



FINHAM PARK SCHOOL

A Mathematics and Computing College

Health & Safety Policy



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FINHAM PARK SCHOOL

HEALTH & SAFETY POLICY

Policy Date: March 2010 Date of Policy review: March 2011

INTRODUCTION

The Corporate Health and Safety Policy Document, January 2006 details the statement, organisation, structures and monitoring systems which must be in place for Coventry City Council establishments, including schools. It is available on the intranet at: http://insite.coventry.gov.uk/ccm/cmsservice/stream/asset/?asset_id=11848339. The Corporate Health and Safety Policy is central to an understanding that health and safety must feature prominently in all aspects of the operation of each school/establishment in order to ensure compliance with the Health and Safety at Work Act 1974.

In addition, Ofsted requirements mean specific policy statements must be held by schools and other establishments.

This policy relates to Finham Park School and will ensure compliance with corporate and Ofsted requirements establishing clearly defined roles, responsibilities and arrangements at a local level.

There are five parts to this Policy:-

1	Statement Declaration of intent by the Chair of Governors/ Head Teacher/ Business Manager on behalf of Finham Park School.
2	Organisation The management structure and defining roles and responsibilities within the school.
3	Arrangements The procedures and systems necessary for implementing the Policy.
4	Monitoring The system for auditing the effectiveness of the arrangements and for reviewing health and safety performance.
5	Appendices Associated documents, procedures and risk assessments detailing the arrangements required within Finham Park School



STATEMENT

Good health and safety management will be an integral part of the operation of Finham Park School, the Governing Body, Head Teacher, employees, partners and all other people with whom we do business.

This school will ensure compliance with minimum legal standards/approved codes of practice, along with health and safety guidance provided by the Health and Safety Team within the Children, Learning and Young People's Directorate and the Corporate Health and Safety Section, where relevant. Wherever possible and where statutory standards and requirements are not in place this school will meet best practice standards.

It is furthermore the policy of this school to ensure that:-

- all plant, equipment and premises meets appropriate safety standards;
- appropriate health and safety training is in place for all staff;
- a high concern for health and safety among all employees is encouraged through a consultative process by establishing a school safety committee, involving trade unions or employee safety representatives, as appropriate;
- information and advice is provided to maintain safe working practices.

Finham Park School will expect employees to show a proper, personal concern for their own, pupil and others safety, and the safety of equipment, by exercising due care and attention and observing authorised methods and codes of practice, including those inherent in professional or trade training.

Signed

Signed

Mark Bailie

Peter Burns

Head Teacher

Chair of Governors

Date:

Date:



ORGANISATION

Roles and Responsibilities

Finham Park School will adopt health and safety arrangements in line with the Corporate Health and Safety Policy.

General

The Health and Safety at Work etc. Act 1974 and subsequent health and safety legislation states that all employees have health and safety responsibilities when at work.

Although some duties and responsibilities may be delegated, accountability for health, safety and welfare at work is not transferable and cannot be evaded.

Governors

The Education Reform Act 1996 has given school governors important powers and duties in controlling school premises and management of schools, including health and safety responsibilities towards staff, pupils, service users, contractors and visitors.

This establishment falls under the status of Community School.

The introduction of Local Management of Schools 1988 (LMS) has not changed the role of the City Council in this establishment. The City Council remains the employer under the Health and Safety at Work etc. Act, although Governors do have some management responsibility under the Act.

The governing body of Finham Park School is responsible for the following:-

- a) the production of a School Health and Safety Policy, to be reviewed as required;
- b) ensuring that the requirements of health and safety legislation are met, that City Council health and safety standards are met, where relevant, and to promote best practice;



- c) ensuring that the school budget is managed on a risk priority basis, so that health, safety and welfare is maintained;
- d) ensuring that effective health and safety planning and target setting takes place within the school and that regular monitoring, audit and review of health and safety performance is undertaken;
- e) ensuring that the health and safety functions and duties of staff are discharged in line with this policy;
- f) ensuring that staff are fully aware of their duties and responsibilities and that they are competent to meet those expectations;
- g) ensuring effective communication with the head teacher, the Children, Learning and Young People's Directorate, staff, parents and pupils in respect of health and safety matters;
- h) ensuring that the governing body and head teacher recognise and set out the roles of specialists (e.g. Health and Safety Officers, Education Advisors, Fire Officers, etc) and the means of effectively liaising with them;
- i) ensuring that adequate resources are made available to ensure effective health and safety management.

