



# **Health and Safety Policy**

## **Seven Hills School**

This policy includes our Statement of Intent, our organisational structure of responsibilities and the methods by which we will achieve a safe working environment for staff, pupils, visitors and other users of our site.

**Reviewed & Agreed by Governors: 27.9.18**

**Publication Date: March 2016**

**Author: Health, Safety & Wellbeing Team, Insurance and Risk Team**

## Help and Advice

Advice on any health and safety matter can be obtained through the Children, Young People and Families Service Health and Safety Advisers. Some useful telephone numbers are attached to the policy.

This is the Health and Safety Policy of: Seven Hills School
Address  Granville Road Sheffield S2 2RJ

## Policy Statement

The Headteacher, Governors and staff at this school are committed to providing high standards of health and safety for all users of the school.

As a school, our educational priorities aim to:-


- encourage all pupils to achieve their full academic and social potential;
- provide pupils 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.

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, the Headteacher, 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

- To ensure that the school is always a safe and healthy place in which to work.
- To provide plant, equipment, resources and systems of work that are safe and without risks to health
- To raise awareness among all users of the school as to their responsibility for themselves and others.
- To provide sufficient information, instruction, training and supervision to enable all employees, authorised volunteers and third party users to avoid hazards and contribute positively to their own health and safety at work
- To ensure the dissemination of all relevant information from the CYPF and other bodies to the correct user[s].
- To regularly monitor and review safety procedures throughout the school.
- To create and update a central file containing relevant health and safety information

**This safety policy will be regularly reviewed and updated**

Signed	 Clive Rockliff
Position	Headteacher
Date	10.9.2018
Date for Review	Sept 2018

## Responsibilities

- 1 Overall responsibility for the management of health and safety in the school is that of

Clive Rockliff & Elaine Everett (Headteachers) and the School Governors Day to day management of Health & Safety is delegated to Helen Speight (Finance Manager)
---

- 2 Responsibility for the following areas is that of

Science Dept -	John Laing
P.E Dept -	Lynsey Vidamour Foster
Food Studies Dept -	L Bower / T Bower-Yates
D&T and Art Dept -	Claire Lount
Horticulture -	Kate Marks
Medication -	Emma Butterell / Doe Fox
Moving & Handling -	Lauren Wraith / Sharon Morley

## 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.
- Deal with any health and safety problems brought to them by the Head Teacher, staff or parents, through their termly meetings or any emergency meetings, which may be called due to unforeseen circumstances.
- Ensure that the Council and CYPF Health and Safety Policy is brought to the attention of all staff and implemented in school.
- Help prepare, implement and monitor a “site-specific” health and safety policy
- Confirm compliance with Statutory and Local Authority policies and procedures and monitor health and safety management within school
- Ensure that appropriate risk assessments have been carried out
- Ensure that all members of staff receive appropriate training.
- Ensure that the Headteacher has an appropriate workload in support of a reasonable work/life balance
- Ensure adequate consultation takes place to allow everyone to contribute to safe working. This will be done in the following way:

- SDFP – terms of reference
- Link Governor – for H&S / joint H&S inspections
- Termly inspections – H&S – outcomes reported to SDFP
- Building work / redecoration / major incidents
- General Annual Risk Assessment - approval

### **The Headteachers/Finance Manager will:**

- Take overall responsibility for day to day management of health and safety issues
- Ensure that health and safety is incorporated into the planning and organisation of all school functions.
- Ensure that suitable and sufficient assessments of hazards and risks to staff members, pupils and other visitors and users of the school are carried out. Further, to act upon those assessments in order to reduce risk.
- Attend health and safety training courses as appropriate.
- Ensure the provision of adequate training, communication, instruction and supervision for all members of staff (including supply staff and volunteers).
- 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.
- Ensure staff have an appropriate workload in support of a reasonable work/life balance.
- Investigate any accidents or near misses and bring these, along with any other health and safety problems, to the attention of staff and the governors.
- Ensure adequate consultation and communication takes place to allow everyone to contribute to safe working. This will be done in the following way:

