



**Coppice School**  
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*At Coppice  
 School we all...*

# HEALTH AND SAFETY POLICY

- C**ommunicate to help us to shape our future
- O**pen doors to exciting opportunities
- P**ractise the skills important for life
- P**romote friendships and care for each other
- I**nclude everybody
- C**elebrate our individuality and independence
- E**njoy and excel

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Signed: (Chair of Governors) (Headteacher)	
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## **Health and safety policy statement**

The board of governors regards the promotion of health and safety at work to be of the utmost importance for all persons that attend as pupils, work in and visit Coppice School.

It is school policy to ensure that every reasonable step be taken to prevent injury and ill health to individuals by protecting them from hazards at work. This also includes pupils and visitors to the school whether it is for pursuance of their employment or other activities.

### **This is approached by:**

- assessing and controlling risk as part of the day-to-day management of school activity;
- providing and maintaining safe, healthy and secure working conditions, training and instruction so that individuals are able to perform their various tasks safely and efficiently;
- ensuring that a constant awareness with regard to health and safety at work is maintained in respect of all activities within the school and during out-of-school activities;
- periodic review of the safety policy as school activities and the associated risks change.

All personnel employed within the school have a legal obligation to co-operate in the operation of this policy by not interfering with or misusing equipment that has been provided in the interests of health and safety.

All employees within the school have a corresponding obligation to co-operate and comply with this policy so far as is reasonably practicable by:

- complying with safety procedures, whether written or brought to their attention by other means for their own protection, protection of those under their supervision and others who may be affected by their actions;
- reporting (to the School Health and Safety Representative) any incident which has led, or could have led to damage or injury and complete Incident and AIR 1 forms.
- assisting in any investigation with regards to accidents, dangerous occurrences or near misses.

In line with the Safety Organisation set out in Part 2 of this policy, it is the responsibility of all line managers to ensure compliance with safety

arrangements within their areas of responsibility. From time to time, safety arrangements are adopted for the control of risk and reflect the procedures, which are to be followed within the school.

**Karl O'Reilly**  
Head teacher

**Paul Burns**  
Chair of Governors

## **Part Two: Safety Organisation**

### **Objectives**

**The objectives of Coppice School Health and Safety Policy are:**

- to promote high standards of safety, health and welfare in compliance with the Health and Safety at Work Act 1974, other statutory instruments and approved codes of practice;
- to ensure that places and methods of work are safe and healthy through the arrangements set out in Part 3 and others which are adopted from time to time as appropriate to changing circumstances;
- to protect individuals, whether they be employees, pupils, members of the general public visiting the school or contractors and their employees from any foreseeable hazards;
- to ensure adequate training, instruction, supervision and information is given to all employees in order that they may work in safety in so far as is reasonable and practicable;
- to ensure a safe and healthy working environment for all personnel and that there are sufficient facilities and arrangements for their welfare;
- to ensure that awareness with regards to all aspects of safety is fostered by all personnel;
- to ensure personnel are aware of their responsibility to take any steps necessary in order that the health and safety of both themselves and others may be safeguarded and to co-operate in all aspects with regard to safety;
- to ensure that full and effective consultation on all matters is encouraged.

### **Responsibilities**

**Responsibilities of individuals within the school are as follows:**

- **Board of governors.** The ultimate responsibility for all aspects of health and safety at work within Coppice School rests with the board of governors through the safety organisation.
- **Head teacher.** The Head teacher is responsible for the effective implementation of the safety policy and encouraging staff, through regular monitoring, to implement health and safety arrangements.
- **Safety advisor.** The safety advisor is advisor to the Head teacher on health, safety and welfare within Coppice School. He/She is also to

advise all personnel in meeting their individual responsibilities with regard to health and safety at work.

