



Marple Hall School

Policy Document

# Health and Safety

In conjunction with Office Online/Forms, Data & Guidance/Health & Safety/Health & Safety  
Guidance for Schools

Staff responsible for policy: J Barker and P Hutchinson

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Signed by Chair of Committee: .....

Signed by Headteacher: .....

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# MARPLE HALL SCHOOL - a Specialist Language College

## HEALTH AND SAFETY POLICY

Marple Hall School has obligations under the Health and Safety at Work etc Act 1974 and The Management of Health and Safety at Work Regulations 1999 to take all reasonable steps to ensure the health, safety and welfare of all staff. We also have a duty to ensure that students, visitors and contractors are not put at risk by our activities or the condition of our buildings and equipment.

Health and safety laws and associated school rules are aimed at minimising the likelihood and severity of injury, ill health and damage which arise from incidents and conditions within or connected with Marple Hall School

As well as being good practice within school, proper regard for health and safety can help students to appreciate hazards and precautions encountered elsewhere.

The Governors take a monitoring role in Health and Safety by appointing a member who takes a particular interest in these issues.

Everybody in School has some responsibility for health and safety.

### **Management Responsibilities.**

The Headteacher has overall responsibility for health and safety within school. In practice this responsibility is met by having a Health & Safety Manager undertaking Health & Safety liaison and ensuring that all members of staff carry out the duties identified below.

### **All senior members of staff and Heads of Department:**

- a. are responsible for the health and safety of employees in their area and for students and visitors within the areas and activities under their control. An annual whole school Health and Safety Audit is carried out every spring, to which staff members contribute.
- b. should carry out routine checks and discussions to enable them to identify and assess potential health and safety hazards. After identifying hazards, they should ensure that suitable precautions are implemented, understood and followed;
- c. should investigate all accidents and "near misses" and ensure that accident/incident report forms are completed promptly which will enable the causes of accidents to be identified so that effective steps can be taken to prevent similar incidents in future.
- d. should consult the Health & Safety Manager if further advice or information is needed;
- e. should consider whether the introduction of any new type of machinery, substance, system of work or any substantial alteration to existing ones will create new health or safety problems.
- f. should ensure that the departmental risk assessment is reviewed annually.

### **Responsibilities of Staff**

All members of staff, as individuals:

- a. have a duty to take reasonable care for their own health and safety while at school or during school activities. They also have a duty to take reasonable care of the health and safety of other persons, such as colleagues and students, who may be affected by how they work or behave;

- b. are obliged by law to cooperate with school management as far as is necessary to enable the school to comply with health and safety laws;
- c. should notify the Health & Safety Manager by email of any unsafe equipment, substance, system of work or other situation, including those relating to contractors, of which they become aware, and;
- d. have a duty not to deliberately or recklessly interfere with or misuse anything provided for the purposes of health, safety and welfare.

### **Students**

At the beginning of each academic year students are issued with a separate Health and Safety Guide contained within their Planner.

### **Common Health and Safety Matters**

Detailed guidance about health and safety arrangements for departments with particular hazards, such as Science, Technology and PE is contained in special departmental supplements and made available to all relevant people in those departments. However, the following matters are common to most or all parts of Marple Hall School:

### **Electricity**

All electrical equipment operated at over 50 volts must be maintained in a safe condition. Though the school will arrange for all items of electrical equipment to receive a regular safety check by a competent person, all users of such equipment should check for defects such as damaged plugs and cables. Any defective item must be effectively taken out of use until it has been repaired or recycled within the Waste Electrical and Electronic Equipment Regulations 2013.

Portable electrical equipment fitted with plugs brought in by students or staff must be donated to the school in order to meet the requirements of the school insurance policies and will be subject to the same checks as that for other school equipment. Annual PAT testing and periodic electrical inspection covers all aspects of electrics.

### **Hazardous Substances**

The Control of Substances Hazardous to Health Regulations 1988 (COSHH Regulations) require the school to ensure that substances which can harm staff and others are stored, moved and used or handled in a safe manner. The school will do this by:

- a) Identifying hazardous substances, assessing the nature of their hazards and the associated likelihood and severity of harm;
- b) providing suitable precautions to protect persons against the hazards, and
- c) giving adequate written and spoken information about the hazardous substances to all persons who may be harmed by them.
- d) Arrange transportation and disposal as required.

In some cases exposure to hazardous substances is controlled by means of appliances such as fume cupboards and dust extraction equipment. As required by law these appliances will be examined and tested annually.