In practice, this governing body will delegate the functions necessary to discharge these responsibilities to the Head Teacher and Leadership Team of the school, however, they will ensure that they have adequate monitoring of these functions in place.

The Health and Safety Executive have produced guidance entitled, "The Responsibilities of School Governors for Health and Safety". The document gives detailed advice for Governors on their roles and responsibilities.

Head Teacher

The Strategic Director and School Governors place responsibility on the Head Teacher to achieve the objectives of the health and safety policy. The Head Teacher will ensure that all necessary health and safety activities, requirements and standards are undertaken and met within their area of control.

In addition to their statutory duties, Heads and Teachers have a common law duty of care for pupils which stems from their position in law "in loco parentis".



The Head Teacher of Finham Park School will:-

- a) manage the school budget on a risk priority basis, so that health, safety and welfare are maintained;
- b) provide an effective risk assessment process to:
 - eliminate accident potential as far as is reasonably possible;
 - regularly review and update risk assessments as appropriate, including post accident risk assessment;
 - Conform to statutory regulations, Corporate and Children, Learning and Young People's Directorate codes of practice and guidance and to best practice;
 - Take account of individual personal requirements, such as disabled people, individuals with poor literacy and those who use another language;
 - Pay particular regard to pupils, service users, visitors and contractors, who will be unaware of dangers and risks
- c) ensure that accident, assaults, near miss incidents and ill health conditions are investigated and reported according to Corporate and Children, Learning and Young People's Directorate procedures as well as legal requirements;
- d) carry out investigations of all incidents in order to identify any measures necessary to prevent a recurrence.
- e) provide the information, instruction, training and supervision necessary to secure the health and safety of all persons under their control;
- f) ensure that all employees under their control know and accept their individual responsibilities regarding health and safety and related legislation and are adequately trained to carry out those responsibilities;
- g) ensure that all managers and supervisors act so as to adequately control risks to health and safety associated with work places and work activities under their control, in accordance with the requirements of the Management of Health and Safety at Work Regulations and other relevant legislation;
- h) ensure that health and safety responsibilities are identified within job descriptions, as required;
- i) evaluate, monitor and review health and safety arrangements and performance formally once a year;
- j) consult with the appropriate specialist support services and any employee's representatives so that any issue that may affect the health and safety of



- k) employees at work and users of the Children, Learning and Young People's Directorate can be effectively dealt with;
- l) arrange for health and safety representatives, who may be appointed under statutory regulations, to carry out their duties;
- m) ensure that the Strategic Director (Children, Learning and Young People's) and School Governors are informed of any breach of health and safety statutory requirements, Corporate and Children, Learning and Young People's Directorate policy, which cannot be effectively dealt with;
- n) ensure a fire risk assessment is in place for the premises, fire evacuation drills are conducted, fire fighting equipment is made available, fire alarms tested with required frequency and that all employees are aware of the emergency procedure;
- o) ensure that fire-fighting facilities are provided, readily available for use and that employees are familiar with their operation;
- p) ensure that premises are managed in line with health and safety requirements, that statutory inspections of plant and equipment are undertaken and that site inspections take place each term;
- q) ensure that contractors operating at facilities under their control are provided with an induction to site and sufficient information to carry out their work without risk, in line with guidance provided by the Children, Learning and Young People's Directorate Health and Safety Team. Ensure that appropriate measures of competence are in place when selecting contractors and provide information so that they understand requirements for performance standards;
- r) ensure that approved items of first aid provided are readily available for use, under the control of a responsible person or trained first aider and that employees are aware of their location, in line with guidance provided by the Children, Learning and Young People's Health and Safety Team;
- s) ensure that all welfare facilities are provided and maintained to an appropriate standard;
- t) ensure that this policy is communicated to all employees, governors and others operating at the school site.



Business Manager

The Business Manager of Finham Park School, with delegated responsibilities from the Governing Body and Head Teacher, will :-

