



Health & Safety Policy 2017/18

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1. Introduction

This policy, in so far as it is reasonably practicable, is intended to provide for the maintenance of a safe and healthy working environment, equipment and systems of work for staff, pupils, voluntary workers, contractors, visitors and others, within Baysgarth School.

The allocation of duties with regard to managing safety matters and the particular arrangements, which will serve to implement this Policy are detailed below.

2. Responsibilities

Responsibility for the day-to-day management of health and safety in the premises falls to the Head Teacher and other nominated staff. They should therefore ensure that they:

- Are familiar with health and safety legislation, in so far as it relates to the premises with which they are concerned.
- Are familiar with Baysgarth School's Health and Safety Policies and arrangements and should take the necessary action and that they should take the necessary action to ensure that they are adhered to.
- Ensure as far as is reasonably practicable that safe systems of work are in place.
- Ensure that the School premises are generally kept clean and tidy.
- Ensure that appropriate equipment is provided.
- Ensure that appropriate training is provided for the tasks and situations that staff will have to deal with.
- Ensure that all equipment and tools are maintained in good condition.
- Ensure that adequate fire precautions and fire-fighting equipment is available and maintained and that they are aware of who the appointed person is with regard to fire risk assessments.
- Are aware of the location of the School's accident book, Health & Safety Policy and Manual together with other relevant safety related documentation.

Document	Location	Person Responsible
Health & Safety Policy	Business Manager's Office	Richard Briggs
Health & Safety Manual	Business Manager's Office	Peter Hough
Accident Book(s)	On line Reports	Bea Jackson
Asbestos Register	Site Manager's Office	Billy Dent
Water Management File	Site Manager's Office	Billy Dent
Fire Risk Assessment	Business Manager's Office	Peter Hough

3. Accidents and First Aid

All accidents (and near misses whenever practicable) should be reported to Bea Jackson who will upload incidents onto NLC TopDesk Self Service Area.

* Note see also para' 6 below.

First aid kits should be placed in appropriate locations and should have their contents regularly checked by a first-aider or an appointed person. A list of contents can be obtained from the HSE website and is included in the council's First Aid at Work Policy.

First aid boxes are to be found at the following locations:

Location of First-Aid Box(es)	Person(s) Responsible
Design Technology	Bea Jackson
Science Department	Jessica Akester
Sports Hall	Cassie Milestone
Student Support Centre	Becky Cruicksank – Claire Woodward – Tracey Kirby
6 th Form	Beth Welburn
Skills Centre?	Bea Jackson

Ideally a list should be maintained of current first-aiders in the school:

Name	Workplace Location	Level of First-Aid Qualification	Expiry of Qualification
Bea Jackson	DT Faculty/Skills Centre	First Aid at Work	Jan 2020
Becky Cruicksank	Student Support Centre	First Aid at Work	Jan 2020
Claire Woodward	2 nd Floor data Office	First Aid at Work	Nov 2017
Cassie Milestone	PE Department	First Aid at Work	Nov 2018
Jessica Akester	Science Department	First Aid at Work	Nov 2018
Beth Welburn	6 th Form	First Aid at Work	Jan 2019
Tracey Kirby	Main admin office	First Aid at Work	Jan 2019

4. General Fire Safety

The Appointed Person for Fire Safety is Peter Hough, who is responsible for ensuring:

- That an assessment of the fire risks in the school has been completed and is regularly reviewed;
- That, where ever possible, volunteer Fire Wardens are appointed to take charge in the event of a fire emergency (if sufficient volunteers cannot be found, then the responsibility for taking charge in the event of an emergency falls to teaching staff);
- That an acceptable level of fire detection and firefighting equipment is provided;
- That all fire exits and escape routes are kept clear and are appropriately signed and lit;
- That regular checks are carried out on alarms, detectors and sprinklers as appropriate;
- That a minimum of one fire evacuation drill is carried out every term.

5. Electrical Safety

The Head Teacher should ensure that:

- Any electrical repairs required are carried out by a competent electrician.
- Portable appliances should be regularly inspected in accordance with school and/or Council Policy.
- No privately owned electrical items are brought onto school premises without prior permission and appropriate PAT testing.

6. Water Systems

The Appointed Person for dealing with Water Management is **Billy Dent**, who is responsible for ensuring:

- All boilers and water systems are regularly checked in accordance with School and/or Council Policy, particularly with regard to Legionella risks.
- That they are aware of the location of the School's Water Management File.

7. Lighting

In order to ensure that Baysgarth School and its surroundings are adequately lit, staff should inspect local lighting regularly and report any faults promptly to the appropriate person.

8. Floors and Entrances

In order to reduce the risk of slips and trips staff should regularly check that the floors in their working area and the main access routes are clean and free from trip hazards. They should ensure that:

- They observe the School Policy with regard to dealing with spillages.
- They monitor the level of slip and trip accidents and near misses, with a view to taking remedial action if the number of instances reaches an unacceptable level.

9. Contractors

Anyone arriving at the School for the purposes of carrying out work, other than an employee or voluntary worker, should be regarded as a contractor. Head Teachers should ensure that all contractors are registered as entering the premises and that dependent upon the nature of the work concerned, they:

- Have relevant risk assessments and safe systems of work and are able to provide a copies when requested.
- Can provide evidence of their public and employer's liability insurance.
- Are given access to the School's Asbestos Register and are aware of the requirements of the Asbestos Policy, as appropriate.
- Are made aware of the School's Fire Evacuation Policy.
- Have with them evidence of the appropriate level of their DBS Clearance.

10. Waste

Waste produced on the School's premises is can be classed as commercial waste and must be treated as such. Producers of waste have a duty of care to ensure:

- Any waste removed from the site is carried by an approved contractor with a Waste Carriers Licence;
- Waste Transfer Notes must be kept proving where waste has been taken and by whom;
- Special waste i.e. asbestos may have specific requirements for handling, carriage & disposal.

Signed: _____ Chair of Governors	Signed: _____ Head Teacher
Date: _____	Date: _____