



Our Mission Statement

Granville Academy is committed to:

- Raising standards of achievement and creating opportunities for all pupils, regardless of needs to develop their full potential and improve their life chances
- Raising the aspirations of the whole school community by creating a culture of continuous learning that celebrates success at all levels
- Developing a school that is the pride of the local area where pupils, parents, staff, governors and wider community feel valued, listened to and welcomed for the diverse contribution they make to our school life

Health & Safety Policy (Approved by DCC)

Responsible Officer:	J Kingswood (Head Teacher)
Delegated Responsibility:	H. Kaur (School Business Manager)
Start date:	May 2017
Review date:	May 2019

Note: This document uses the most current Government information and guidance at the time of writing. It may change according to Government policy. Contact H. Kaur with any questions.

Aims of Policy

The School aims to ensure that so far as is reasonably practicable:

- all employees are safeguarded in respect of health, safety and welfare whilst at work;
- safe systems and effective procedures are in place to protect the health, safety, security and welfare of students, visitors including parents, contractors', employees and members of the public affected by the work of the School;
- arrangements are in place in the School to ensure that no work is carried out by the School or by contractors that is liable to expose employees, pupils, visitors or members of the public to hazards to health and safety unless suitable and sufficient assessments of the risk are made and necessary measures to prevent or control the risk have been put in place;
- procedures are in place to enable all contractors to demonstrate that they have suitable risk assessments in place, and arrangements for securing proper health and safety of employees and anyone on the School site affected by their work;
- Senior Leadership Team (SLT) managers in the School are suitably trained;
- sufficient resources are provided to enable suitable and sufficient safeguards to be put in place for ensuring as far as is reasonably practicable the health and safety of anyone on the School site or outside the School if engaged in School business; and



- Sufficient funds are provided as far as is reasonably practicable for the appropriate training of relevant staff in health and safety systems and safeguards.

Objectives

- establish sensible conditions and systems of work for all employees which prevent as far as is reasonably practicable any danger to health and safety (This requires that risk assessments be carried out as appropriate to enable hazards and risks to be identified which will ensure as far as is reasonably practicable that suitable and sufficient standards of safety are adopted and enforced);
- ensure that all departments (and areas of management) have suitable policies and procedures in place (including procedures for making and reviewing suitable and sufficient risk assessments) to ensure the health and safety of staff, pupils and visitors in their departments;
- provide comprehensive information, instruction, training and supervision, so far as is reasonably practicable, to ensure the health and safety at work of all employees and students;
- ensure that all plant and equipment is maintained properly and that none will be used knowingly when it presents any risks to the safety of the staff, students or visitors or the public, and where necessary appropriate training will be given;
- ensure the provision of means of access and egress which are safe and without risks to health;
- ensure safe arrangements are made for the storage, handling and transport of articles and substances;
- ensure that the School will have and maintain up-to-date fire safety procedures and documentation, and that all employees and students (and as far as is practicable visitors) are familiar with them;
- develop safety awareness among all employees and students and to promote individual responsibility for health and safety at all levels of staff and students;
- ensure that the health, safety and welfare of all employees, students and members of the public are under continuous and reasonable review by managers at all levels;
- appoint a competent person to oversee the implementation of the School's health and safety policies and procedures;
- ensure that the School has a Health and Safety Committee, which has a clear brief in line with this policy, meets regularly, and reports regularly to the Resources Management Committee and FGB
- appoint a member of the Governing Body to be its health and safety representative;
- provide sufficient funds to enable safe systems to operate and for the training of relevant staff; and
- make reports as directed on the implementation of its health and safety policies and procedures.

Responsibilities

Governing Board

The Governing Board will

- set up and maintain an School Health and Safety Committee under the Safety Representatives and Safety Committee Regulations 1997;



- ensure that the Teacher takes into account the views and recommendations of the Health and Safety Committee;
- appoint a member of the Governing Board to be responsible for liaison on Health and Safety issues with the Teacher and Staff, who will also sit on the School Health and Safety Committee;
- appoint a competent person (or persons) as the School Health and Safety Manager (or 'Managers') (HSM), and ensure that he/she is appropriately trained;
- ensure that appropriate standards of welfare are established and maintained for staff, students and visitors;
- provide adequate resources to enable the Health and Safety policy to be carried out;
- receive a termly report on the progress of the Health and Safety policies and procedures, and an Annual Status Review from the Head Teacher (or representative).