- **Line manager.** All heads of department/area are responsible for ensuring that the day-to-day requirements regarding health and safety at work are met within their areas of concern. Where any new process or operation or substance is introduced into the area of their responsibility they are to liaise with the safety advisor so that the associated risks are assessed and any precautions deemed necessary are implemented.
- **Teachers and supervisors.** The responsibility of applying safety procedures on a day-to-day basis rests with all teachers and supervisors. All accidents will be investigated by them in accordance with current procedures in order that the cause of any accident can be identified and remedial action taken as appropriate. They are to ensure that all new members of staff and pupils under their control are instructed to their own individual responsibility with regard to the Health and Safety at Work Act 1974 and that they frequently make inspections of their area(s) of responsibility, taking prompt remedial action where necessary.
- **Employees and pupils.** Employees and pupils have a responsibility to ensure that they act with all reasonable care with regard to the health and safety of themselves, other members of the school, contractors, and members of the public. They are required to co-operate with supervisors, line managers, safety representatives and the safety advisor, and adhere to safety guidance given, in helping to maintain standards of health and safety within the school.
- **Safety representatives.** It is the responsibility of safety representatives to make such proposals as they see fit with regard to methods of achieving improvements in health and safety aspects in their area(s) of responsibility.
- **Safety committee.** The safety committee as a whole, or through individual members, are to monitor health and safety performance and recommend any action necessary should this performance appear or prove to be unsatisfactory.
- **Contractors.** It is the responsibility of contractors and their employees to read and comply with the school health and safety policy.

### **Risk assessments**

Responsibility for assessing and controlling risks rests with all personnel within the school. However, risk assessment and training shall be performed in consultation with the safety advisor.

### **Safety committee**

The safety committee may comprise of:

- safety advisor
- department representatives
- union representatives
- nominated governor (as an observer)
- chairman

The committee will meet as deemed necessary but not less than three times annually.

### **Terms of reference of the safety committee**

Under Section 2 (7) of the Health and Safety at Work Act 1974, the safety committee have the function, in consultation with the staff and pupils they represent, of keeping under review the measures taken to ensure the health and safety at work of the employees and pupils. Specific functions will include:

- the study of accident and notifiable disease statistics and trends, so that reports can be made to the board of governors on unsafe and unhealthy conditions and practices, together with recommendations for corrective action;
- examination of safety audit reports on a similar basis;
- consideration of reports and factual information provided by inspectors of the enforcing authority;
- consideration of reports which safety representatives may wish to submit;
- assistance in risk assessment and the development of school safety procedures and safe systems of work;
- monitoring the effectiveness of safety procedures and safe systems of work;
- monitoring the effectiveness of the safety content of employee training
- monitoring the adequacy of safety and health communication and publicity in the school.

### **Part Three: Safety Arrangements**

#### **Introduction**

**The safety arrangements set out below are for the information, guidance and compliance of all personnel in Coppice School.**

Health and safety are integral parts of management. They are key considerations which should under-pin and facilitate educational and financial activity. Under the Health & Safety at Work Act 1974 and common law, employers and employees must look after children in their care.

In carrying out their normal functions, it is the duty of all heads of department/area to do everything possible to prevent injury to individuals. This will be achieved so far as is reasonably practicable by adoption of arrangements and procedures developed out of risk assessment for control of risk. These can be summarised as:

- providing and maintaining safe equipment and safe systems of work;
- making arrangements to ensure the safe use, handling, storage and transport of materials, drugs, substances and other articles;

- providing the necessary information, instruction, training and supervision to ensure all personnel are aware of their responsibilities for safety;
- providing safe places of work with safe access to and egress from them;
- providing a safe and healthy working environment;
- providing a system for rapidly identifying and remedying hazards;
- where hazardous conditions cannot be eliminated, providing suitable protective clothing and equipment.

More specific arrangements are set out below and which will be supplemented from time to time as necessary to address new risks in the form of appendices.

**All personnel have a statutory duty to co-operate in fulfilling the objectives of the board of governors and a personal responsibility to take reasonable care to ensure that their actions do not cause injury to themselves and to others.**

**Employees are required to observe special rules and safe methods that apply to their own work and to report hazards discovered by them to their head of faculty/area.**

**No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety.**

### **Specific arrangements for health and safety**

#### **Accident reporting**

Any accident or injury is to be reported to the safety advisor by the person or persons involved in the accident, or by the head of faculty/area and entered in the accident report book, (either the student accident book or the staff accident book). Accident books are held in the school office.