- Regular reporting to SDFP (see governors)
- Actions from H&S reports are followed up with staff
- H&S incidents / accidents investigated, follow up and liaison
- H&S responsibilities related to pool (PSOP-Pool Safety Operating Procedures)
- Fire Safety Plan
- Risk Assessment
- Critical Incident Plan
- Off Site Educational Visits – Educational Visits Coordinator

## All Staff Members will:

- Ensure that they are fully aware of their roles and responsibilities, co-operate with the schools policies and procedures and follow any guidance, policies and procedures issued by the CYPF.
- Ensure that safe working practices are adopted at all times and comply with the findings/other outcomes of risk assessments, whether in school, on school business or on educational visits.
- Attend health and safety training courses as appropriate.
- Undertake relevant risk assessments and share findings and preventative measures with all appropriate stakeholders.
- Bring to the attention of the Headteacher information about accidents, near misses, dangerous equipment or situations which may occur whilst in school or on educational visits.
- Report to the Headteacher any problems that they feel that they cannot deal with themselves.
- Take responsibility to do what they can to take care of themselves, their colleagues, pupils and visitors. In particular employees should co-operate with the health and safety policy of their employer.

## School Health and Safety Representative

The Governing Body and Headteacher recognise the role of Safety Representatives. Safety Representatives will be allowed appropriate paid time off to enable them to fulfil their duties.

We communicate and consult with safety representatives on a regular basis about health and safety matters and offer facilities to enable them to investigate workplace accidents, employee complaints and to carry out periodic health and safety inspections.

Name	Trade Union
??	Unions to discuss this at their next meeting

# General Arrangements to Keep People Safe

## 1 Risk Assessment

Risk Assessments are a legal requirement mainly under the **Management of Health and Safety at Work Regulations 1999**, although most health and safety legislation requires a risk assessment approach.

All of our Risk Assessments are recorded. We usually use the CYPF Generic Risk Assessment booklets as a starting point but, where there are no generic assessments we carry out our own assessments using the blank assessment form which can be found in the Health Safety and Risk area of Schoolpoint). Risks are assessed periodically (usually on an annual basis), following an accident, on the introduction of any new process/equipment and also any change in circumstances.

We share the findings of our risk assessments with all members of staff

Risk assessments are usually kept:

Document	Location
Fire Risk Assessment	Main Office
Generic Premises Risk Assessment	Main Office
Foundation Stage Risk Assessment	N/A
Educational Visits Risk Assessments	Main Office
Hazardous Substances Risk Assessments	Caretaker / Cleaners Cupboards
Task / activity based Risk Assessments	In appropriate teaching bases(Food/Art rooms)

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.

The following people assist with the assessment process for their individual area of work:

Name	Area of responsibility
Lilian Bower / Tania Bower	Food Studies
Claire Lount	D&T
Physiotherapists	Rebound Therapy
Sharon Morley/Lauren Wraith	Manual Handling
Lynsey Vidamour- Foster	PE

**NB** It is the Headteachers responsibility to ensure that risk assessments are carried out. However the Headteacher may delegate the function or request the assistance of competent staff in carrying out a risk assessment.

## 2 Fire

An outbreak of fire in a school can be extremely serious. The **Regulatory Reform (Fire Safety) Order 2005** makes it a legal requirement for each building to have an up to date fire risk assessment. Our Fire Risk assessment identifies all sources of heat with the potential to cause fire e.g. gas heaters, Bunsen burners, cookers etc. and it also consider the storage of combustible materials.

When our school requires painting, only paints providing a flame retardant surface will be used in high risk areas (assembly halls, means of escape, staircases, areas where there is an added fire risk etc).

Ongoing monitoring is carried out to ensure that combustible materials (liquids, solids or gases) do not come into contact with sources of heat.

Internal fire doors are kept closed to stop fire spreading. Hydraulic door closers are checked regularly and maintained as necessary to ensure correct operation (damage to these closers is very common in schools).

