



# The Market Weighton School

## Health and Safety Policy

Policy Author	Iain Robinson
Date	Summer 2017
Date Policy Adopted by the Governing Body	Summer 2017
Review Date	Spring 2021
Reviewed By	Iain Robinson
Next Review	Spring 2023
Version	1.1

## Health and Safety Policy Statement

The Market Weighton School is committed to providing a safe and healthy environment for its students, staff and visitors in accordance with the Health and Safety at Work etc Act 1974 and other related legislation.

Rigorous systems are implemented across the site to ensure the highest level of safety and it is vitally important that staff are aware of, and adhere to, the school's safety policies and procedures.

Under the Health and Safety at Work etc Act 1974, all staff have a duty of care to themselves and others.

I have overall responsibility for safety in school. The Business Manager has day to day responsibility for Health and Safety assisted by the Site Manager.

Signed 

Richard Harrison  
Headteacher

Date February 2021

**1. Responsibilities**

- 1.1 The Market Weighton School Governing Body has ultimate responsibility for health and safety, delegated to the Headteacher.
- 1.2 The Business Manager has day to day responsibility for ensuring this policy is put into practice.



- 1.3 The following are all responsible for Health and Safety in their faculty or areas:

Post	Faculty / Area
Deputy Headteacher	ICT and Business Studies, Maths and Science
Lead Teacher	ICT and Business Studies
Lead Teacher	Maths
Lead Teacher	Science
Assistant Headteacher	English, Humanities and MFL
Lead Teacher	Humanities
Lead Teacher	MFL
Assistant Headteacher	Music, Creative Design, PE and Educational Visits
Lead Teacher	Creative Design
Lead Teacher	PE
Assistant Headteacher	Pastoral
SENCo	SEN
Cook	Kitchen
Sports Centre Manager	Sports Centre

The postholders are detailed on the school organisational chart and school staff list

- 1.4 ***All employees have a duty of care to themselves and others on the school site.***

All employees should:

- Co-operate with supervisors and managers on health and safety matters;
- Not interfere with anything provided to safeguard their health and safety;
- Take reasonable care of their own health and safety;
- Report all health and safety concerns to an appropriate person (as detailed in this policy).

## 2. Risk Assessments

2.1 Risk Assessments will be undertaken by:

Name	Area
Business Manager	Whole School
Site Manager	Maintenance
Deputy Headteacher / Assistant Headteacher / Lead Teacher	Faculties

2.2 The findings of the Risk Assessment will be reported to the Headteacher and the Business Manager.

2.3 Action required to remove/control risks will be approved by the Headteacher or the Business Manager:

2.4 The Business Manager will be responsible for ensuring that risk controls are actioned, and will check that the implemented actions have removed/reduced risks.

2.5 Risk Assessments will be reviewed when work activity changes.

2.6 Risk Assessments will also be reviewed immediately following an accident in the work place. Risk Assessments will be reviewed by those named in section 2) Risk Assessments or by another named member of staff as detailed by the Business Manager.

## 3. Consultation with Employees

3.1 The Headteacher / Business Manager or a nominated representative will consult employees on matters affecting their health and safety in the work place on a regular basis through departmental, middle and senior leadership meetings.

3.2 The school recognises all trade unions that may represent its employees and the school will consult with the school based representatives on matters affecting the employees they represent.

## 4. Health and Safety Working Group

4.1 The Health and Safety Working Group is made up of the Headteacher, the Business Manager, the Site Manager and a representative from the Governing Body.

4.2 The role of the Health and Safety Working Group is to inspect the school buildings and grounds on a termly basis and bring any health and safety issues identified within the work place to the attention of Resources Committee.

## 5. Changes to the policy

5.1 All changes to the policy will be made on the schools notice board situated in the admin corridor and the Business Manager will brief personnel affected by the change/addition.

5.2 Training maybe required for a new post or change of individual.

## 6. Safe Plant and Equipment

6.1 The Site Manager will be responsible for:

- Identifying all equipment/plant needing maintenance.
- Ensuring effective maintenance procedures are implemented and maintenance records are maintained.
- Check and routinely inspect plant and equipment and that any new plant and equipment meets health and safety standards before it is purchased.