Health and Safety Committee

The Committee will consist of at least the Business Manager, the nominated Governor for health and safety and at least 3 members of staff.

The Committee will meet at least three times per year and will report to the RMC Committee

The Committee may invite other members of staff and students to attend a committee meeting for specific agenda items.

The **Health and Safety Committee** will:

- make and review regularly specific health, safety, welfare and security arrangements for implementing this policy;
- consider accident, incident and ill health records and statistics;
- consider reports of any internal and external inspections;
- consider risk assessment and the management of risks;
- make recommendations on health and safety training throughout the School
- consider the effectiveness of emergency procedures in the School
- consider any changes that affect health and safety;

The **Designated Governor for Health and Safety** will:

- participate in a site inspection at least once a year;
- participate in the working of the Health and Safety Committee;
- inspect the accident/incidents books at least once a term; and
- Report as appropriate to the Governing Board.

The **Teachers** will:

- ensure the health, safety and welfare of staff, students, visitors and any other person using the premises;
- ensure safe working conditions for all
- ensure that staff are consulted appropriately on issues that affect them;
- implement a student behaviour policy that will ensure as far as is reasonably practicable the health and safety of students on site and when engaged in school activities off-site



- ensure that there is a suitable system in place for reporting accidents, near misses, and concerns about staff or student welfare;
- ensure that liaison with contractors is maintained and that regular reports are obtained;
- arrange for appropriate supervision of students;
- carry out periodic safety reviews and audits;
- ensure that the health and safety training needs of all staff and students are identified, and appropriate training provided;
- encourage staff, students and others to promote Health and Safety and to suggest ways of reducing risks;
- ensure that sufficient and appropriate risk assessments are carried out and effective control measures are determined and carried out;
- delegate to the Business Manager appropriate tasks for the day-to-day implementation of the policy;
- ensure that the health and safety management system or other (if any) is used effectively by relevant users;
- ensure that parents are kept informed on any health and safety issues and enlisting their support as appropriate;
- keep the School Governing Board informed of the progress of the implementation of the policy, and informed about changes to the law and guidance.

Business Manager / Health and Safety Manager

The responsibilities of the HSM may be discharged by a team rather than a single individual.

The HSM will be a suitably qualified and 'competent person' (as defined below) who will:

- manage, co-ordinate and monitor health and safety matters within the School
- ensure that the School's Health and Safety Policy and systems are implemented;
- report regularly to the Teacher on health and safety issues;
- participate in the work of the School Health and Safety Committee;
- liaise as appropriate with the member of the Governing Board with health and safety responsibility;
- maintain a suitable system in place for reporting accidents, near misses, and concerns about staff or student welfare;
- ensure that suitable and sufficient risk assessments are carried out, and appropriate controls are implemented;
- engage external Health and Safety experts as appropriate, receiving their reports and taking any necessary action
- advise on all Health and Safety matters (including safety of buildings, plant and equipment used and operated)
- ensure that teaching, administrative, catering, and caretaking staff are aware of aspects of the health and safety policy that affect them
- ensure that contractors and persons hiring any part of the premises are aware of the policy;
- ensure that all necessary safety signs and notices are displayed;
- ensure that instructions relating to specific areas are displayed and known and understood by all users;
- ensure that fire risk assessments are carried out, appropriate equipment is in place and properly maintained, that regular fire drills are carried out recorded and monitored, that the required notices are in place, and that appropriate training is given to relevant staff in accordance with the School's Fire Safety Policy;



- put in place procedures for ensuring that supply and peripatetic staff, visiting sports coaches and voluntary helpers understand and implement the Health and Safety policy as appropriate; and
- oversee the efficient use of any health and safety management system to prompt and record the proper discharge of all necessary relevant tasks.

The definition of a **'Competent Person'** is the person who has responsibility as the competent person for advising the Teacher and other Senior Managers in the discharge of their responsibilities under the Health and Safety at Work Act 1974, The Management of Health and Safety at Work Regulations 1999 and all other health and safety legislation, and for liaising with DCC Local Authority Health and Safety Officers and enforcement officers (such as HM Inspectors of the Health and Safety Executive and Fire and Civil Defence Fire Officers).

