



HIGHDOWN SCHOOL AND SIXTH FORM CENTRE

HEALTH AND SAFETY POLICY

Aspiration – Respect – Excellence

Monitoring, Evaluation and Review

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Statement of Intent

The Governing Body of Highdown School and Sixth Form Centre recognises its health and safety responsibilities, under the Health and Safety at Work Act 1974 and will take all reasonable steps to fulfil these responsibilities and ensure the health, safety and welfare of its employees, students and visitors using the premises. This includes the Trust's subsidiary company of Highdown Sport and Leisure Ltd.

As a Governing Body, we are committed to:

- Preventing accidents and work-related ill health
- Ensuring that we are compliant with statutory requirements as a minimum standard
- Assessing and controlling risks in both curriculum and non-curriculum work and activities taking place both onsite and offsite
- Providing a safe and healthy working and learning environment
- Providing effective information, instruction and training to ensure staff are competent to carry out their designated responsibilities
- Consulting with employees and their representatives on health and safety matters
- Monitoring and reviewing our systems and prevention measures to ensure they are effective
- Ensuring adequate welfare facilities are made available for health and safety issues so far as is reasonably practicable
- Setting targets and objectives to develop a culture of continuous improvement



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This policy should be read in conjunction with the following policy/policies:

Premises Management Policy

Behaviour Policy

Offsite Visits and Trips Policy (including PE Away Fixtures)

Organisation

In order to achieve compliance with the Governing Body's Statement of intent, the Academy's management team have distributed the responsibility as detailed in this part of the policy.

Specific responsibilities, practice and procedures

Responsibility of the Governors and Headteacher

The Governors and Headteacher are responsible for implementing this policy within the school. In particular they will:

1. Monitor the effectiveness of the safety policy and the safe working practices described within it and shall revise and amend it, as necessary, on a regular basis.
2. Prepare an emergency procedure and arrange for periodic practice evacuation drills once a term to take place and for the results of these to be recorded.
3. Make arrangements to draw the attention of all staff employed at the school to the school and departmental safety policies and procedures and of any relevant safety guidelines and information issued by the Local Authority.
4. Make arrangements for the implementation of accident reporting procedures and draw this to the attention of all staff at the school as necessary.
5. Make arrangements for informing students and other users of the school of relevant safety procedures and make students (and where appropriate their parents) aware of their responsibilities through teaching, notices and the staff and governor handbooks.
6. Arrange for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as being unsafe.
7. Report on any defect in the state of repair of the buildings or their surroundings which is identified as being unsafe and make such interim arrangements as are reasonable to limit the risk entailed. The Governing Body will deal with all aspects of maintenance which are under their direct control.
8. Report on any other situation identified as being unsafe or hazardous and which cannot be remedied within the financial resources available. Funds will be sought via the ESFA Condition Improvement Funding whilst still a single MAT or other grants where appropriate
9. Monitor the activities of contractors (in liaison with the Local Authority as appropriate), hirers and other organisations present on site, as far as is reasonably practicable.



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10. Identify any member of staff having direct responsibility for particular safety matters (e.g. Curriculum Leader, Teacher with specific management responsibilities, site staff) and any member of staff who is specifically delegated to assist the Governors and Headteacher in the management of health and safety at the school. Such delegated responsibility must be defined as appropriate. Ensure that appropriate risk assessments are undertaken by such staff for activities under their control and appropriate preventative and protective measures implemented.

School's Health and Safety Manager

The school's Health and Safety Manager is the School Business Manager who shall: -

1. Assist the Headteacher in the implementation, monitoring and development of the health and safety policy within the school.
2. Monitor general advice on safety matters given by the Local Authority and other relevant bodies and advise on its application to the school.
3. Investigate any specific health and safety problem identified within the school and take or recommend (as appropriate) remedial action.
4. Identify and ensure any known unsafe methods of working are stopped, on health and safety grounds, on a temporary basis subject to further consideration by the Governors and Headteacher.
5. Carry out safety inspections of the school facility and make recommendations on methods of resolving any problems identified.
6. Co-ordinate arrangements for the dissemination of information to employees and visitors on safety matters.
7. Ensure adequate arrangements for liaison with contractors and other visitors to the school. Regular visitors and other users of the premises including contractors and delivery staff must be required to observe the safety rules of the school.
8. Ensure adequate arrangements for safe usage of car parking and operational practices for minibus use.
9. Ensure Site manager follows all H&S guidance, examples include swimming pool safety, chemicals, lone working, staff training, maintenance schedules, PAT testing and other safety checks to meet all compliance requirements.

Specific Responsibilities of Curriculum Leaders

All Curriculum Leaders are expected to, as appropriate:

1. Ensure the implementation of procedures for guarding machinery, inspection of plant and equipment such as fume cupboards and electrical equipment on a termly basis.
2. Ensure the health and safety aspects for the usage of new equipment, trips and activities are correctly covered.
3. Ensure safety procedures are in place for curricular and extra-curricular activities of a more hazardous nature.
4. Ensure the correct selection of protective clothing and equipment where needed.



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5. Identify any specific training needs for staff.
6. Ensure safety procedures are in place for the use of swimming pools and changing rooms and other sports facilities.
7. Establish a list of hazardous substances in use and produce, determine and record methods of minimising risk.
8. Ensure the first aid box in the department is fully stocked and liaise with the school nurse for replacement supplies.
9. Ensure that appropriate risk assessments are undertaken for activities under their control and appropriate preventative and protective measures implemented.
10. It must be realised that newly appointed employees could be particularly vulnerable to any risk and it must be ensured that all relevant health and safety matters are drawn to their attention at an early stage. This is the responsibility of the employee's line manager.

