- Each Head of Department will be responsible for ensuring that all identified maintenance is implemented.
- Any problems found with plant/equipment should be reported to:  
Mrs. J McMillan Head of School Business & Resources or Mr P Thompson School Facilities Manager
- Each Head of Department will check that new plant and equipment meets health and safety standards before it is purchased.

## **Arrangements**

### **Safe handling and use of substances**

Each Head of Department will be responsible for:

- identifying all substances which need COSHH assessment.
- undertaking COSHH assessments.
- ensuring that all relevant employees are informed about the COSHH assessments.

Mrs J McMillan – Head of School Business & Resources will be responsible for ensuring that all actions identified in the assessments are implemented.

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## **Arrangements**

### **Information, instruction and supervision**

- The Health and Safety Law poster is displayed at/leaflets are issued by: Mrs J McMillan Head of School Business & Resources
- Health and safety advice is available from: Mrs J McMillan Head of School Business & Resources
- Supervision of young workers/trainees will be arranged/ undertaken/ monitored by: Work Experience Co-ordinator.
- Work Experience Co-ordinator  
is responsible for ensuring that employees working at locations under the control of other employers, are given relevant health and safety information through the lone working Code of Practice and using the procedure for staff visits off site – See file.

## **Arrangements**

### **Competency for tasks and training**

- Induction training will be provided for all employees by:  
Mrs J McMillan - Head of School Business & Resources
- Job specific training will be provided by: each member of staff's  
Line Manager who will identify and provide training for staff
- Training records are kept by:  
Mrs Sandi Flint – PA
- Training will be identified, arranged and monitored by:  
Mrs J McMillan – Head of School Business & Resources

## **Arrangements**

### **Accidents, first aid and work-related ill health**

- Health surveillance may be required for employees:  
Following specific risk assessments which identify surveillance needs (e.g. premises/landscape “white finger”, CDT –  
Dust extraction.
  - Health surveillance will be arranged by: J. McMillan and Derbyshire County Council Occupational Health Department
  - Health surveillance records will be kept by/at: J. McMillan
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- The first aid box(es) is/are kept at: The Medical Room
- The appointed person(s)/first aider(s) is/are: Anne Mulhall, Tim Shaw, Amanda Ward, Helen Dinardo, Emma Murray, Paul Thompson, David Ford, Christine Edge, Carol Austin,.
- All accidents and cases of work-related ill health are to be recorded in the accident book. The book is kept by/at: Anne Mulhall.
- Anne Mulhall is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

## **Arrangements**

### **Monitoring**

- To check our working conditions, and ensure our safe working practices are being followed, we will:

Carry out Inspections/Health & Safety Audits as highlighted in the School Health & Safety critical path.

The Inspections will comprise of the Health & Safety Team (J McMillan, P Thompson , and Invited T.U. Representative) and the Head of Department.

- J McMillan and the Head of Departments will investigate accidents, and report any findings to the Governing Body and Health & Safety Derbyshire County Council Education.
  - J. McMillan and C. Yates are responsible for investigating work-related causes of sickness absences and will report to the Governing Body.
  - C. Yates and Governing Body are responsible for acting on investigation findings to prevent a recurrence.
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## **Arrangements**

### **Emergency procedures - fire and evacuation**

- P Thompson is responsible for ensuring the fire risk assessment is undertaken and implemented.
  - Escape routes are checked by/every: CARETAKING STAFF DAILY
  - Fire extinguishers are maintained and checked by/every: CARETAKING STAFF WEEKLY
  - Alarms are tested by/every: CARETAKERS/WEEKLY
  - Emergency evacuation will be tested every: ACADEMIC TERM
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