Staff with Departmental Responsibilities

Heads' of Departments/Faculty will be appropriately trained and are responsible to the Head Teacher through the SBM for the implementation and operation of the Health and Safety policy as it affects their areas of responsibility. In order to discharge this responsibility they will:

- familiarise themselves with the School's Health and Safety Policy and all regulations and codes of practice relevant to the work in their areas of responsibility
- participate as required in the work of the school Health and Safety Committee;
- use the health and safety management system to record completion of the relevant tasks;
- make and regularly review a departmental health and safety policy (see the template for a Departmental Policy)
- set up and implement safe methods of work;
- ensure that Student Behaviour policy is implemented within the Department as appropriate
- apply effectively all relevant Health and Safety regulations, rules, policies, procedures and codes of practice;
- instruct all staff, students and others under their jurisdiction in safe working practices;
- carry out regular safety inspections of their areas and keep records of those inspections;
- ensure that risk assessments are carried out on any relevant risk and effective measures are taken to control those risks;
- ensure that all plant machinery and equipment is adequately guarded, is in good and safe working order, and that all reasonably practicable steps are taken to prevent unauthorised or improper use;
- make available appropriate protective clothing and equipment, first aid and fire appliances;
- ensure that all departmental staff and students in their areas know the emergency evacuation procedures;
- ensure that toxic hazardous and highly flammable substances are correctly used stored and labelled;
- provide appropriate Health and Safety information to relevant persons;
- report any Health and Safety concerns to the HSM;
- participate in the work of the Health and Safety Committee if required to do so.

Site Staff / Premises Manager

The Site Manager is responsible to the HSM for:

- implementing the appropriate school policies and procedures;
- maintaining an appropriate cleaning schedule;



- ensuring that site staff are competent to carry out their responsibilities;
- arranging for the removal from service of any item of furniture, apparatus or equipment which has been identified as unsafe;
- taking appropriate action where necessary to prevent injury to others on the site who might otherwise be exposed to unnecessary dangers, e.g. erect barriers around open manhole covers;
- ensuring that other site and cleaning staff are adequately supervised;
- ensuring that any personal protective equipment issued to staff is suitable for the task and that training is provided in the use of the equipment;
- ensuring that all site and cleaning staff work in accordance with safe working practices issued by the school.

Cook/Catering Manager (not presently employed by Granville – employed by DCC

Where the school manages its own catering facilities, the Cook/Catering Manager, in addition to the above, will also be responsible for:

- implementing the relevant school's policies;
- applying the appropriate isolation procedures in the event of fire and emergency evacuation of kitchen and dining room areas;
- supervising and training staff appropriately;
- training and instructing all catering staff in the emergency procedures;
- carrying out regular reviews of the procedures and informing the HSM of any issues of concern;
- recording results of the monitoring and review of procedures;
- ensuring that all catering staff have opportunities for raising concerns about Health and Safety issues;

Where the school contracts out the catering arrangements the HSM will ensure that the above responsibilities are fulfilled as part of the contract: the contract will set out the Cook/Catering Manager's responsibilities, and the Contactor's responsibilities.

All members of staff have a duty to:

- take all reasonable steps to safeguard the health and safety of themselves, all other staff, students in their care, and any other persons who may be affected by their actions;
- understand and use the school's reporting systems;
- take reasonable precautions in safeguarding themselves and others;
- know and understand the school's and any departmental Health and Safety policies;
- observe all Health and Safety rules and procedures set out by DCC LA and the School and use all health and safety equipment provided;
- participate in assessing risks and the management of identified risks;
- follow all relevant codes of safe working practice and local rules;
- alert the HSM or Director of Area as appropriate to any potential hazard noticed;
- report (through the School's reporting system) all accidents, incidents or near misses that have led or may lead to illness, harm or damage;
- ensure that students' behaviour is regulated in accordance with the School's Student Behaviour policy;
- report any unsafe working practices to the Site Staff & SBM;
- report any concerns they may have about the health, safety and welfare of any student in their charge in line with the School's 'Safeguarding Students' procedures;