Responsibilities of Staff towards Students and Others in their Care

All staff are responsible for the health and safety arrangements in relation to staff, students, students and volunteer helpers under their supervision. In particular, they will monitor their own work activities, ensure that appropriate risk assessments are undertaken and take all reasonable steps to:

1. Exercise effective supervision over all those for whom they are responsible, including students.
2. Be aware of and implement safe working practices and to set a good example personally.
3. Identify actual and potential hazards and introduce procedures to minimise the possibility of mishap.
4. Ensure that any equipment or tools used are appropriate to that use and meet accepted safety standards.
5. Provide written safety instructions, warning notices and signs as appropriate.
6. Ensure that regular safety inspections are undertaken.
7. Ensure that appropriate protective clothing and safety equipment is worn as necessary.
8. Minimise the occasions when an individual is required to work in isolation, particularly in hazardous situation or on a hazardous process.
9. Evaluate promptly and, where appropriate, take action on criticism of health and safety arrangements.
10. Provide the opportunity for discussion of health and safety arrangements.
11. Investigate any accident (or incident where personal injury could have arisen) and take appropriate corrective action. When any members of staff consider that corrective action is necessary but that this lies outside their scope, they should refer the problem to their own immediate head of department or member of the school's senior management.



Responsibilities of all Employees

All employees have a responsibility under the Act to:

1. Take reasonable care for the health and safety of themselves and of any person who might be affected by their acts or omissions at work.
2. Co-operation with others in meeting statutory requirements.
3. Not interfere with or misuse anything provided in the interests of health, safety and welfare.
4. Make themselves aware of all safety rules, procedures and safe working practices applicable to their posts; where in doubt they must seek immediate clarification from their supervisor.
5. Ensure that tools and equipment are in good condition and report any defects to their supervisor and the site team.
6. Use protective clothing and safety equipment provided and ensure that these are kept in good condition.
7. Ensure that offices, general accommodation, and vehicles are kept tidy.
8. Ensure that any accidents, whether an injury occurs or not, and potential hazards are reported to their supervisor. Ensure any accidents that result in harm are reported to the on-site First Aider.
9. Whilst it is a management responsibility to instruct all employees in safe working procedures in relation to their posts and work places, employees may from time to time find themselves in unfamiliar environments. In such cases, the employee concerned should be particularly alert for hazards, and whenever possible, ensure they are accompanied by a person familiar with the environment or that they are advised of specific hazards.
10. All volunteer helpers will be expected to meet the standards required by employees.

Responsibilities of Students

All students are expected to:-

1. Always act responsibly for the safety of themselves, members of the school and visitors.
2. Observe standards of dress consistent with safety and/or hygiene.
3. Observe all the safety rules of the school and in particular the instructions of the teaching staff in the event of an emergency.
4. Use and not wilfully misuse, neglect or interfere with things provided for safety purposes.
5. Report anything they feel may be unsafe to a staff member.

The Involvement of Trade Unions

“Recognised Trade Unions may appoint safety representatives and the name(s) of the person(s) so appointed maybe posted on the school and staff room notice boards.”

The functions of a safety representative as agreed by the Authority and the Trade Unions are to:

1. Be informed of legal requirements on health and safety at work



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2. Be informed of any hazards at the school and the measures by which they may be minimised or eliminated.
3. Be able to undertake periodic safety inspections of the school (three times per year at agreed times) and draw any defects to the Headteacher's attention.
4. Inspect a potential hazard, new piece of machinery, work process, the scene of an accident as required and recommend any necessary corrective action to the Headteacher.

Other users of the Academy Trust's Site

The Governors and Headteacher will ensure that:

1. The means of access and egress are safe for users, and that all plant and equipment made available and used is safe. If the Headteacher knows of any hazard associated with the above, they should take action to make users aware of it.
2. Fire escape routes and exits are clearly marked for the benefit of unfamiliar users of the building, particularly during the hours of darkness.
3. Users are briefed about the location of emergency telephones, fire escape routes, fire alarms and fire fighting equipment as applicable. Notices regarding emergency procedures should be prominently displayed.
4. Users of any equipment or facility provided by the school are familiar with its safe use and, if necessary, briefed accordingly.
5. Arrangements are made for checking the security and condition of the premises and equipment used after vacation by users.

Procedures and Arrangements

All procedures and arrangements established within the Academy to eliminate or reduce health and safety risks to an acceptable level as well as comply with legal requirements are outlined in the following policies:

Premises Management Policy

Behaviour Policy

Offsite Visits and Trips Policy (including PE Away Fixtures)

Fire Procedures, Equipment and Other Related Issues

1. The school's procedures for emergency evacuation are available in protocol HSP 111 which is stored on the Academy's intranet. Fire notices are displayed in each work and assembly area.
2. The log for the recording and evaluation of practice and evacuation drills is available in the Estate Manager's Office



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3. Arrangements are made to monitor regularly the condition of all fire prevention equipment. This includes visual inspections of fire extinguishers and the fire alarm system.

First Aid and Accident Reporting Procedures

1. **Ms A Murphy** is the appointed person as the Academy's First Aider. The first aider will only administer medication where necessary when provided by a student's parent and with their express written permission.
2. The names of qualified first aiders are maintained by the First Aider and the list is kept in the First Aid Room.
3. The locations of additional first aid boxes are listed in the staff handbook.
4. The person responsible for administering the accident reporting procedure, the notification of serious accidents causing death or major injury and dangerous occurrences is the school first aider.
5. The accident book and report forms and the arrangements to be followed if the person injured is unable to complete an accident report form or who is not an employee of the Authority are to be found with the school first aider.
6. The arrangements for first aid for sports, outdoor pursuits and field trips are made by the Curriculum Leader or organiser concerned, noting that any employee rendering first aid to the best of their ability, is indemnified by the Academy.