- a) manage the school budget on a risk priority basis, so that health, safety and welfare are maintained;
- b) provide an effective risk assessment process to:
 - eliminate accident potential as far as is reasonably possible;
 - regularly review and update risk assessments as appropriate, including post accident risk assessment;
 - Conform to statutory regulations, Corporate and Children, Learning and Young People's Directorate codes of practice and guidance and to best practice;
 - Take account of individual personal requirements, such as disabled people, individuals with poor literacy and those who use another language;
 - Pay particular regard to pupils, service users, visitors and contractors, who will be unaware of dangers and risks
- c) ensure that accident, assaults, near miss incidents and ill health conditions are investigated and reported according to Corporate and Children, Learning and Young People's Directorate procedures as well as legal requirements;
- d) carry out investigations of all incidents in order to identify any measures necessary to prevent a recurrence.
- e) provide the information, instruction, training and supervision necessary to secure the health and safety of all persons under their control;
- f) ensure that all employees under their control know and accept their individual responsibilities regarding health and safety and related legislation and are adequately trained to carry out those responsibilities;
- g) ensure that all managers and supervisors act so as to adequately control risks to health and safety associated with work places and work activities under their control, in accordance with the requirements of the Management of Health and Safety at Work Regulations and other relevant legislation;
- h) ensure that health and safety responsibilities are identified within job descriptions, as required;
- i) evaluate, monitor and review health and safety arrangements and performance formally once a year;



- j) consult with the appropriate specialist support services and any employee's representatives so that any issue that may affect the health and safety of
- k) employees at work and users of the Children, Learning and Young People's Directorate can be effectively dealt with;
- l) arrange for health and safety representatives, who may be appointed under statutory regulations, to carry out their duties;
- m) ensure that the Strategic Director (Children, Learning and Young People's) and School Governors are informed of any breach of health and safety statutory requirements, Corporate and Children, Learning and Young People's Directorate policy, which cannot be effectively dealt with;
- n) ensure a fire risk assessment is in place for the premises, fire evacuation drills are conducted, fire fighting equipment is made available, fire alarms tested with required frequency and that all employees are aware of the emergency procedure;
- o) ensure that fire-fighting facilities are provided, readily available for use and that employees are familiar with their operation;
- p) ensure that premises are managed in line with health and safety requirements, that statutory inspections of plant and equipment are undertaken and that site inspections take place each term;
- q) ensure that contractors operating at facilities under their control are provided with an induction to site and sufficient information to carry out their work without risk, in line with guidance provided by the Children, Learning and Young People's Directorate Health and Safety Team. Ensure that appropriate measures of competence are in place when selecting contractors and provide information so that they understand requirements for performance standards;
- r) ensure that approved items of first aid provided are readily available for use, under the control of a responsible person or trained first aider and that employees are aware of their location, in line with guidance provided by the Children, Learning and Young People's Health and Safety Team;
- s) ensure that all welfare facilities are provided and maintained to an appropriate standard;
- t) ensure that this policy is communicated to all employees, governors and others operating at the school site.



Line Managers

Line Managers at Finham Park will undertake general responsibility to ensure that all necessary health and safety activities, requirements and standards are undertaken

and met within their respective areas of control. This will be done under the direction of the Head Teacher/Business Manager. Specifically, line managers, Deputy Heads and Assistant Head Teachers and any other member of staff with supervisory responsibilities will:-

- a) ensure that risk assessments are in place and reviewed regularly for all activities undertaken in areas under their control and that professional knowledge and input is provided, as required.
- b) ensure that health and safety is considered in routine meetings with staff;
- c) identify any employee health and safety training needs and ensure that these are communicated to the Head Teacher or Business Manager;
- d) ensure that any new staff receive specific health and safety induction training and record that this has been done;
- e) take immediate appropriate action in respect of any work situation (including contractors) within their control, which they consider to pose a serious and immediate risk to health and safety;
- f) ensure that all injuries, occupational illness, fires, incidents of violence at work and near misses are immediately reported to the Head Teacher or Business Manager;
- g) ensure that the Head Teacher or Business Manager is made aware of any breach of statutory regulations or unsafe practices which cannot be dealt with effectively by them;
- h) ensure that all defective equipment or plant is taken out of use until repaired or replaced;
- i) ensure that protective clothing or equipment is issued and used when necessary;
- j) ensure that areas of work are maintained to a high standard of housekeeping;
- k) ensure that all fire escape doors, electrical isolators and alarms in their areas are at all times maintained free of obstructions and that escape doors can be



- l) readily opened from the inside in an emergency (it is recognised that that child/security locks may need to be in place for normal operation);
- m) respond appropriately to all hazards brought to their attention by employees;
- n) Undertake appropriate health and safety training courses.

Employees

All employees at Finham Park School will take health and safety seriously and perform their work in such a way that does not place themselves or others at risk.