## **Protective Equipment and Clothing**

The school will provide suitable protective clothing and equipment for staff and students whose work is liable to involve hazardous substances or excessive level of noise. If you are provided with protective clothing or equipment, you must use it when necessary and take reasonable care of it. All PPE must be worn and updated when required.

## **Fire Precautions**

Although the main aim of fire precautions is to protect human life, they have an additional purpose of avoiding or minimising loss and damage to buildings and property through fire. Smoke is usually the main danger posed by fire because it obscures vision, is toxic and can cause panic

Preventative measures against fire form the basis of rules which have been made to reduce the likelihood of fires occurring, e.g. non smoking and special precautions concerning flammable liquids and gases.

### **Reactive measures are also important, as follows:**

- a) Physical measures such as fire doors, alarm systems and fire fighting equipment. These will be provided, tested and maintained on a regular, scheduled basis. Annual fire risk assessment and separate fire door audit takes place. Service contract on fire system and equipment annually.
- b) Organisational measures that include termly fire evacuation practices and the use of fire fighting equipment. Details about fire evacuation routes will be displayed in each room..
- c) Matters relating to fire precautions will be recorded in a logbook. After any evacuation, for whatever reason including practices and false alarms, a School Evacuation Report form should be completed.
- d) Before accommodation is booked by school groups for field study, outdoor activities and similar purposes, enquiries should be made about the nature and adequacy of the fire precautions provided.
- e) Evacuation procedures and a knowledge of escape routes must be given to all staff and students when resident away.

Please see the 'School Visits' Policy for comprehensive information.

## **Contractors**

Contractors can create temporary hazards in areas where hazards are not normally present. Before any contract work begins, the proposed work, including time(s), location(s), and precautions involved must be considered and approved by the Health & Safety Manager. Some types of work should be carried out only during holidays or outside school hours.

## **Hirers of School Facilities**

The nature of each booking will be considered before it begins to ensure that the hirers will not put college staff and students at risk or vice versa. The terms and conditions of the school hire agreement makes it clear that the hirer, not the school is responsible for ensuring that the activities are properly supervised by suitably qualified and experienced persons.

## **First Aid**

The school will provide and maintain suitable first aid equipment as required by law, and ensure that there are sufficient numbers of staff trained in first aid. Names of first aiders and the locations of first aid boxes will be displayed in each building.

## **Visual Display Units**

Under the Health and Safety (Display Screen Equipment) Regulations 1992 the School has obligations to employees who use VDU's. These include assessing each VDU and its associated equipment and furniture to ensure that they meet the standards specified by the Regulations. These standards cover matters such as control of glare and reflections and adjustability of seating.

## **Accidents, Dangerous Occurrences and Ill Health**

Please see the 'Medical Conditions' Policy for comprehensive information.

An "accident" is any event in which a member of staff, student or any other person such as a visitor suffers any injury through any cause while on school premises or during school activities. All accidents should be reported to a senior member of staff as soon as possible. Staff should investigate accidents to establish their causes and ensure that school accident report forms and records are completed without delay.

## **Medical Matters**

The school uses an external provider for advice about occupational health matters, pre-employment medical checks and referrals.

## **Violence to Staff**

The school is committed to minimising the likelihood of violence to staff, including verbal abuse, threats and assault as far as possible. If you think a situation involving your work could put you at risk, tell your head of department or manager. If you have been subjected to violence, obtain and complete a Violent Incident report form. If injury is involved you should also complete an accident report form.

## **Enforcement of Health and Safety Laws and Rules**

Inspectors from the Government Health and Safety Executive are authorised by law to inspect any part of the school, its activities or those of contractors to ensure compliance. They have the power to stop any dangerous activity or can request an unsatisfactory situation be improved within a certain time. They can also prosecute the school and/or any member or staff individually for not obeying the law. They can prosecute any employee who recklessly or wilfully ignores health and safety law.

Any member of staff who recklessly or wilfully fails to follow the law or school rules about health and safety could be disciplined by the school in line with existing disciplinary procedures.

Before substantial alterations or the introduction of new types of equipment or machinery, systems of work or substances, school departments must consider whether new or increased risks will occur. If in doubt, seek advice!

## **Communications**

All reports concerning accidents, dangerous occurrences, ill health, violence and evacuations should be sent immediately to the Health and Safety Manager. The school is obliged by law to notify certain types of injury, dangerous occurrence and disease to the Health and Safety Executive.

### **Monitoring of Health and Safety**

The school will review this Health and Safety Policy at regular intervals and extend or modify it if necessary in the light of experience or change in legislation. The Governing Body will be asked to approve it.