All documentation relating to fire safety is kept:

<b>Document</b>	<b>Location</b>
Fire Risk Assessment (including Arson Assessment)	Main Office
Fire Precautions Log Book	Main Office
Fire Safety Training Records	Main Office

The following people have a role to play in ensuring fire safety issues are adequately dealt with

<b>Name</b>	<b>Responsible for:</b>
Helen Speight	Ensuring there is a current fire risk assessment in place and a process for reviewing / updating on a regular basis
Clive Rockliff	Inducting new members of staff and supply / agency staff, contractors etc
Helen Speight	Making sure that staff receive regular refresher training
Helen Speight	Making sure relevant information is shared with other users of the premises such as lettings, breakfast and after school clubs etc
Martin Connor / Clive Rockliff / All Saints Staff	Ensuring regular fire drills are carried out and recorded
Martin Connor	Keeping the Fire Precautions Log Book up to date



### 3 Permission to Work

The CYPF Permission to Work process is in place at this school for all work that is intrusive to the fabric of the building. The following people have responsibilities:

Name	Responsible for:
Martin Connor	Ensuring that the CYPF Assets Team is informed at the planning stage of any work that is <b>intrusive</b> to the fabric of the building
Martin Connor	Inducting new members of staff in the process
Martin Connor	Ensuring that all <b>non-intrusive</b> work is risk assessed
Martin Connor	Keeping an up to date log of all <b>non intrusive</b> work

The following people have attended training in the permission to work scheme

Name	Date of Training:
Martin Connor	Trained informally by LA contact. Formal training tba.

### 4 Asbestos

Asbestos is a naturally occurring mineral that has been used for many years in the construction of buildings and in many products. It was used mainly because of its fire proofing and insulation qualities.

We have got an Asbestos Management survey on site and this has been shared with all members of staff. Staff are aware that as long as the asbestos is in good condition and is not disturbed or damaged there is no risk to individuals. However, if it becomes damaged or disturbed, it can become a danger to health as asbestos fibres can become released into the atmosphere and therefore people can inhale the fibres.

All documentation relating to asbestos is kept:

Document	Location
Asbestos Register	N/A – New Build
Asbestos management survey and risk assessment	N/A
Asbestos survey review documentation	N/A

NB. The location of the register is important, as it must be readily available to all who need to consult and sign it.

Name	Responsible for:
	Overall responsibility as Named Duty Holder
NA	Bringing the asbestos register to the attention of anyone likely to disturb asbestos fibres in the course

	of daily routines or proposing to plan or carry out work. e.g. other school / site staff, surveyors, contractors, computer technicians, visitors, helpers etc
NA	Advising the Assets team at the concept stage of work via the Permission to Work scheme
NA	Making sure more detailed surveys (covering the full scope of works) are in place for invasive work e.g. wiring, refurbishment, plumbing, demolition etc
NA	Regularly reviewing the condition of asbestos material and recording the findings
NA	Regularly reviewing asbestos risk assessments and recording findings
NA	Making sure that floor plan changes are recorded and updated

The following people have attended Asbestos training

Name	Date of Training:
Martin Connor	NA

## 5 Legionella Risk Management

Legionnaires' disease is a type of pneumonia. It is an uncommon, but serious disease.

People can catch Legionnaires disease by inhaling small droplets of water suspended in the air which contain the Legionella bacterium.

Legionnaires' disease does not spread from person to person.

We have had a full Legionella audit of the school which has been shared with all members of staff. Key members of staff have a role to play in ensuring that the findings of the audit are actioned and making sure that regular monitoring is carried out on site

Document	Location
Legionella Survey	Martin Connor / Main Office
Legionella Log Book	Premises Office

The following people have a role to play in ensuring the procedure in place for managing Legionella issues:

<b>Name</b>	<b>Responsible for:</b>
Martin Connor	Overall responsibility as Named Duty Holder
Martin Connor	Ensuring that the recommendations of the Legionella risk assessment are carried out (in conjunction with AS LT & premises team)
Martin Connor	Ensuring that the Legionella risk assessment is reviewed on a regular basis
Martin Connor	Ensuring that all activities identified in the maintenance programme are carried out and recorded (in conjunction with AS LT & premises team)
Martin Connor	Keeping the Log Book up to date

The following people have attended Legionella training

<b>Name</b>	<b>Date of Training:</b>
Martin Connor	February 2016

## **6 Accidents**

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

All accidents involving staff, pupils or visitors will be recorded and investigated, as appropriate to find out what happened and how any similar incident can be avoided. Copies of accident report forms are sent to the CYPF Health and Safety Advisers.

