



Chaucer School

A member of Tapton School Academy Trust

Health and Safety Policy

2021

Date approved / Reviewed: November 2021

Date to be reviewed: November 2023

The Governors and staff at this school are committed to providing a safe and healthy environment for all users of the school.

As a school, our educational priorities aim to:-

- Encourage all students to achieve their full academic and social potential.
- Provide students with the skills and experience which will ensure that the widest possible range of choices are open to them in their future lives.
- Provide a sense of community in which individuals feel valued and are actively encouraged to value, respect and help others.
- Create an atmosphere in which students enjoy and take pride in their achievements.

Quite clearly these educational and social priorities can only be fully realised within a physical environment that is both a safe and healthy place to work. This in turn can only be brought about by the dedicated co-operation of all within the school. Health and safety at this school is an area where governors, headteachers, staff, safety representatives and parents share common objectives. It is vital that we all understand each other's duties, functions and responsibilities as well as our own because it is only by the co-operation and teamwork of everyone involved that health and safety objectives in school can be achieved.

AIMS OF THE POLICY

To ensure that the school is always a safe and healthy place in which to work.

To regularly monitor and review safety procedures throughout the school.

To raise awareness among all users of the school as to their responsibility for themselves and others.

To ensure the dissemination of all relevant information from the LEA and other bodies to the correct user(s).

To create and update a central file containing relevant health and safety information.

RESPONSIBILITIES

1. Overall responsibility for the management of health and safety in the school is the Headteacher and the school governors.

2. Responsibility for the following areas is that of:

Mr S P Middleton - Communal areas of Site
Mr J Griffow - Design and Technology
Dr M Wentworth - Science
Ms V Penney - PE
Heads of Department / Faculty - Own areas of Work

3. All those who work in our school have the responsibility to do what they can to take care of themselves, their colleagues, students and visitors. In particular employees should co-operate with their managers.

4. We will ensure adequate consultation takes place between managers and employees to allow everyone to contribute to safe working. This will be done in the following way:

Policy dissemination through compendium.
Weekly bulletin.
Finance & Premises Governors' Sub Committee.

GENERAL RESPONSIBILITIES

The Governors will:

- Ensure that adequate funding is provided from the school budget to enable the school to be organised and run in a safe and healthy manner.
- Where funding for particular hazards is the responsibility of the LEA, the governors, through the Headteacher, will inform the LEA of the problem and assess the hazard in order to render the problem area safe.
- Consider any health and safety problems brought to them by the headteacher, staff or parents, through their termly meetings or any emergency meetings, which may be called due to unforeseen circumstances.

The Headteacher will:

- Ensure that health and safety is incorporated into the planning and organisation of all school functions.
- Carry out suitable and sufficient assessments of hazards and risks to staff members, students and other visitors and users of the school. Further, to act upon those assessments in order to reduce risk.
- Ensure the provision of adequate training, instruction and supervision.
- Provide necessary information to staff members and their representatives on health and safety matters.
- Ensure that staff members who are delegated to carry out particular tasks are competent and fully aware of their responsibilities.
- Investigate any accidents or near misses and bring these, along with any other health and safety problems, to the attention of the governors.

All staff members will:

- Ensure that safe working practices are adopted at all times whether in school or on educational visits.
- Ensure that they are fully aware of their responsibilities and follow any Codes of Practice produced by the school or LEA.
- Bring to the attention of the headteacher any accidents, near misses, dangerous equipment or situations which occur whilst in school or on educational visits.
- Report to the headteacher any problems which they feel that they cannot deal with themselves.

ACCIDENTS

Even in a well run school, accidents may still occur. This is how we deal with them.

All accidents to our staff or students will be investigated to find out what happened and how any similar incident can be avoided.

The Headteacher will ensure that accidents are investigated and that major accidents which are reportable to the Health and Safety Executive are reported using the Form F2508.