- ensure that no person uses a prescribed dangerous machine unless fully instructed in the dangers and precautions to be observed, and have either received sufficient training in work at the machine, or are being supervised by someone with a thorough working knowledge of the machine;
- ensure that no student is allowed to dismantle or clean a prescribed dangerous machines
- ensure that they are familiar with fire drills, fire alarm systems, and means of escape and evacuation procedures. Staff should ensure that there is a fire drill notice clearly visible in the rooms in which they work;
- use the health and safety management system where relevant;
- participate in any relevant training; and
- read this Health and Safety policy and any sub-policies agreed by the school, and sign and date the School's logbook to indicate that he/she has done so. The following statement should be used:

'I have read the School's Health and Safety policies and understand my responsibilities.'

All staff have a right to raise Health and Safety issues of concern at any time but in particular at formal meetings in their departments.

All employees who are members of recognised trade unions have a right to raise any concerns with their union representatives, who may discuss these with the HSM or Head Teacher as appropriate.

Granville Sports College recognises that members of staff are not chartered or certificated risk assessors but expects all staff, in fulfilling their legal responsibilities for Health and Safety, to use their experience and knowledge as adults, and their training as teachers and support staff to make reasonable, common-sense decisions about risk assessment and control measures.

GSC will follow the government's advice that all school staff should follow the health and safety procedures put in place by the employer. However, if staff feel that any procedure is inappropriate they should discuss this with the HSM in the first instance and request that it is reviewed.

3.12 Staff Safety Representative - Trade Union representatives have the right to:

- investigate potential hazards and to examine the causes of accidents in the workplace;
- investigate complaints by any employee they represent relating to that employees health and safety or welfare at work;
- make representations to the Teacher and the HSM, as appropriate, on general matters affecting the health, safety and welfare of employees;
- participate as an elected union representative in the work of the School Health and Safety Committee;
- carry out workplace health, safety and welfare inspections;
- participate in the work of the school Health and Safety committee; and

None of the above functions given to a health and safety representative impose any legal duty or liability whatsoever on that person. A safety representative is in no way obliged to carry out any or all of the above functions.

Confirmation that the policy has been read and understood.

Under arrangements made by the HSM, all employees with health and safety management responsibilities will sign the school logbook to indicate that they have read and understood the policy



and their responsibilities.

Under arrangements made by the HSM, other staff without health and safety management responsibilities will sign the Departmental logbook to indicate that they have read and understood the policy and their personal responsibilities.

Consultation

Staff

The Head Teacher will consult safety representatives of staff unions recognised by DCC, and any staff representatives elected to represent staff who are not members of recognised unions.

Staff interests will also be represented on the School's Health and Safety Committee.

Health and Safety will be a standing item on the agendas of all Departments, pastoral groups, and any formal management meetings in the school. Any points raised will be duly minuted and reported promptly to the HSM.

Students and Parents

Students also play a part in overall Health and Safety and welfare of the School and will be encouraged to discuss Health and Safety issues at Year and Student Council meetings, and raise any concerns, which will be reported to the HSM.

The Governing Board or Teacher may decide to involve students further in the management of health, safety, welfare and security.

Parents may also be consulted on issues that they may be expected to have views and concerns on (e.g. security; safeguarding of students; road safety).

Organisation Structure

- DCC as the employer has overall responsibility for the policies and procedures in the school
- The **School's Health and Safety Committee** will consider and make recommendations on overall health and safety issues affecting the school and will report to the Teacher
- The **Governing Board** reports to DCC and will use a Designated Governor for Health and Safety for regular liaison with the HSM and Teacher and to participate in the work of the School Health and Safety Committee;
- **The Teacher** has overall responsibility for the internal management of the School policies and procedures and reporting to the Governing Board
- **HSM** has the responsibility for the day to day management, co-ordination and implementation of the policy and for liaising with contractors, and reporting to the Teacher
- **Director of Areas/Departments** have responsibility for Health and Safety within their areas and for reporting to the HSM;
- Regular (at least termly) **Department and Team meetings** with reports going to the HSM;
- **Union Safety Representatives** have the right to participate in the School Health and Safety Committee and to discuss health and safety issues as necessary with the HSM and/or the Teacher
- **Staff who are not in a union** have a right to elect a representative who will also participate in the Health and Safety Committee and to discuss health and safety issues with the HSM and Teacher; and



- if agreed by the Governing Board the **Student Council** may have an advisory role, reporting to the Health and Safety Committee and HSM.