<b>Document</b>	<b>Location</b>
Accident Report Forms	Main Office
RIDDOR report forms	Online

The following people have responsibilities for:

<b>Name</b>	<b>Responsible for:</b>
Staff / anyone working in school	Recording all accidents to staff / pupils
Clive Rockliff	Ensuring that accidents are investigated and that major accidents, which are reportable to the Health and Safety Executive (under the RIDDOR regulations), are reported to the incident call centre (0845 300 9923) and also to the CYPF Health and Safety Team

Clive Rockliff	Ensuring risk assessments are reviewed in light of lessons learned
Helen Speight	Periodically reviewing accident reports to identify trends
Helen Speight	Reporting serious incidents / accidents to Governors
Wendy Howsam	Accident reports submitted to the H&S department

## 7 First Aid

This school will follow the statutory requirement for first aid equipment and provide suitably trained first aid staff. Where there are young children on site i.e. Nursery's / Breakfast and after school clubs, key members of staff hold an additional paediatric first aid certificate. NB There is sufficient paediatric first aiders to ensure cover on all off site activities involving young children.

Our school risk assessment identifies the actual number of first aiders required.

(As a rough guide the recommendation is 1 first aider for every 100 people on site. This is usually made up of 2 fully qualified first aiders, with the remainder holding the 1 day emergency first aid certificate)

The following people hold a relevant (3 day) first aid qualification.

<b>Staff Name</b>	<b>Start Date</b>	<b>Expiry Date</b>
Miriam Steer	27/10/17	26/10/2020
Andrea Hill	27/10/17	26/10/2020
Lauren Wraith	27/10/17	26/10/2020
Emma Butterell	12/05/2017	11/05/2020
Vicki Thompson	07/06/2016	06/06/2019
Doe Fox	11/03/2016	10/03/2019
Lynsey Vidamour-Foster	11/03/2016	10/03/2019
Sharon Morley	11/03/2016	10/03/2019
Danielle Davies	03/11/2016	02/11/2019
Alex Jones	20/01/2017	19/01/2020

The following people have responsibilities for:

<b>Name</b>	<b>Responsible for:</b>
Helen Speight	Ensuring that a risk assessment is in place to determine the appropriate level of first aid cover throughout the whole of the school day (including off site activities)
Doe Fox / Emma Butterell	Keeping records of First Aid Qualifications and ensuring these are re validated
Doe Fox / Emma Butterell	Ensuring First Aid boxes are checked and restocked on a regular basis

## 8 Electricity

Electricity has the potential to cause serious harm, or even death and is treated as a priority with regard to maintenance and repair. The **Electricity at Work Regulations 1989** requires that all electrical systems and appliances are periodically inspected and maintained.

The visual checking, maintenance and repair of portable and transportable electrical equipment 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. (This is carried out automatically for those that subscribe to the **Premises Package**).

Document	Location
Inventory of Portable appliances	Martin Connor – kept electronically
PAT testing Certificate	Martin Connor
Fixed installation test certificate	Helen Speight

The following people have responsibilities for:

Name	Responsible for:
All Staff	Visually checking portable electrical appliances
Martin Connor	Arranging the testing of portable appliances
Martin Connor	Ensuring the five yearly checks are carried out on the fixed installation
Martin Connor	Arranging repairs / remedial work
Martin Connor	Showing key members of staff how to isolate the electrical supply in an emergency situation

## 9 Gas

Under the **Gas (Installation and Use) Regulations 1994**, there is a requirement for all gas appliances (central heating boilers, gas water heaters etc) to be checked, serviced and maintained by a competent (Gas Safe) contractor on an annual basis.

