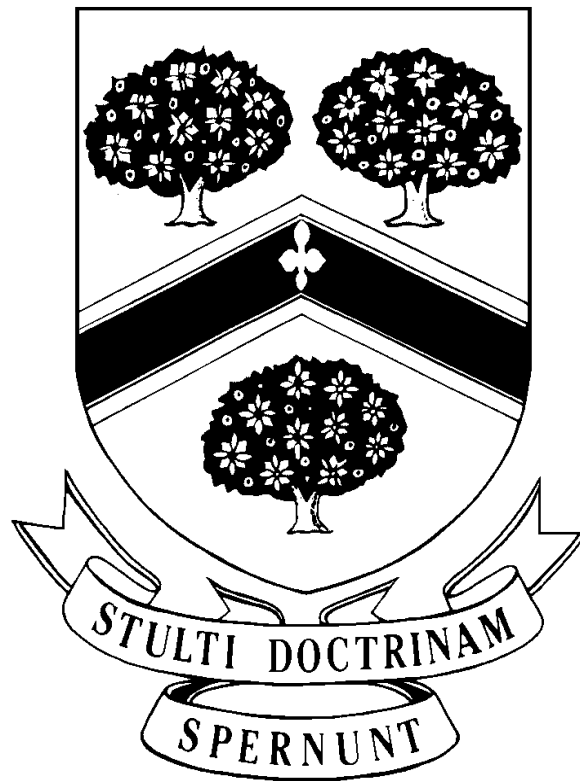


# THORNTON GRAMMAR SCHOOL

A SPECIALIST SPORTS, SCIENCE & APPLIED LEARNING  
TRUST SCHOOL



FOUNDED 1673

## POLICY FOR HEALTH AND SAFETY

REVIEWED: FEBRUARY 2010

# **POLICY FOR HEALTH AND SAFETY**

## **SAFETY POLICY STATEMENT**

We recognise the duties and obligations imposed upon us both under the Health and Safety at Work Act 1974 and the Thornton Grammar School's General Safety Policy Statement, to ensure, so far as is reasonably practicable, the health, safety and welfare of:

1. All employees of Thornton Grammar School whilst at work.
2. All students of Thornton Grammar School.
3. Any other person who may be exposed to risks arising out of or in connection with the activities of employees of the school whilst they are at work.

In order to effectively ensure the health and safety of all employees of Thornton Grammar School and all other persons who may be exposed to risks arising out of or in connection with the activity of employees of the school whilst at work, the following arrangements will be implemented to ensure, so far as is reasonably practicable:

- Safe premises, plant and systems of work.
- Safe methods of using, handling, storage and transporting articles and substances.
- Information, instruction, training and supervision.
- Safe working environment.
- Safe access and egress from the place of work and procedures for the evacuation in an emergency.

Codes of Practice and systems to effectively cover certain aspects of health and safety will be provided as far as is reasonably practicable.

In order to fulfil these duties and obligations, it will be necessary for the Governing Body and the Headmaster to rely upon the full co-operation and support of all the employees of Thornton Grammar School, so that we as individuals are aware of the respective roles we must all play.

We have adopted the school's General Safety Policy Statement as the overall statement of our duties and obligations throughout the school.

Employees of the school must study, in detail, the contents of this document and the schools General Safety Policy Statement that are displayed on the notice-boards.

This policy is to be used in conjunction with the specific procedures (see documentation and forms) for Health and Safety Issues.

**Signed:** \_\_\_\_\_ Chairman of the Governing Body

**Signed:** \_\_\_\_\_ Headmaster

**Date:** \_\_\_\_\_

## **ORGANISATION**

The Headmaster has responsibility for ensuring the health and safety of employees, students and visitors to Thornton Grammar School.

The Deputy Headteacher, **Mr C Truelove** is responsible for the effective implementation of Thornton Grammar School's Health and Safety Policy through the Governing Body and will carry out the following duties:

1. To consult with the Governing Body and Heads of Department from time to time to keep informed of the accidents or incidents occurring in the school involving employees of the school and all other persons who may be exposed to risks to health and safety arising out of, or in connection with, the activities of employees of the school whilst they are at work;
2. In consultation with the Governing Body and Heads of Department, the Deputy Headteacher will keep under review the necessity for further safety measures, instruction and training to ensure the health and safety at work of all employees of the school and all other persons who may be exposed to risks to health and safety arising out of, or in connection with, the activities of employees whilst they are at work;
3. Will be available at all reasonable times to receive Safety Representatives and attend safety meetings in the school deemed necessary;

## **HEADS OF DEPARTMENT AND OTHER SECOND TIER OFFICERS**

Each of the Second Tier Officers mentioned will be responsible for the effective implementation of the School Safety Policy through their staff within their respective area and will carry out the following duties:

1. Keep themselves informed and receive reports of the accidents or incidents occurring in their respective sections involving members of their sections and all other persons who may be exposed to risks to health and safety arising out of, or in connection with, the activities of the school whilst they are at work.
2. Keep under review the necessity for further safety measures, instruction and training to ensure health, safety and welfare of all employees in their respective sections.
3. Satisfy themselves that the established safety measures are maintained and continued.
4. Arrange for any shortcomings in the safety measures, inspections, training and instruction to be rectified so far as is reasonably practicable, in conjunction with the school's Governing Body and the Headmaster.
5. Instruct those employees in their respective sections precisely and clearly on their duties with regard to their individual health and safety and the safety of their fellow employees and all other persons who may be exposed to risks to health and safety arising out of, or in connection with, the activities of employees of the school when they remain on the school premises.
6. Inform employees in their respective sections of any hazards to health and safety brought to their attention that may be encountered in the course of their work and the precautions to be taken against such hazards.
7. Report all hazards, accidents and damage which they are informed of, or which may come to their knowledge, immediately in accordance with outlined procedures.

In the event of the absence of a Second Tier Officer the officer concerned shall nominate an appropriate person to deputise for them in all matters involving health and safety at work.

## **OTHER EMPLOYEES OF THORNTON GRAMMAR SCHOOL**

All employees of the school should make themselves familiar with and conform to, the School's General Safety Policy Statement. In addition, all employees of the school must:

1. Observe all safety rules and codes of practice at all times.
2. Comply with all instructions concerning health and safety at work.
3. Report all hazards, accidents and damage that may occur in the course of their work, immediately to their respective Designated Officer.
4. Feel free at any time to make suggestions to management, which may improve the health and safety of employees of the school so that appropriate suggestions may be placed before the Governing Body.
5. Wear appropriate equipment, clothing and use such appropriate safety devices as may be required.
6. Refer to the instructions issued and maintained by their respective management from time to time, in order to acquaint themselves with the contents of all documents concerning health and safety.
7. Whilst at work, take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work.
8. As regards to duties or requirements imposed upon the school as an employer by the Health and Safety at Work Act 1974, or any other statutory provision, to co-operate as far as is necessary to enable that duty to be performed or complied with.

## **ARRANGEMENTS FOR HEALTH AND SAFETY**

The arrangements for monitoring and controlling health and safety performance within the school and where possible the elimination of hazards and risks to health and safety, will be the same as those set out in the school's General Safety Policy Statement, with the addition of the following procedures:

### **1. Accident/Injury Reporting, Recording and Investigation**

The following should be reported to the appropriate personnel when involving employees, students or visitors to the school whilst at work:

- All accidents involving injury to employees or other persons.
- All accidents involving damage to School property or that of other persons.
- All dangerous occurrences, which could have resulted in injury to employees or others.

***The school nurse will be responsible for the administration of first aid provision within the school. All accidents will be reported to the appropriate authority if necessary. A record of all accidents and treatment will be recorded in the accident book and will be kept in the medical room and will be monitored by the Deputy Headteacher and the Governors' Working Party.***

### **2. First Aid Procedures and Administration of Medicines**

As far as is practically possible, the school will comply with the guidelines set out in the department of Health Circular 14/96 and the Good Practice Guide - Supporting Pupils with Medical Needs.

It is expected that parents will provide the school with full information about their child's medical needs. The Education Act 1944 states that parents are responsible for making sure that their child is well enough to attend school.

The nature of a child's affliction will be made known to all staff and any staff who are expected to administer medicines will be provided with adequate facilities and training.

The school's arrangements for the administration of First Aid are made known to pupils and staff and are displayed on a poster in each training area.

A first aid box and first aid provision will be available in medical room. The names of the persons qualified to administer first aid and/or the name of the appointed person can be found on the first aid notices displayed in A2 and the Staffroom.

***The school nurse will be responsible for the administration of all medicines in line with parental authorisation.***

### **3. Emergency Procedures**

**Fire:** Named person with responsibility for fire emergencies is Mr Truelove.

Procedures are displayed in each area, classroom or office together with details for the evacuation of the building and assembly areas, where appropriate.

Day to day control of emergency procedures is delegated to Heads of Department. Alarms should be tested weekly and the results entered in the building's fire register. Evacuation exercises should be conducted at periods not exceeding one year and the results entered in the building's fire register. Fire fighting appliances should be examined at intervals not exceeding one year and the results entered in the building's fire register.

Staff will receive training, this will be recorded.

***Risk Assessment: All Heads of Departments will carry out a risk assessment of all areas within their departments annually. The findings of the risk assessment will be used to compile the Health & Safety Risk Assessment, which is produced annually.***

**Bomb Threat:** The person responsible for dealing with bomb threats is the Headteacher, or, in his absence, the Deputy Headteacher.

One person receiving the threat will pass all relevant information, using the "Bomb Threat Checklist" form to the Headteacher, who will then contact the relevant emergency services.

The school will be evacuated or students contained in specific areas using the schools communication procedures – bells, mobile phone.

#### **Containment procedures:**

In the event of a disturbance in school, the following will be activated in school and staff should respond accordingly.

- Three short bells will sound (normal school bell)
- Students and staff should remain in their teaching / form rooms.
- Students should not be released if the change of lesson bell rings, irrespective of break or lunch.
- Four short rings will indicate the all clear.

**Utilities:** In the event of a gas leak or flood, staff and students will be evacuated from the area as quickly as possible using the school's communication systems, either telephone, Bromcom or bells. The appropriate services will then be notified.

### **4. Protective Clothing and Equipment**

Protective clothing and equipment will be provided to all employees in their subject area, in accordance with:

- The school's scheme for manual workers.
- Arrangements made by the Headmaster and Heads of Department.

The school will endeavour to ensure that:

- All equipment used is safe and suitable for the purpose for which it is used.
- All equipment will be maintained in good working order and repair.
- All work equipment is clearly marked with health and safety warnings where appropriate.
- The reliability will be tested and the results recorded.

Employees must:

- Use the safety clothing and equipment provided as required.
- Not misuse anything issued for the purposes of health and safety.
- Report defects in any safety clothing or equipment issued.

## **5. Contractors and Visitors**

All Contractors and Visitors must report to the Office. They must sign in and out with the Office Staff and have **identification**. They must report to the Supervisor who is responsible for their area. Known hazards will be pointed out to them.

All visitors to the school, who are asked to work directly with students, must have a member of staff in class vicinity who has overall responsibility for the class.

Contractors must not work at breaks/lunchtime/before or after school if children are in the vicinity. They must not use equipment or vehicles in the yard when children are present.

They must ensure the overall safety of the children and staff at all times. They must fully comply with the Health & Safety documents issued to them.

***Any permits to work must be made available to the school prior to any work been carried out, and the appropriate risk assessment documents provide in advance of the commencement of working.***

## **6. Transport Policy**

The school is committed to ensuring the safety of students and staff when travelling to and from school or when driving or walking around the external school premises.

The school has a travel plan and traffic policy. This document is regularly reviewed by the Health and Safety Working Party

## **7. Visits by students out of school**

Guidelines for taking students out of school are issued to all teaching staff. These will be strictly adhered to at all times. Emergency procedures will be in place for each visit.

***Prior to each visit out of school regardless of the destination, approval must be sort from SMT, in addition a risk assessment identifying all activities must be completed by the leader of the party, a copy must be taken with the group, and a copy left within school.***

***For visit overseas, the Governing Body prior to implementation must grant approval, with all relevant information and risk assessment been made available.***

***Prior to commencement, parental authority must be gained, and all contact and medical details passed to the school, to allow for the school to discharge its duty effectively.***

**External providers must provide to the school, a written risk assessment of any vehicle, activity that is to be used prior to the commencement of the activity or visit.**

#### **8. Staff , Governors and 6<sup>th</sup> Form identification badges.**

**All staff, Governors and 6<sup>th</sup> Form pupils and anyone visiting or working in the school must wear their identification badge at all times when on school premises.**

#### **9. Security**

The security of both students and staff is of utmost importance.

The two main entrances have keypad security; other doors to the school are kept closed at all times (MAG locks). Any intruders should be reported to the main school office. The school will contact the police to remove unwanted visitors from the premises.

**Lone working:** Staff will be made aware of personal security when working in isolated areas of the school. Alarms will be made available.

#### **Guidance Notes**

From time to time guidance notes, codes of practice, safe working procedures and other safety information will be issued and circulated to the relevant officers concerned. Where safe working procedures or other guidance are issued, they must be adhered to.

The school will uphold the following: Health and Safety at Work Act 1974; Fire Precautions Workplace Regs 1997; Management of Regs 1999 Provision and use of Work Equipment 1998; Bradford LEA Health & Safety Policies (June 2000); Manual Handling Operations; Use of ICT and display screen equipment; Violence and assaults on staff; COSHH

#### **TRAINING**

All managers and staff will be eligible to receive mandatory health and safety training as part of their induction process in order to be made aware of their legal obligations and responsibilities. Other safety training will be provided as and when necessary.

#### **RESPONSIBILITIES**

**Overall and Final Responsibility** - The overall and final responsibility of Health and Safety at Thornton Grammar School is that of the **Governing Body** and the Headmaster.

**Day to Day Responsibility** - The day to day responsibility for health and safety at Thornton Grammar School is that of the Governors and **Mr Clive Truelove**, Deputy Headteacher.

**Special Area Supervisors** - The following supervisors are responsible for the safety in particular areas:

- Each individual member of staff will be responsible for their own teaching base.
- Heads of Department
- The Site manager
- The Catering manager

#### **MONITORING**

Routine monitoring is carried out as part of the School's Health and Safety procedures.

The Governing Body of the School will review the performance of the safety measures within the school on a regular basis.

The Health and Safety Working party will meet termly to discuss Health and Safety issues. The working party consists of: the Headmaster, Deputy Headteacher, the Bursar, teaching

staff and non teaching staff representatives, the Site Manager and representatives of the Governing Body.

The school will work closely with the Union Health and Safety representatives in monitoring health and safety during their half-termly inspections.

### **Risk Assessment**

It is the policy of the school that hazards are identified by means of Risk Assessment as required by current regulations. From these Risk Assessments, safe-working practices will be developed and implemented.

This will be reviewed on a six monthly basis, **and be presented to the Health & Safety Working Group.**

### **Amendments and Revision of the School's Safety Policy and Arrangements**

This safety policy and arrangements will be revised periodically, to take account of all changes that may affect the health and safety of employees of the school whilst at work.

Any revision or additions that may be made to this policy will be notified to employees of the school and placed on notice boards.

## **SCHOOL SECURITY POLICY**

### **AIMS**

- To safeguard the establishment and its assets from crime such as burglary, theft, criminal damage, arson and assault
- To bring peace of mind to those who use the school and its facilities.
- To ensure the safety of every student member of staff and visitor top the school.

### **VISITORS TO THE SCHOOL**

All contractors, parents and visitors must report to reception. They must sign in and out with the office staff and have identification. All visitors will be issued with a visitors badge to be worn at all times while on school premises. Staff receiving parents and visitors should check that they have done this.

### **TRESPASSING ON SCHOOL SITE**

A trespasser is any person who without lawful authority is present on school premises. This may range from groups of young people to individuals walking their dogs. The law on trespassing applies at anytime, including out of school hours and during holidays.

### **Procedure:**

1. The intruder should be asked to give their name and address and then be asked to leave the premises.
2. The intruder should be informed that it is an offence to intrude on school premises and offenders are liable to be prosecuted.
3. The intruder should be escorted off the premises.
4. If the offender refuses to leave the premises, the police should be called.
5. In all cases a full record of the incident must be made immediately afterwards by the authorised person and any witnesses.

No force should be used except in self-defence; even then, the force applied should be reasonable and not excessive.

CCTV cameras are in operation at strategic points around school.

## **DELIVERIES**

All delivery persons other than catering **must** report to Reception.

All delivery persons should be checked for identification and should have their identity verified before leaving their cargo. This should be done regardless of whether the delivery is expected or not.

Deliveries should be discouraged at times when students are out of class

## **BUILDINGS**

The responsibility for security in the buildings rests with all those who use the premises. Individuals must take responsibility for taking reasonable precautions to ensure their own safety, the safety of those in their charge and security of the equipment and materials under their control.

Staff should ensure that all classrooms are kept locked when not in use. All equipment should be locked away, windows closed and doors locked at the end of school.

## **SECURITY PROCEDURES**

### **School Opening Times:**

The Caretaker will open the school at the beginning of the day for cleaners and other staff.

From 7.00am teaching and office staff will be able to enter from the main entrance, or entrance near the boys' toilet.

At 8.00am all students have access to the dining room for breakfast. After finishing in the dining room the pupils must leave the building until 8.15am

At 8.15am pupils are admitted into school for registration.

At the end of the school day the key holder will check the school for occupancy, windows and doors for security before the alarm is set and the school is secured.

The gates to the school will be locked at all times when the premises are closed.

Sixth Form students can enter school from 8.00am to the common room and dining rooms only by the closest entrance. There should be no movement around school until 8.15am

At 8.25am, end of break and lunchtimes, all entrances to school facing Leventhorpe Lane will be on a keypad or fire door opening. The main entrance for visitors will be reception. Students should use the entrances at the rear of the school and should use internal corridors to walk around school when lessons are in progress.

When out of class, students should have permission from the class teacher. This should be recorded in the planner. Students should not be generally allowed out of class.

The keypads on main reception and on the entrance near to the boys' toilet will be changed regularly. These should not be given to students or casual visitors to the school.

## **EQUIPMENT**

### **General:**

Staff should ensure that their personal property is kept safe and is insured.

Students are not allowed to bring valuables, jewellery, electrical equipment or mobile phones to school, on school visits or on extra-curricular activities. Students and parents will be given this information during the induction process and in the planner.

### **Lost Property:**

All lost property (clothing) should be taken to the Caretakers' office. Lost property (valuables) should be taken to A2. At the end of each half-term lost property will be displayed in the school hall. All unclaimed lost property will be then destroyed or used as surplus school equipment e.g. P.E. kit will be washed and used by students forgetting their kit.

### **Cash Handling:**

- Teaching staff that collect money should pass this to the collection point as soon as possible.
- Cash should not be left in classrooms/staff rooms or offices overnight.
- Students should be discouraged from bringing unnecessary amounts of cash into school. Deposits for trips/visits should be requested in cheque form.

Procedures about general cash handling by the Finance Office are outlined in the Business and Financial Procedures Manual.

### **Alarms:**

- The school alarm system is set at all times when the school is not in use.
- A contract will be maintained to ensure the efficiency of the alarms and activate emergency call-outs.
- Ten members of staff (Site Management and Senior Management) are key-holders in the case of emergency. The key holders list of contact numbers will be updated regularly and circulated to the alarm contractors and named key-holders.

**Use of 999:** This service must be used for **all** emergency situations and include:

1. Any fire in progress
  2. Any assault in progress
  3. Any incident or injury requiring immediate hospitalisation
  4. Any burglary in progress
  5. Any threat of physical assault where there is immediate danger
  6. Any incident where immediate support is required from the emergency services
- The 999 Service Controller will determine the priority of the service based upon the information you provide and the availability of personnel and equipment to respond.
  - The use of the 999 service does not guarantee immediate response on site to a situation.

The school has procedures for fire, bomb threats and containment. These are outlined in the School's Health and Safety Policy and displayed in rooms and corridors appropriately.

Policy Name: POLH&S.DOC

Person Responsible: CET

Date Reviewed: NOVEMBER 2009

Date Ratified by Governors: FEBRUARY 2010