Risk Assessment

All members of staff in charge of a departmental 'Safety Areas' are responsible for ensuring that risks are identified and appropriate assessments and control measures are made. Members of staff must be competent to carry out appropriate risk assessments. The HSM is responsible for ensuring that all staff who complete risk assessments are suitably qualified and competent.

The Risk Assessment completed assessments must be sent to the HSM and retained on the health and safety management system, and made accessible to all relevant staff. Relevant staff will be provided with training on the health and safety management system.

Risk Assessments must be reviewed regularly and at least once a year with a view to ensuring that the control measures have been effective.

The HSM will ensure that suitable and sufficient risk assessments are carried out, and determine which can be at school level and which by any other outside contractors. The HSM has the discretion to seek advice from DCC on appropriate delegation, and will report the reasons and response to the Head Teacher.

The government advised in 2011 that written risk assessments are not required for every activity. Staff should assume they only need to write down a risk assessment in exceptional circumstances. Where the Head Teacher (through the HSM) determines that a risk assessment must be carried out the HSM will ensure that any significant findings of the assessment are written and recorded. A verdict of "Risk assessed, No significant finding" is acceptable.

The government advises that some activities, especially those happening away from the School, can involve higher levels of risk. If these are annual or infrequent activities, a review of an existing assessment may be all that is needed. If it is a new activity, a specific assessment of significant risks must be carried out. The Head Teacher should ensure that the person assigned with the assessment task understands the risks and is familiar with the activity that is planned. Where a risk assessment is carried out the Head Teacher must ensure that the significant findings of the assessment are recorded. (The advice can be accessed via the link <https://www.gov.uk/government/publications/health-and-safety-advice-for-schools>)

Where the Head Teacher (through the HSM) determines that a risk assessment must be carried out the HSM will ensure that any significant findings of the assessment are written and recorded. A verdict of 'Risk assessed. No significant finding' is acceptable in appropriate circumstances.

Training

The School will provide opportunities for all employees to have access to the information, instruction, supervision and training required to enable them to discharge their responsibilities safely and work in a safe environment.

All employees whether permanent or temporary will undergo **Induction training** which will include the following health & safety matters:

1. Emergency Arrangements
2. Fire Drills
3. First Aid Arrangements
4. Accident Reporting
5. Good Housekeeping



6. Codes of Safe Practice and Guidance
7. Health & Safety Handbook
8. Specific Hazards/Responsibilities Associated with Work Activity
9. Special Needs of pupils including students with disabilities

Further training needs will be considered when employees transfer or take on new responsibilities or when there is a change in the work equipment or systems of work in use.

The HSM will identify with relevant Head of Department and staff the appropriate Health & Safety training needs. Staff who feel that they have a need for health & safety training of any kind should notify the HSM in writing. The HSM will maintain records of individual employee training to ensure that training is up to date and appropriate for the duties undertaken. Where certificates of competence are required for potentially hazardous activities (e.g. woodworking machinery, swimming etc) Head of Department are responsible for:

- checking the validity of certificates;
- arranging refresher training when necessary; and
- keeping the HSM informed.

Measuring Performance

The school will use an appropriate system to support relevant staff in carrying out their responsibilities for Health, Safety and Security in their areas.

The HSM will ensure that the following are carried out as appropriate, using the School's management system for logging purposes:

- Regular documented audits;
- Site inspections;
- Review of risk assessments and the subsequent control measures;
- Surveys by the health and safety committee;
- Attendance at health and safety meetings;
- Information coming out of department meetings, and how it is dealt with;
- Results of any external reviews/investigations;
- Regular review of accidents/incidents/near misses and use of the information and experience gained from the review;
- A system of reviewing and developing improvement plans as identified; and
- Sharing experiences, findings and good practices.

Monitoring and Review

The HSM is responsible for:

- monitoring the implementation of the policy;
- the proper use of the school's management system;
- the making of risk assessments;
- the state of training, and
- reporting to the Head Teacher.