All accidents will be recorded by member of staff dealing with incident on our accident form which is kept in the Admin Office.

Any accident reports will be examined by the headteacher to see what lessons can be learnt and how similar incidents can be avoided.

The LEA Code of Practice (D2) will be adhered to following an accident.

RISK ASSESSMENT

Risk Assessments are a legal requirement. They must be recorded in the LEA's Generic Risk Assessment booklet or on the LEA's standard form, and must be kept on the school premises. Risks should be assessed periodically and also any new process or change in circumstances will require an updated assessment. Educational visits also require a written risk assessment

Shown below are the name(s) of the staff assisting with the assessment process as well as details on when they will be carried out and our updating systems.

Mr S Middleton – Facilities Manager

Subject Leaders

Risk assessments will be reviewed annually by those responsible for an area of the school and curriculum.

Interim assessments will be undertaken as and when necessary.

FIRE

An outbreak of fire in a school can be extremely serious. In order to prevent this all sources of heat with the potential to cause fire e.g. gas heaters, bunsen burners, cookers etc. will be carefully monitored so as not to inadvertently come into contact with combustible materials.

Fire drills will be carried out once per term and are recorded in the log book eg fire alarm and emergency lighting maintenance, fire extinguisher maintenance and Fire Officers visits.

The Fire Precautions Log Book is kept in the Facilities Manager's Office in each site.

The responsibility for ensuring that the book is kept up to date and that fire drills are carried out is with:

Mr S Middleton – Facilities Manager.

When the school requires painting, only paints providing a flame retardant surface will be used.

ELECTRICITY

Electricity has the potential to cause serious harm, or even death and must be treated as a priority with regard to maintenance and repair.

The maintenance and repair of electrical equipment and fixed installations is the responsibility of the school.

Fixed installations i.e. sockets, light fittings and general wiring throughout the school will be tested at least every five years by a competent electrician.

Portable electrical equipment and fixed installations will be regularly maintained in accordance with LEA advice. This is set out to comply with the Institute of Electrical Engineers Guidance.

Any personal electrical equipment brought in by staff will be classed as school equipment and should be tested.

Responsibility for arranging maintenance of electrical equipment is with:

Mr S Middleton – Facilities Manager.

ADDITIONAL ARRANGEMENTS FOR KEEPING OUR SCHOOL SAFE

Codes of Practice are produced by the LEA and cover many aspects of school safety. Copies of these are kept in the

The Administration Office/Facilities Manager's office

Selected documents are in the staff compendium and staff are made aware of their existence and informed to consult them when carrying out a relevant task e.g. planning an educational visit or setting up portable gas heaters in the event of a heating breakdown.

Attached is a list of useful telephone numbers.

Also attached is a list of the LEA's current Codes of Practice and Health and Safety Circulars.

SHEFFIELD EDUCATION DEPARTMENT'S HEALTH AND SAFETY SERVICE

USEFUL TELEPHONE NUMBERS

(i) Safety Advisers

The Education Department's Safety Advisers are based at the Education Department, Moorfoot Building.

Claire Hallam Senior Safety Adviser 2930911

Sarah Green Safety Adviser 2735615

Jon Cook Risk/Safety Adviser 07748 657711

In an emergency telephone the Education Department Reception on 2735722 and a Safety Adviser's mobile phone number can be obtained.

(ii) Occupational Health

Deborah David Senior Occupational Health Nurse 2930913

(iii) Other Education Management

Property and Contracts Maintenance Division 2735618 or 2735621

CDT Support Services Geoff Smith 2645737

(iv) Road Safety

General Enquiries 2736162 or 2736163

Transport Section Vehicle Maintenance 2560424 ext 222

Lightwood Driver Training Centre 2560424 ext 265

(v) Other Useful Numbers

Health and Consumer Services 2734611

or

Sheffield Area Health Authority -Child Health Service 2734612

12 Lyndhurst Road, Sheffield, S11 9BJ