6.2 Any problems found with plant/equipment should be reported to the Site Manager.

## 7. Safe Handling and Use of Substances

7.1 The Site Manager, Cook, Design Technician and Science Technician(s) will be responsible for:

- Identifying all substances, which require a Control of Substances Hazardous to Health (COSHH).
- Undertaking COSHH assessments and will be responsible for ensuring that all actions identified in the assessments are implemented.
- Ensuring that all relevant employees are informed about the COSHH assessment and will check that new substances can be used safely before they are purchased.

7.2 COSHH is reviewed when work activity changes.

## 8. Information, Instruction and Supervision

8.1 The Health and Safety Law poster is displayed in the admin corridor and information pertaining to the work conducted by the school will be issued and available from the Business Manager.

8.2 Health and Safety advice is available from the Safety Services section of East Riding of Yorkshire Council, the Health and Safety Executive website ([www.hse.gov.uk](http://www.hse.gov.uk)) and Institute of Occupational Safety and Health website ([www.iosh.co.uk](http://www.iosh.co.uk)).

## 9. Competency for Tasks and Training

9.1 Induction training will be arranged and documented for all new employees by the Business Manager and job specific training will be organised by the Business Manager.

9.2 Specific jobs requiring special training are:

Type of special training required	Competent person to give special training
First aid	Health and Safety Training Services Ltd, Hull
Health and safety	CIEH Professional Trainer/Tech IOSH

9.3 Staff training records are held in the employee's personnel file. Training will be identified following initial induction procedure. Further identification of training will be given if any changes are made to an employee's job role or when an employee requests further job role training.

## 10. Accident, First Aid and Work - Related Ill Health

- 10.1 First Aid boxes are kept in the medical room and various other locations about the school.
- 10.2 The Duty First Aiders have completed the 3 day First Aid at Work qualification. The Duty First Aiders are listed in the Staff Handbook and displayed on posters around the school building.
- 10.3 A number of other staff have completed the 1 day First Aid at Work qualification and this will be offered to staff on an annual basis with the aim of having as many staff first aid trained as possible.
- 10.4 All accidents and cases of work-related ill health are to be recorded in the accident book.
- 10.5 The student accident book is held in reception. The staff and visitor accident book is held in the Finance Officer's office.
- 10.6 The Business Manager is responsible for reporting accident, diseases and dangerous occurrences to the Safety Services section of the East Riding of Yorkshire Council.
- 10.7 The Business Manager will investigate all accidents within the work place and analyse the causation factors and the control measures implemented, to reduce all accidents in the work place. Any relevant information to be shared with the Resources Committee and Governing Body where applicable.

## 11. Monitoring

- 11.1 To check and confirm our working conditions and ensure our safe working practices are being followed, we will:

**Pro-actively:** The Health and Safety Working Group will carry out termly inspections and complete a report for submission to the Resources Committee. The Business Manager can request further support from Safety Services section to conduct an inspection of a particular work process.

**Reactively:** The Business Manager is responsible for investigating all accidents and subsequent sickness absences that occur. Inspecting all accidents will be a way of reviewing the school's safety systems and an increase of work absence due to ill health by employees, suffering similar ailments may identify a problem with their jobs causing ill health.

- 11.2 The Business Manager is responsible for acting on accident investigation findings to prevent a recurrence.

## **12. Emergency Procedures - Fire and Evacuation**

12.1 The Business Manager is responsible for ensuring the fire risk assessment is undertaken and implemented:

- Corridors / escape routes are checked by site staff every day.
- Fire extinguishers are maintained and checked by Chubb Fire and Security Ltd every year and the Site Manager will record it in the fire logbook.
- Alarms are tested by the site staff every week and recorded in the fire logbook.
- Emergency evacuation practice will take place at least termly and recorded in the fire logbook.

## **13. Welfare Arrangements**

- Staff facilities exist for hot/cold meals and drinks
- Toilet/washing facilities male and female are available throughout the school, which are maintained and cleaned by site staff
- Heating, lighting, ventilation and work space are all monitored and amended when required.
- The Market Weighton School is a 'no smoking' site.