The safety advisor is to ensure that the board of governors are informed of all accidents of a serious nature and any dangerous occurrences and where applicable follow the requirements of current legislation (RIDDOR, 1999).

#### **Accident investigation**

- All significant accidents or incidents that are considered to be dangerous 'near miss' situations are to be reported to the head of department/area. They in turn are to report the incident to the safety advisor.
- The safety advisor is to carry out an immediate investigation into the incident in order that the cause of the accident can be identified and measures taken to prevent a recurrence.
- Investigations such as these are essential in order that accidents, damage to equipment and property, and losses, are kept to a minimum.
- The chair of the safety committee is responsible for the co-ordination of such investigations.

- All contractors must ensure that accidents involving their personnel are reported to the safety advisor of the school as well as their own reporting chain.

### **Reporting procedures**

Any practice or condition that is likely to have an adverse effect on health and safety of personnel, or damage to equipment or property, is to be reported to heads of faculty/area. Such reports are to be recorded.

### **Out of school visits and activities**

All personnel that arrange or actively participate in school visits or out of school activities must follow the procedures outlined in the separate document held in school entitled 'School Visits Policy'

### **Safe working procedures**

Heads of department/area must ensure that safe working procedures are developed through:

- assessing the tasks
- identifying the hazards
- defining a safe method
- implementing the system
- monitoring the system

Once developed, safe-working procedures must be promulgated to protect all personnel working within their area(s) of responsibility from dangers to their health and safety. They are also to familiarise themselves with laid down procedures and ensure that personnel under their control are fully conversant with these procedures.

### **Defective tools and equipment**

All defects found in hand tools, power tools or any other equipment must be reported

immediately to the head of department/area, who in turn will appraise the safety advisor of the details.

The equipment concerned is to be withdrawn from service, clearly marked and isolated in an area where it cannot be re-issued for further use until repair has been effected.

### **Means of access**

When using access equipment such as ladders, crawling boards, etc., the correct equipment is to be used for the job to be undertaken. Stepladders should always be supported by an assistant. Always use correct routes of access. Do not use short cuts; they can result in serious accidents.



## **Machinery**

All heads of department/area, teachers and supervisors controlling the use of machinery must be familiar and comply with the following legislation.

- The Factories Act 1961: Safety (General Provisions)
- The Abrasive Wheels Regulations 1970
- Woodworking Machine Regulations 1974
- Operations at Unfenced Machinery Regulations 1938
- Lifting Plant and Equipment (Records of Test & Examination, Etc.) Regulations 1992
- Provision and Use of Work Equipment Regulations 1992
- Health and Safety (Safety Signs & Signals) Regulations 1996
- Electrical Equipment (Safety) Regulations 1994

## **Good housekeeping**

Tidiness, cleanliness and efficiency are essential factors in the promotion of health and safety. Accidents can be prevented by following the guidelines listed below.

- Keep corridors and passageways unobstructed.
- Ensure shelves in storerooms are stacked neatly and not overloaded.
- Keep floors clean.
- Do not obstruct emergency exits.

## **Electrical equipment**

- Only authorised and fully qualified personnel are to install, repair or attempt to repair electrical equipment.
- Where 13 amp sockets are in use, only one plug per socket is permitted.
- The protective outer sleeve of electric cables is to be firmly secured within the electric plugs.
- Where the outer sleeve is not secured within the plug and the connecting live wires are visible, a qualified person is to be tasked to re-wire the plug correctly.
- Electrical equipment that is known to be, or suspected of being faulty, must not be used.
- If electrical equipment becomes faulty whilst in use it is to be isolated from the source of supply and secured so that it cannot be used until repair has been effected.

## **Use of harmful substances**

- When using harmful substances, whether they be material or chemical substances, all personnel must ensure that adequate precautions are taken to prevent injury to health.