Document	Location
Gas Servicing Certificates	Main Office

The following people have responsibilities for:

Name	Responsible for:
Martin Connor	Arranging the testing and maintenance of gas appliances
Martin Connor	Arranging repairs / remedial work
Martin Connor	Ensuring any work to gas appliances is carried out by a competent contractor (Gas safe)
Martin Connor	Showing key members of staff how to isolate the gas supply when it is not in use or in an emergency situation

## 10 Substances

The **Control of Substances Hazardous to Health Regulations** require an assessment to be made of the work processes that involve the use of substances that are hazardous to health.

At our school we ensure that all substances that fall within the COSHH regulations are kept to a minimum and are stored safely and securely out of reach of children. Hazard data sheets are available for all substances and a documented risk assessment is available for all work processes

Document	Location
Hazardous substances inventory i.e. cleaning/janitorial substances, science chemicals, glues and paints for art etc	Main Office
Hazard Data Sheets	Cleaners Cupboard / Pool Plant Room
Documented risk assessments	On school network

The following people have responsibilities for:

Name	Responsible for:
Helen Speight	Keeping the inventory up to date
Martin Connor	Ensuring hazard data sheets are available
Helen Speight	Making sure that risk assessments are documented
Martin Connor	Making sure Personal Protective Equipment (where necessary) is provided and worn
Martin Connor	Training staff in the safe use and handling of substances
Martin Connor	Disposing of surplus substances safely

## 11 Educational Visits and Off-site Activities

The school complies with Local Authority guidance on educational visits. Plans for all off site visits are reported to the Governors on a regular basis. Specific approval is given by Governors for all residential visits and visits abroad. We currently use the EVOLVE on line approval system for residential visits or adventurous activities and an in-house paper system for all other trips.

We have a named Educational Visits co-ordinator who has received the appropriate Local Authority training and is responsible for:

- ~ Supporting the Headteacher when approving educational visits
- ~ Assessing the competency of leaders and other adults on the visit
- ~ Ensuring that all members of staff receive induction training in the schools process for educational visits
- ~ Helping and supporting members of staff with the planning of educational visits including help with risk assessments

<b>Document</b>	<b>Location</b>
Educational Visits Documentation	School Network
Educational Visits Generic Risk Assessments	Evolve

The following people have responsibilities for:

<b>Name</b>	<b>Responsible for:</b>
Clive Rockliff	Educational Visits Co-ordinator
Clive Rockliff	Reporting Educational Visits to Governors
Clive Rockliff	Ensuring staff receive induction training in educational visits
Clive Rockliff	Ensuring post visit evaluation is completed

The following people have attended EVC training and also EVOLVE training

<b>Name</b>	<b>Date / Type of Training:</b>
Clive Rockliff	EVC training
	Evolve Training 2010
	EVC Refresher training – 6 <sup>th</sup> July 2017

## **12 Medical Needs**

There is no legal obligation requiring school staff to administer medication. However, this school recognises that children with medical needs have the same right of admission to a school setting as other children.

There is a clearly documented policy in place in school for dealing with medication and medical needs of children and this has been communicated to all staff. Some members of staff have received specific training to enable them to administer medication.

<b>Document</b>	<b>Location</b>
Medicines Policy	Main Office & Network
Pupils individual care plans	Welfare Office
Consent Forms	Welfare Office

The following people can administer medicines and have received relevant training

<b>Name</b>	<b>Date of Training</b>	<b>Type of training i.e. use of epi-pen</b>
Teaching Assistants	September 2015	Ready for anything training
Teaching Assistants	September 2016	Ready for anything training
Teaching Assistants	September 2017	Epipen, choking, epilepsy, Asthma etc
Teaching Assistants	September 2018	Epipen, choking, epilepsy, Asthma etc

### 13 Curriculum Safety

All teachers are aware of and familiar with the need to carry out risk assessment in their own area of work. They must ensure that they are aware of the risks which might arise from the tools, equipment, materials and processes that they plan for children to use. All guidance material from CLEAPSS (Consortium of Local Education Authorities for the Provision of Science Services), DATA (Design and Technology Association) and AfPE (Association for Physical Education – formerly BAALPE) will be available for staff.