Every employee has a duty to:

- take reasonable care for their own health and safety and that of other persons who may be affected by what they do or do not do;
- co-operate with their employer, in allowing the employer to fulfil their health and safety obligations;
- correctly use work items or anything provided in the interests of health and safety;
- not interfere or misuse anything provided for their health, safety or welfare;
- provide specialist or professional knowledge required to inform risk assessments in their area;

Employees at Finham Park School will:-

- Report any hazard or malfunction to their line manager. Employees must use all normal lines of internal communication before contacting external enforcement agencies;
- Follow all written and verbal instructions they are given to ensure personal safety and the safety of others, particularly pupils and service-users who may not have sufficient maturity or understanding to have due regard for their own health and safety;
- Use their professional and specialist training to undertake dynamic risk assessments in difficult or emergency situations;
- Be sensibly and safely dressed for their particular working conditions;



- Conduct themselves at all times in an orderly manner in the workplace and refrain from any form of horseplay;
- Use all safety equipment and protective clothing provided;
- Avoid any improvisations or shortcuts that could create unnecessary risks to health and safety;
- Maintain tools and equipment in good condition, reporting all defects to supervision;
- Report to supervision all accidents, assaults, work-related ill-health and near misses;
- Attend appropriate health and safety training courses and complete their personal training log to record courses attended;
- Have knowledge of all processes, materials and substances they use;
- Know about all fire evacuation procedures, the positions of fire alarms and equipment;
- Understand the risk assessments in their areas and comply with the control measures arising from them.

ARRANGEMENTS

The following arrangements will be adopted to ensure that Governors and the Head Teacher/Business Manager fulfil their responsibilities and provide the foundation for securing the health and safety of employees, and all users of the site.

Setting Health and Safety Objectives

The Governors, the Head Teacher & the Business Manager will specifically review progress of health and safety objectives at the Governing Body meeting each term. This may be included as part of the Head Teacher's report to governors. Where necessary health and safety improvements will be identified and included within the school action plan.

Provision of an effective Health and Safety Training Strategy/Plan

The Business Manager will produce a Health and Safety Training Plan on an annual basis. The Training plan will be submitted to Governors for approval.



Provision of and effective Joint Consultative Process

The site health and safety committee will meet at least once per term. This committee will report to the Head Teacher and Governors, who will ensure that concerns are adopted within a clear action plan, with identified responsibilities and target dates for action.

Specialist Advice and Support

Specialist advice and support will be obtained from the Children, Learning and Young People's Directorate Health and Safety Team, as required. Where necessary,

issues will be escalated to the Children, Learning and Young People's Health and Safety Committee or to an appropriate Head Teacher forum.

Establishing Adequate Health and Safety Communication Channels

Communication channels will be established for the exchange of health and safety knowledge and information. Where necessary, these communications will be recorded, to include:-

- line management meetings and staff meetings at site;
- the site health and safety committee;
- provision of information relating to safe systems of work and risk assessments;
- communication of advice from Services for Schools Advisors and Educational Officers;
- communication of health and safety bulletins or information from the Children, Learning and Young People's Health and Safety Team;
- communication of Children, Learning and Young People's Directorate and City Council advice, guidance and policies;
- communications with relevant specialist advisors and Children, Learning and Young People's committees and bodies.

Where health and safety issues cannot be resolved at local level, they will be escalated through the management structure as appropriate.

Involvement of Children, Young People

Any relevant Health & safety issues will be notified to students during Mentor time. Any student Health & Safety queries should be raised with their Mentor to be passed on to the appropriate member of staff.

Financial resources

The Governors will review the school budget to determine, in the light of past performance, if adequate resources are being deployed to ensure adequate health and safety and will take appropriate actions.



Other arrangements

Specific site arrangements can be found, or may be referenced, in the policy or procedure documents referred to in the list at the end of this policy.

The following list details specific school arrangements/procedures, where other school policies, which include elements of health and safety are in place.

The Children, Learning and Young People's Health and Safety Team, along with the Corporate Health and Safety Section, have provided specific policies, guidance and codes of practice these have been adopted where appropriate.