- No new materials or chemical substances are to be brought into use unless a COSHH (Control of Substances Hazardous to Health Regulations 1994) Assessment has been carried out and clearance given for use by the safety advisor. The user department is to be in possession of a Safety Data Sheet.
- Work involving lead or asbestos is not to be carried out under any circumstances without reference in the first instance to the safety advisor.

### **Skin infections and hand care**

- To reduce the risk of dermatitis, oil acne or skin cancer, always avoid unnecessary skin contact with oils and chemicals. Always wear gloves and protective clothing where necessary.
- Use barrier creams before commencing work. These provide a barrier between the skin and harmful chemicals, oils and dirt.
- Do not put oily or chemically soiled rags in pockets.
- Always change clothing if it has become contaminated with chemicals, flammable liquids or oils.

### **Smoking**

Smoking is not permitted in any part of the school or the school grounds.

### **Emergency services**

The Emergency care Practitioner Number is; 08448 706800

#### **Emergency Care Practitioner Service**

The Emergency Care Practitioner (ECP) will provide a key first contact service, accessed by a range of professionals through referral. The service typically:

Assesses, plans, treats and evaluates urgent care at an advanced level

Provides expert clinical advice to patients, service users, carers and colleagues

Works as an expert practitioner, diagnosing, initiating treatment and referring onwards when indicated

Evaluates and manages a patient's response to treatment.

The service will be mainly community-based and will integrate with and support existing community services

Fire, police or ambulance services can be contacted by dialling 9/999 and asking for the service required.

There are at least 3 first-aiders on call within the school during working hours.

## **Noise**

Where noise cannot be controlled at source all personnel are to wear ear protection in areas where high noise factors exist. These areas are to be designated with the approved warning signs.

## **Fire prevention**

- Fire action plans are available for all personnel to read in their department/area. They cover all aspects of fire prevention.
- 'Action To Be Taken In The Event Of A Fire' is posted in all buildings at fire points and each classroom has a printed notice clearly identifying the evacuation route and assembly area to be used.
- Personnel are responsible for knowing the location of fire points and fire exits. They should also know the location of the assembly point in the event of a fire.
- The most important part of fire control is prevention. It is with this in mind that all personnel are to be conversant with the fire potential of materials and substances that they use, and should exercise maximum care in their use, especially those marked flammable.
- Fire evacuation procedures, fire prevention training and fire alarm testing is to be carried out in accordance with current legislation.

## **Visitors**

It is the duty of all personnel within the school to ensure the health and safety of all visitors to the school. Visitors should not be allowed to enter work areas unaccompanied and, where protective clothing is issued for a specific area or task, the same level of protection is to be afforded to any visitor proceeding to that area.

## **Contractors**

Contractors working within the school are required to comply with the working rules as issued by this school. Any breach of these rules is to be reported to the head of department/area and/or safety advisor.

## **Use of vehicles**

Only those persons authorised, and in possession of the appropriate insurance, are to drive vehicles on school business.

## **Legionellosis**

The primary aim is to prevent the build-up of the *Legionella Pneumophilla* organisms in water systems and to prevent inhalation of infected water droplets. Control measures are as follows:

- All showers are to be turned on and left running for five minutes weekly.

- All showers are to be cleaned monthly, or after more than one week's non-use, to prevent slime, corrosion and scale build-up. This will involve dismantling the showerheads to clean and disinfect inside the spray nozzle.
- The water temperature is to be below 20C or above 55C and this is to be checked monthly.
- Records are to be maintained of all cleaning and temperature checks carried out.
- Water storage tanks are to be covered.
- Records are to be maintained of any maintenance, water treatments or disinfection.

### **Manual handling of loads**

Personnel are not to lift, drag, push or carry heavy or awkward loads unless training has been undertaken and risk assessments carried out.

Health and safety information and advice is available on all aspects of health, safety and welfare from the safety advisor.

**Additional arrangements will be appended as they are developed out of risk assessments carried out in accordance with this policy.**