The Governors and Headteacher have responsibility for making sure that staff are competent and attend training as appropriate

Document	Location
CLEAPSS	School network
AfPE	PE Office
DATA	Art/D&T Room

The following people have responsibilities for:

Name	Responsible for:
Clive Rockliff	Ensuring risk assessments are in place for all tasks / activities

The following people have attended training

Name	Date of Training	Type of training i.e. Woodworking machines; Radiation Protection Supervisor, Trampoline Coaching etc
Claire Lount	August 2015	Woodworking Machines
Physiotherapists	September 2015	Rebound Therapy Training
John Laing	2008 (Approx)	CLEAPS

### 14 Work Experience

The Schools Work Experience Co-ordinators will ensure that there is clear communication and co-ordination between placement providers, students and parents. All work experience placements will be vetted by a competent person and the co-ordinator will ensure that specific risk assessments have been carried out. They will also carry out on-site monitoring of placements

Document	Location
Safety on Work Experience	N/A
Risk Assessments	N/A



The following people have responsibilities for:

Name	Responsible for:
N/A	Work Experience Co-Coordinator
N/A	Ensuring work experience placements have been vetted
N/A	Making sure risk assessments are available and have been shared with students / parents
N/A	Carrying out monitoring visits during work experience placements

## 15 **Staff Well-being and Stress**

The health and wellbeing of all members of our staff is considered as part of the schools risk assessment process. All members of staff have the opportunity to contribute to this via the staff survey. This is reviewed annually and the findings shared with staff and governors.

Document	Location
Stress Risk Assessment	tba
Information relating to Employee Assistance Programme	Provided individually as appropriate.
Staff Survey	Emailed to staff each year.

## 16 **Monitor and Review**

Measuring health and safety performance is important as we need to know how effectively we are controlling risk in our school. The arrangements that have been put into place will be monitored and reviewed on a regular basis to ensure that they remain effective. Monitoring will include checking that where responsibilities are delegated that individuals clearly understand their roles and responsibilities. Management information (which includes both active and reactive data) will also be considered to improve performance.

## Useful Contacts

The **Health, Safety and Wellbeing Consultants** are based at:

**Moorfoot Building**  
**Level 8**  
**East Wing, Zone 3**  
**Sheffield**  
**S1 4PL**

Contact details: 0114 2734082 or [healthandsafety@sheffield.gov.uk](mailto:healthandsafety@sheffield.gov.uk)

### **Health & Safety Team**

**Gary Lund - Service Manager, Health, Safety & Wellbeing.**

**Tel: 0114 2930536**

**Telephone: 0114 2734082**

**[healthandsafety@sheffield.gov.uk](mailto:healthandsafety@sheffield.gov.uk)**

**Claire Hallam (Senior Health Safety & Wellbeing Consultant)**

**Deborah David (Senior Health Safety & Wellbeing Consultant)**

**Sarah Green (Senior Health, Safety & Wellbeing Consultant)**

**Shamshad Hussain (Health, Safety & Wellbeing Consultant)**

**Mark Baker (Health, Safety & Wellbeing Consultant)**

**Dave Holden (Health, Safety & Wellbeing Consultant)**

**Kevan Hensby (Health, Safety & Wellbeing Consultant)**

#### **Insurance & Risk**

**Matt Hardwick (Risk Advisor) – 0114 2053915 [risk@sheffield.gov.uk](mailto:risk@sheffield.gov.uk)**

**Transport & Facilities Management Helpdesk - 0114 2735621**

**[PFMContactCentre@sheffield.gov.uk](mailto:PFMContactCentre@sheffield.gov.uk)**