The HSM will assist the Head teacher in compiling the Annual Status Review.

The Head Teacher will:

- monitor the implementation of the policy;
- ensure that the school procedures are fit for purpose;
- ensure that the management system is being used to ensure compliance;



- advise the Governing Board of changes in Health and Safety law, regulations and guidance;
- keep the Governing Board up-to-date with any changes in the school organisation that may require a fresh look at Health and Safety; and
- present an Annual Status Review to the Governing Board.

The **Delegated Governor** will oversee the implementation of the school's policies, and will report to the Governing Board.

Staff Training and Involvement

All staff will receive this policy and will be expected to read it, and to read the sections and appendices on the arrangements that affect them in their work.

All relevant staff will be trained to use the H&S management system.

The school management undertakes to keep staff informed of any changes to the policy and procedures through the Health and Safety Committee, minutes, communications with line managers, staff bulletins, staff meetings and briefings and e-mail messages.

The school undertakes to provide extra training for staff where a need is identified.

HSM is responsible for prioritising training needs, and engaging appropriate trainers, involving external trainers where necessary.

Appendices

The attached appendices contain the main additional sub-policies that make up the overall Health and Safety policy. The H&S Committee may recommend and decide to add additional sub-policies that are relevant to its situation and needs. The following policies/procedures will form the Appendices:

Crisis Management

1. Crisis Management Policy

Risk Assessment

Template for a Risk Assessment Form

Student Medical Treatment

Administration of Medication Policy (includes information on helping students with allergic reactions, asthma, diabetes, epilepsy, and eating disorders)

Templates for Department Health and Safety Policies

1. Template for a Department Health and Safety Policy
2. Template for a Design and Technology Health and Safety Policy
3. Template for a P.E. and Games Health and Safety Policy
4. Template for a Science Health and Safety Policy

Trips and Visits

Educational Visits and Learning Outside of the Classroom Policy

Worksite Safety

1. Accident and Incident Management Policy



2. Asbestos Policy
3. Caretaking and Cleaning Policy
4. Contractors Policy
5. Control of Substances Hazardous to Health (COSHH) Policy
6. Display Screen Equipment Policy
7. Electrical Equipment Policy
8. Fire Safety Policy
9. First Aid Policy
10. Legionella Bacteria Policy
11. Manual Handling Policy
12. Noise Policy
13. Personal Protective Equipment Policy
14. Pregnant Staff and New Mothers Policy
15. Security of Premises and Installations Policy
16. Visitors Policy
17. Voice Care Policy
18. Waste Management Policy
19. Work Equipment and Hot Working Policy
20. Working at Heights Policy

Sub-policies

A number of sub-policies form part of the complete health and safety policy. A full list is printed above. All departments are expected to have their own Departmental Health and Safety policy.

Risk Management

The government advises that written risk assessments are not required for every activity. Staff should assume they only need to write down a risk assessment in exceptional circumstances. Where the teacher (through the HSMs) determines that a risk assessment must be carried out the HSM will ensure that any significant findings of the assessment are written and recorded. A verdict of "Risk assessed". "No significant finding" is acceptable.

The government advises that some activities, especially those happening away from the School, can involve higher levels of risk. If these are annual or infrequent activities, a review of an existing assessment may be all that is needed. If it is a new activity, a specific assessment of significant risks must be carried out. The teacher should ensure that the person assigned with the assessment task understands the risks and is familiar with the activity that is planned. Where a risk assessment is carried out the teacher must ensure that the significant findings of the assessment are recorded.

(The advice can be accessed via the link to the **DEPARTMENT FOR EDUCATION ADVICE ON LEGAL DUTIES AND POWERS FOR LOCAL AUTHORITIES, TEACHERS, STAFF AND GOVERNING BODIES:**

<https://www.gov.uk/government/publications/health-and-safety-advice-for-schools>)



Granville Academy



Members of staff must be competent to carry out appropriate risk assessments. The HSM is responsible for ensuring that all staff who complete risk assessments are suitably qualified and competent.

Signed Jo Kingswood (Head Teacher)

Signed David Gaskin (Chair of Governing Board)