



HEALTH AND SAFETY POLICY  
(INCLUDING RISK ASSESSMENT)

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THE MENDIP SCHOOL

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POLICY DATE

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WRITTEN BY **EMILY MASSEY**

DATE WRITTEN **SEPTEMBER 2016**

POLICY REVIEWS

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LENGTH OF POLICY **3 YEARS**

REVIEW DATE **MARCH 2023**

REVIEW BY **SITE MANAGER**

APPROVED BY GOVERNORS

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Date approved **October 2018**

**THE MENDIP SCHOOL**  
**HEALTH AND SAFETY and RISK ASSESSMENT POLICY**

The Governing Body and Principal of The Mendip School accept in their entirety the Somerset and Bath and North East Somerset Directorate of Education Cultural and Community Services Health and Safety at Work Policy Statement and have agreed the following statement as a guide to safe working practices at The Mendip School.

**A Aims**

The purpose of this safety policy is:

- (a) to reduce risk and maintain, a safe and healthy environment throughout the premises and grounds;
- (b) to reduce risk and maintain, safe working procedures and arrangements for staff;
- (c) to reduce risk and to maintain, arrangements which are without risk to the health and safety of all persons including pupils, parents, student teachers, governors and visitors to the premises who may be affected by the school's activities;
- (d) to make arrangements for ensuring, so far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
- (e) to provide, so far as is reasonably practicable sufficient information, instruction and supervision to enable all employees and pupils to carry out risk assessments and thereby avoid hazards and to contribute positively to their own safety and health at work and to ensure that they have access to health and safety training;
- (f) to reduce risk and maintain, all places of work in a condition that is safe and without risk to health and to provide and to maintain means of access to, and egress from, those places of work that are safe and without risk;
- (g) to formulate effective procedures for use in case of fire and for evacuating the school premises;
- (h) to lay down procedures to be followed in cases of accidents;
- (i) to teach health and safety as part of pupils' studies;
- (j) to provide and to maintain adequate welfare facilities, so far as is reasonably practicable, and to make recommendations through the governors therein to the Bath and North East Somerset Education Authority when appropriate;

## **B Responsibilities and Duties of the Principal**

Within the general overall responsibility for safety organisation and activities the Principal shall be responsible for the following functions:

- (a) the issuing of the school's instructions and guidance and ensuring that sufficient information is available to staff to cover their health and safety responsibilities;
- (b) arranging meetings as necessary to resolve uncertain areas of responsibilities, considering problems or recommendations relating to activities inadequately covered by existing arrangements or instructions and revising delegated functions as appropriate;
- (c) dealing with day to day referrals to him/her on safety matters and giving appropriate instructions and advice or indicating sources of advice;
- (d) co-ordinating the implementation of the approved safety procedures in the school;
- (e) seeking advice when appropriate from outside agencies able to offer expert advice;
- (f) reporting all known hazards immediately to the Local Authority and stopping any practices or the use of any plant, tools, equipment, etc which s(he) considers to be unsafe until satisfied as to their safety;
- (g) making recommendations to the Authority for improvements to premises, plant, tools, equipment, machinery, etc;
- (h) arranging inspections and investigations of premises, equipment, furniture, places of work and working practices on a regular basis and ensuring that s(he) is informed of accidents and hazardous situations;
- (i) reviewing at least once a year:
  - the provision of first aid in the school
  - fire and evacuation procedures;
- (j) reviewing regularly the dissemination of safety information concerning the school;
- (k) ensuring that appropriate training has been given or will be given to staff to enable them to fulfil their responsibilities. This is particularly important for new staff.

## **C Duties of Team Leaders/Staff with Supervising**

Teachers and support staff who have a supervisory role:

- (a) have a general responsibility for the application of the school's, and the Directorate Safety Policies to activities or areas of work and are directly responsible to the Principal for the application of safety measures and procedures;
- (b) must establish and maintain safe working procedures including arrangements for ensuring, so far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
- (c) resolve, or refer to the Principal, any health and safety problem brought to their attention by any member of staff or pupil or visitor to the school;
- (d) carry out regular informal safety checks of the Team working areas, equipment and furniture and activities for which they are responsible and, where necessary, submit reports to the Principal. For example, if a teacher intending to use electrical equipment notices that the wiring is loose or frayed, or if a hole in the flooring appears to be dangerous. These checks should not be confused with formal safety inspections by trained Union/Association representatives;
- (e) so far as is reasonably practicable, provide sufficient information, instruction, training and supervision to enable other employees, student teachers, pupils etc to avoid hazards and contribute positively to their own safety and health at work;
- (f) where appropriate and in consultation with the Principal, seek the advice and guidance of the appropriate officers of the Authority;
- (g) notify the Principal and if necessary make recommendations for safety equipment and additions or improvements to plant, tools, equipment or machinery which are dangerous or potentially so;
- (h) report and if appropriate make recommendations to the Principal or his/her representative on any practices, premises, equipment, etc which give rise to risks to health and safety.

## **D Teachers (including Students on Teaching Practice)**

- (a) The teacher in charge at the time has a responsibility for the health and safety of pupils, whether on the school premises including grounds or not;
- (b) if for any reason, such as the condition or location of equipment, the physical state of the room or other teaching area or the deployment of a class for practical work, a teacher considers that (s)he cannot accept this responsibility,

(s)he should discuss the matter with the Principal before allowing any activity to take place;

(c) a teacher must:

- seek to exercise effective supervision of the pupils and should be aware of information on the emergency procedures in respect of fire, bomb scare and first aid, and carry them out as necessary
- seek information on the special safety measures to be adopted in his/her own teaching areas and ensure that they are applied
- give clear oral and written instructions and warnings as often as necessary; notices and posters alone are not sufficient
- integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety
- follow safety working procedures personally
- request the Principal to provide protective clothing, guards, special safe working procedures, etc as necessary
- make recommendations to the Principal on safe working procedures, safety equipment and additions or improvements to plant, tools, equipment or machinery which are dangerous or potentially so
- ensure that any student teacher working with the teacher's class is aware of these rules.

## **E Pupils**

Each pupil must be instructed:

- (a) to take any action appropriate to circumstances and persons involved to avoid risks to health and safety of himself/herself, other pupils and other persons who may be affected by the activities involved;
- (b) to observe standards of dress consistent with safety and/or hygiene; this would preclude unsuitable footwear, earrings during Physical Education, and other items considered dangerous;
- (c) to observe all the safety rules of the school and in particular the instructions of staff given in an emergency;
- (d) to use and not recklessly or intentionally to misuse, to neglect, or to interfere with things provided for his/her safety.

Pupils and parents should be made aware of these obligations.

**F Assessments of Procedures and the Control of Substances Hazardous to Health Regulations (COSHH)**

Risk Assessment for any activities within the school and for any substances or procedures in use will initially be made by the teachers concerned. If the teacher does not regard him/herself as competent to make such assessments, the matter can be referred as required to the Principal and then to the Education Health and Safety Officer if necessary.

**G Summary**

Health and Safety is not something which is 'done' by someone else; it is a constant duty of care placed on each person for his/her own welfare and that of others around him/her.

This policy is written in compliance with the Equal Opportunities Policy.

Appendix I First Aid

Appendix II Information for Visitors and Contractors