Arrangements	Held By
Curriculum policies: - Physical Education Design and Technology Science Art etc	Heads of Dept
Lettings	Site Manager
Accidents, Incidents, Work Related Ill Health and Assaults	Med Rm Super
Fire Risk Assessment and Emergency Procedures	Site Manager
First Aid Risk Assessment and Procedures	Med Rm Super8
Risk Assessments for all staff activities	Business Manager & Hds of Dept
Risk Assessments for all curriculum activities	Business Manager & Hds of Dept
Manual Handling Risk Assessments	Business Manager
Risk Assessments for Education Visits	Deputy Head
Violence at Work and Lone Working Risk Assessments and Procedures	Business Manager
Stress	HR Manager
Equipment and Plant Maintenance and Inspection	Site Manager
Electrical Equipment and Installations	Site Manager
Site Inspections	Site Manager
Local Asbestos Management Plan	Site Manager
Legionella Management Protocols	Site Manager
Selecting and Controlling Contractors	Site Manager
Control of Substances Hazardous to Health (COSHH)	Business Manager
Display Screen Equipment (DSE)	Business Manager
Security	Business Manager
Driving and Transport	Business Manager



MONITORING

This Health and Safety Policy and its effectiveness, in terms of health and safety performance, will be reviewed by the Governors on a regular basis, or as required.

Health and Safety Action Plan and Objectives

The Governing Body will ensure that all health and safety objectives and actions are carried out in a timely manner.

Accidents/Incidents

The Headteacher will ensure that accidents and incidents are reported and monitored in line with the Children, Learning and Young Peoples Health and Safety Team and Corporate Health and Safety Team Guidance and Procedures. Where accidents are serious, repeated or attributable to failures of management, these will be brought to the attention of the Health and Safety Team for further advice. Appropriate remedial actions will be taken.

Third Party Monitoring/ Inspection

The school/establishment will be subject to third party inspection and monitoring, as follows:-

- Ofsted
- Health and Safety Audit

Actions arising from third party audit/inspection will be incorporated within the school action plan with appropriate target dates for completion.



Appendix 1

FINHAM PARK SCHOOL **HEALTH & SAFETY COMMITTEE** **September 2009– August 2010**

Chairperson	Jan Hawker	School Business Manager
Vice Chairperson	Andy Ell	Site Manager
	Russell Plester	Deputy Head & Teacher Rep
	Andy Snart	Governing Body Representative
	David Fitzsimmons	Technology Technician
	Jason Hart	Senior ICT Technician
	Rebecca Murphy	Art Technician
	Jackie Bray	Adult Education Representative
	Steve Roantree	Laboratory Technician
	Sam O'Hagan	Catering Manager
	Vicky Handy	Medical Room Supervisor
	Sue Nutt	Cleaning Supervisor
Minute Taker	Lesley Rose	Personal Assistant



Appendix 2

FINHAM PARK SCHOOL HEALTH & SAFETY TRAINING PLAN

The Governors of Finham Park School are committed to providing an ongoing programme of Health & Safety training for all staff and students and have agreed to the training plan as indicated below for the academic year September 2009 to August 2010:-

Type of Training	Action Planned	Provider	Timescale
Induction of new staff	Follow published induction programme to include fire safety, employee responsibilities, security	Line Manager	Within first two weeks in post
Subject/Area Specific H&S Awareness	Induction Programme	HOD/Manager	Ongoing as required
Fire Evacuation for Students, Staff & Evening users	Termly fire drills for staff & students and annual for evening users	Leadership Team	Termly & Annual in Autumn Term
Fire Safety – Fire Warden Training	Training course in school for appointed Fire Wardens (staff & students)	Senior Fire Wardens	Oct '09
Manual Handling	Training course or in-house training as appropriate	CCC course or competent person in-house	Ongoing as required
Security Awareness	Termly Bulletins	H&S Group	Termly
Risk Assessments Update	Training course for all new HODs, HOYs and Managers as required	School Business Manager	Ongoing
First Aid	School Business Manager & HR Manager to identify willing staff	Occupational Health	Ongoing as required
Display Screen Equipment	New staff to complete questionnaire to identify needs. Current staff assessments to be reviewed	Senior IT Technician	Ongoing
Minibus Driving	Re-training dates of qualified staff to be identified	CCC course	Ongoing
Health & Safety Policy	Policy to be made available for staff to access on network	IT Manager	Ongoing or on appointment

Adapted for Finham Park School: November 2007

Approved by Finham Park Governors January 2008

Reviewed: November 2008

Reviewed: March '09

Reviewed January '10



HEALTH & SAFETY POLICY

Adapted for Finham Park School:
Approved by Finham Park Governors
Reviewed:
Reviewed:
Reviewed

November 2007
January 2008
November 2008
March '09
January 2010

Approved by Governors:

16 March 2010

Signed:

MARK BAILIE
Headteacher

Date:

Signed:

PETER BURNS
Chair of Governors

Date: