



**STUDIO  
WEST**

Learning that Connects

# **HEALTH AND SAFETY POLICY**

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**Chair of Governors:** Bob Paton

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Please note that Simon Hanson is our Chair of Governors as from 29<sup>th</sup> November 2016

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## **1.0 INTRODUCTION**

Every employer with five or more employees must produce a written statement of general policy with respect to health and safety describing the current organisation and arrangements for meeting the policy. This is a fundamental requirement of the Health and Safety at Work etc Act 1974. The policy must be brought to the attention of all employees, as must any subsequent revisions.

This document has been written to fulfil the statutory requirement. It is divided into three parts, which are as follows:-

- A written statement of Studio West's commitment to health and safety.
- Details of the organisational arrangements and responsibilities for implementing the policy.
- The arrangements for ensuring health and safety, including practical guidelines and procedures.

It is the responsibility of management to know and understand the contents of the policy so that they may implement it correctly. Without genuine commitment from management the policy will not be effective.

### **1.1 Policy Review**

The policy will be reviewed annually to ensure that it is accurate and continues to meet the objectives of the School. No fixed frequency has been set for a formal review as the document will be under continuous monitoring but clearly there will be circumstances that will trigger a review, e.g. changes in legislation, working practices etc.

## **2.0 GENERAL STATEMENT**

Studio West is committed to ensuring, so far as is reasonably practicable, the health, safety and welfare of its employees and other people who may be affected by its activities.

The Governors of Studio West pledge themselves to implement the Health and Safety at Work etc Act 1974 and other relevant statutory provisions and will endeavour to provide the necessary resources to carry out its responsibilities in full.

The successful implementation of this policy requires the commitment and co-operation of all levels of management and staff within Studio West. Each individual has a legal obligation to take reasonable care of his or her own health and safety and for the safety of other people who may be affected by their acts or omissions.

Each employee will be given such information, instruction and training as is necessary to enable the safe performance of work activities.

The Management team will ensure that all procedures and methods of work are designed to take account of health and safety and are properly supervised at all times.

Competent people will be appointed to assist Studio West in meeting its statutory duties including, where appropriate, outside specialists.

Adequate arrangements will be maintained to enable employees and their representatives to raise issues of concern with regard to their health and safety at work.

This policy will be monitored to ensure that the objectives are achieved. It will be reviewed and, if necessary, revised in the light of legislative or organisational changes.

## **3.0 ORGANISATION**

### **3.1 The Governors**

The Governors of Studio West, as the employer, are ultimately responsible for:-

- (i) Meeting the employer's obligations under the Health and Safety at Work Act 1974 (the Act) as it affects Studio West employees, members of the public and non-employees i.e. pupils, visitors and other people using the School premises.
- (ii) Providing resources, both financial and personnel, to fulfil the requirements of the Act.

### **3.2 The Principal**

The Principal is responsible to the Governors for the correct implementation of all School policies and has overall responsibility for the actions of all its employees.

In particular the Principal is responsible for the following aspects :

- (i) The implementation and administration of the safety policy within the School. To ensure that staff are correctly instructed about their duties in accordance with the policy.
- (ii) The identification of adequate funds, time and manpower to meet any health and safety requirements.
- (iii) Setting the right example for good health and safety in the service.
- (iv) Ensuring that staff representatives from the School attend the regular termly Safety Committee meetings with the Principal occurring no less frequently than once per term
- (v) Ensuring that suitable and sufficient risk assessments are carried out to protect the health and safety of staff and other persons who may be affected by the workings of the School

The Principal is responsible to the Governors for the effective implementation of the safety policy and any other health and safety duties within Studio West.

### **3.3 Health and Safety Co-ordinator**

The Health and Safety Co-ordinator (Mrs V Wigham – Principal, will also have Governor representative) is responsible for:-

- (i) Providing specialist advice, information, training and assistance in safety matters, to all levels of management and staff in the School.
- (ii) Carrying out safety inspections, checks and surveys of workplaces
- (iii) Carrying out risk assessments for work activities when required and to assist Managers with risk assessments within their Subject areas and whole school
- (iv) Supervising the recording of accidents, make investigations of causes, and make necessary reports to the safety groups and the Health and Safety Executive Inspectors when necessary.
- (v) Ensuring a full complement of First Aid personnel and Fire Wardens. Arrange training and carrying out any drills, required by the policy.
- (vi) Attending meetings with outside bodies on matters of health and safety.
- (vii) Attending Health and Safety Group meetings.

The Governor representative as Health and Safety Co-ordinator is directly responsible to the Principal for the implementation of the above.

### **3.4 Curriculum Leaders and other staff with line management responsibilities**

Curriculum Leaders and other staff with line management responsibilities have the following duties:-

- (i) To ensure that they are familiar with the Studio West Health and Safety Policy and all Health and Safety information relevant to the work under their control.
- (ii) Responsibility within their own area for compliance with the School Health and Safety Policy and all other relevant legislation.
- (iii) Ensure that responsibilities for Health and Safety in their area are properly assigned and accepted at all levels.
- (iv) Periodically appraise their arrangements for Health and Safety in the light of reports from the Health and Safety Co-ordinator.
- (v) Will ensure that all Risk Assessments for the work of their area are written and that Safe Working Procedures are developed.
- (vi) Will ensure that where Contractors/Consultants are engaged to work on School sites, adequate competency checks are made together with providing adequate resources to ensure all relevant Health and Safety information is exchanged before any works are carried out.
- (vii) Involve the Health and Safety Co-ordinator when proposing revisions to building layouts at the planning stage.
- (viii) Provide adequate training, information, instruction and supervision to ensure that work is conducted safely.
- (ix) Establish that all equipment, plant, premises and substances used are suitable for the task and are kept in good working order; this includes the regular servicing and maintenance of plant and equipment
- (x) Taking immediate and appropriate steps to investigate and control any risks to health or safety arising from work.
- (xi) Ensuring that all accidents and near misses are properly recorded and reported and that an investigation is carried out to determine the cause.
- (xii) Bringing to the attention of the Principal any health and safety issues that requires their attention.
- (xiii) Speaking regularly with the Health and Safety Co-ordinator to agree any changes in safety requirements within their area of responsibility.

- (xiv) Ensuring they are represented at or attend the School Health and Safety meetings as and when required.

### **3.5 Supervisory Staff**

- (i) Will ensure that they are familiar with the School Health and Safety Policy and all Health and Safety information relevant to the work under their control.
- (ii) Will ensure that risk assessments are prepared for all tasks carried out by their staff and that procedure and work instructions are developed from them.
- (iii) Will seek to ensure that all the people for whom they are responsible know, understand and comply with the procedures and work instructions.
- (iv) Will promote understanding by all of the people for whom they are responsible of all relevant Health and Safety information including risk assessments through regular team meetings and ad hoc training courses.
- (v) Will seek to ensure that all safety rules are observed, personal protective equipment is worn or used and that all safety devices are fitted and properly maintained and adjusted.
- (vi) Will maintain a system to ensure that they are informed of all accidents that occur in their section and that these are reported promptly to the Health and Safety Co-ordinator on the appropriate form after investigation into the causes has been made.
- (vii) Will ensure that all machinery and equipment for use by the people for whom they are responsible is properly maintained and that all defects found are promptly reported and rectified.
- (viii) Will consult with the people for whom they are responsible on any Health and Safety matters causing them concern and seek the advice of the Health and Safety Co-ordinator when necessary.

- (ix) Will ensure that adequate supervision is available particularly where young or inexperienced workers are concerned.

Supervisory Staff are responsible to the Subject Leaders and Section Managers for the implementation of the above.

### **3.6 Employees**

- (i) Will make themselves familiar with the School Health and Safety Policy and any relevant supporting documents e.g. risk assessments and work instructions and procedures.
- (ii) Will observe all Health and Safety rules at all times and comply with Health and Safety instructions given by their Supervisor or other persons with a responsibility for Health and Safety.
- (iii) Will wear all appropriate personal protective equipment (PPE) and use safety devices where appropriate.
- (iv) Will report all accidents or incidents to the Section Supervisor or the Subject Leaders Section Manager whether or not injury has occurred.
- (v) Shall not wilfully damage or abuse any equipment or property provided in respect of Health and Safety.
- (vi) Shall report to their section Supervisor or Subject Leaders Section Manager any work practices relating to the use of equipment that they consider unsafe or injurious to health.
- (vii) Are encouraged to make suggestions to improve Health and Safety at Work.

### **3.7 Health and Safety Assistance**

The School has appointed competent persons to assist in meeting its legal obligations and ensure the health and safety of its staff and visitors. In particular:

- (i) First Aid. The School maintains suitable numbers of trained first aiders to deal with minor accidents and emergencies in the workplace. These persons have received sufficient training and are qualified in accordance with statutory requirements. Identities of the

first aiders are displayed throughout the School. The First aiders are monitored and co-ordinated by The Principal and Lead Personal Coach.

- (ii) Fire Warden. Emergency evacuation procedures are in place to give warning of imminent danger and allow everyone in the building to move to a place of safety. Fire wardens have been appointed for each area to assist with an evacuation. These persons have received adequate instruction and training to ensure effectiveness. Identities of the fire wardens are displayed throughout the School.
- (iii) Health Surveillance. The School will ensure that health surveillance of individuals is provided where required under statutory provisions or where this would be of benefit to maintaining health, safety and welfare.
- (iv) Union Health and Safety Representatives. These persons are appointed and trained by recognised trade unions in accordance with the Safety Representatives and Safety Committees Regulations 1977. The School will co-operate with the appointed representative in fulfilling their functions. In addition the School will seek to consult with employees on matters that affect their Health and Safety at Work.

#### **4.0 Arrangements**

##### **4.1 Risk Assessments**

The Principal will ensure school Risk Assessments are reviewed on an annual basis or as and when necessary to reflect any significant changes. Heads of Department are responsible for risk assessments within areas of their control and will provide evidence to show they are reviewed. Staff will undertake risk assessments for areas/activities within their control and provide evidence to the Principal.

##### **4.2 Hazards**

When considering hazards as part of a risk assessment the objective is to identify any significant hazards likely to result in harm. There are a wide range of hazards and they will depend upon where and what is taking place. The next section reviews some of these that affect the school staff, students and visitors.

#### **4.2.1 Contractors on Site**

All contractors must provide method statements and risk assessments including details of any chemical substances they may be using prior to commencing work. They must also read contractors' instructions held with RFM and sign that they have done so.

#### **4.2.2 Asbestos**

An annual check is carried out by the Local Authority on all pre 2000 buildings on the school site which contain asbestos. A report is produced and held by the school's Buildings Manager, The survey report is accessible and consulted when works in the vicinity of Asbestos Containing Materials (ACM) are planned, to identify whether the ACMs might be disturbed by this work. Where work is to be carried out which may affect the fabric of the building, a refurbishment/demolition survey will be undertaken to ensure any hidden ACMs are identified.

#### **4.2.3 Display Screen Equipment**

All "heavy" users of display screen equipment complete an annual survey. This provides the school with an overview of each person's working conditions. In addition, staff are advised to report any DSE concerns to their line manager.

#### **4.2.4 Electricity**

All electrical equipment should be inspected and monitored according to manufacturers' recommendations and tested for safety on installation. The school carries out regular inspections of portable electrical equipment and results recorded by Robertsons.

#### **4.2.5 Fire**

Emergency procedures are found in the Staff Guide and fire drills are carried out at least three times a year. Fire equipment is checked monthly with an annual audit. Alarms are automatically tested on the system and the Site Office notified of any faults. The Fire Risk Assessment is reviewed at least every 4 years. Studio West returns an annual conformation letter to evidence that there are no significant changes to the building which would warrant a full review.

#### **4.2.6 First Aid**

The Lead Personal Coach is responsible for First Aid in the school and ensures that we have sufficient qualified First Aiders and Appointed

Persons. In addition, they take responsibility of ensuring that first aid boxes are filled. A separate First Aid Policy and Medicine Administration Policy exist.

#### **4.2.7 Food Hygiene**

The Catering Manager is responsible for ensuring that the canteen kitchen meets Health and Safety standards. They also ensure that catering staff employed are qualified in basic Food Hygiene.

#### **4.2.8 Hazardous Substances**

In particular, Subject Leaders in Science, Design Technology, Art and Vocational trainers together with the Site Manager are responsible for ensuring that COSHH regulations are adhered to and that students and staff are aware of the hazards they face in using certain substances and that appropriate safety precautions are taken.

#### **4.2.9 Legionella**

The school's water systems are tested for Legionella following a service level agreement with Northumbria Water. A legionella risk assessment is carried out with remedial measures identified, prioritised and actioned. During the year there will be weekly, monthly, quarterly, six monthly and annual checks following the contract.

#### **4.2.10 Manual Handling**

All staff should be aware of how to move heavy and awkward objects and Manual Handling training is available for those who require it. Specialist manual handling equipment is available on site and assistance should always be sought before staff try moving something that is too heavy or awkward.

#### **4.2.11 Personal Safety (lone working, violence against staff)**

All staff are given training if working alone in certain situations.

#### **4.2.12 Pregnant Staff**

Pregnant Staff must complete a Risk Assessment in relation to their pregnancy and working environment. In the first instance this should be carried out with their line manager. A copy of the RA should be forwarded to the Business Manager in order to ensure that the school meets what is required.

#### **4.2.13 School Visits/trips**

No school trips should go ahead without permission from the EVC. All forms required for completion are available on the school's Intranet.

[www.studiowestnewcastle.com](http://www.studiowestnewcastle.com)

#### **Security on site**

**4.2.14** The Site is enclosed with high level fencing and gates to all entrances are locked and/or manned during the school day. CCTV cameras and alarm systems cover all buildings.

#### **4.2.15 Site Maintenance Issues**

The Site Manager should be notified immediately of any health and safety concerns regarding the building, windows and doors etc. This can be achieved via email, phone or two way radio however during holiday periods, direct contact with Site Staff is essential.

#### **4.2.16 Smoking**

Studio West is a non-smoking site which also includes the use of e-cigarettes as the safety of this product is not yet established.

#### **Stress**

**4.2.17** Concerns relating to stress should be reported in first instance to line manager or HR Manager.

#### **4.2.18 Visitors**

Visitors to the school site must enter school via the Reception and must sign in. Staff expecting visitors must notify reception in advance giving the visitor's name and time and date expected. The visitor's identification must be checked at the point of signing in if the person is unknown to the person they are visiting. A Member of staff must collect the visitor from reception and return to reception.

### **4.3 Accident Reporting**

Accidents must be reported. The main office holds the Accident Book and hard copies of all the forms. There is an on-line reporting form on the intranet which collects the data needed to complete the Accident Report form. These reports are forwarded by email directly to the Health and Safety Officer, who assesses them and discusses any action required with the Health and Safety Co-ordinator.

### **4.4 Training**

Training needs should be identified through the normal performance management process.

### **4.5 Monitoring**

A full site visit is conducted by the school's safety representative, Site Manager and Health & Safety Co-ordinator three times a year and a report of findings

produced. The school's safety representative disseminates the outcome of these inspections to staff.

Regular reports are made to Governors by the Principal which include the findings of these inspections together with a report of accidents on site.

Heavy Users of Display Screen Equipment are surveyed annually generating a report of findings as well as having individuals' specific concerns addressed. Results of all regular inspections are available upon request, e.g. Portable equipment, door closers, fire equipment.