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# **Plashet School Policy**

## **For Health and Safety**

**Revised and applicable from November 2013**

Written by Stephen Beach in consultation with Newham

A handwritten signature in black ink, which appears to read "Irene Papadopolou". The signature is written in a cursive style with a long horizontal stroke at the end.

**Signed:**

**Chair of Governors**

## LOCATION BASED HEALTH AND SAFETY POLICY STATEMENT

### 1. Responsibilities Under the Health and Safety at Work etc Act 1974 (HSW)

- The general duties of employers are set down in Sections 2 and 3 of the HSW as having control of the premises and those of employees in Sections 7 and 8. The obligations for all parties involved are further elaborated in the Council's Statement of Policy on Health and Safety as work.
- This is the departmental based health and safety policy statement for **PLASHET SCHOOL**, which shows all the arrangements necessary to implement the Council's Health and Safety Policy.
- The person responsible for ensuring that the Council's Health and Safety Procedures/Policies are carried out in the building is the Bursar. A copy of this policy statement will be issued to every employee working at this location.

### 2. Responsibilities of Person in Charge of the Premises

To carry out the Council's instructions and to follow advice, which ensures that the Council's safety obligations are fulfilled.

The person in charge of the premises (or nominated officer) will:

- Make arrangements to receive, disseminate to all employees in the establishment and implement as appropriate the Council's Health and Safety Policy, Department Policy and Procedural Memoranda, Bulletins and other safety instructions issued by the Authority.
- Make arrangements for the resolution of health and safety issues at departmental level, wherever possible, and the referral of those requiring greater authority and/or expert advice;
- be available to Line Managers to resolve health and safety problems and to other employees where such problems cannot be resolved at a lower level as indicated in this policy.
- Be readily available to accredited Safety Representatives to co-operate with them in carrying out their functions, and to receive and action, as appropriate, written reports from Safety Representatives following their inspection of the workplace;
- Ensure that accredited Safety Representatives are consulted on all health and safety matters affecting employees they represent;
- Receive and action, where appropriate, reports from the Central Health and Safety Section;

- Make arrangements to identify the training needs of line managers to ensure the implementation of this policy;
- Make arrangements to ensure that all employees are familiarised with this policy statement and identify training needs to achieve this;
- Ensure that the Premises' Record Book is correctly filled out, kept up to date and easily available for inspection;
- Ensure that this policy is regularly reviewed and updated, in consultation with the Central Health and Safety Section, as required.

### **3. Responsibilities of Line Managers**

- Responsibility on a day to day basis for Health and Safety is delegated to Line Managers as indicated in the Council's Statement of Policy on Health and Safety at Work. Their duties are listed below as follows:
- to familiarise themselves with the Health and Safety Policy information and advice provided by the Council, including Departmental Policy and Procedural Memoranda and Bulletins and to ensure that staff are kept informed, as necessary, in accordance with the arrangements made;
- to liaise with staff, who refer to them directly at site level, on Health and Safety matters and to identify and take action on hazards; or report to the Person in Charge of the Premises in accordance with the arrangements made;
- to ensure that all accidents within the area of their responsibility are reported and recorded in accordance with the Council's procedures;
- to monitor sites and places of work to ensure that safe practices and methods of work are being followed, and report in accordance with the arrangements made to achieve this;
- to identify the need for protective clothing and equipment and ensure that such clothing and equipment is properly used, stored, maintained and renewed as required;
- to take reasonable steps to ensure that training needs to implement this policy are identified and reported in accordance with the arrangements made;
- to ensure that new employees receive the information necessary for working safely;
- to familiarise themselves with the location Premises Record Book.

#### **4. Responsibilities of all Employees**

- to co-operate with the Person in Charge of the Premises and Line Managers in implementing this policy; to report any hazards in equipment or the fabric of the building to Premises Manager;
- to co-operate with Safety Representatives when carrying out their functions;
- to familiarise themselves with the arrangements for fire drills and the safe evacuation of the premises in case of fire or other emergencies.

#### **5. Communication**

- The Person in Charge of the Premises (or nominated person) will ensure that all staff are made aware of the normal communication channels within the premises and the Authority for Health and Safety matters. These will be used for notifying potential safety hazards, and for referring matters to a level at which they can be resolved. (See Appendix 1).
- The Person in charge of the Premises (or nominated person) will ensure that the existence of all Health and Safety advice is:
  - made known throughout the premises;
  - notified, in particular, to employees with supervisory responsibilities, and also accredited Safety Representatives;
  - posted on notice boards, wherever appropriate;
  - circulated to staff as necessary;
  - filed so as to be readily available to all employees.

#### **6. Accidents and Incidents and Assaults**

All accidents, dangerous occurrences (including near misses) and certain serious diseases and assaults must be reported. The procedure is given in detail in the Council's Health and Safety Policy.

- Incident and Accident Report Forms are kept in the Nurse's Office and will be completed by the appropriate employee with supervisory responsibility who is the School Nurse.
- Assault Report Forms are kept in Nurse's Office and will be completed by the appropriate employee with supervisory responsibilities This is the school Nurse.

**It should be noted that accredited Safety Representatives have a right to inspect accident records**

#### **7. Accredited Safety Representatives**

Under the regulations on Safety Representatives which became operative on 1st October 1978 recognised trade unions can appoint Safety Representatives. They are entitled to:

- investigate potential hazards and examine causes of accidents;

- investigate employee complaints;
- make representation to the employer on matters arising out of 8(a) and 8(b).
- make representations to the employer on general matters affecting the health, safety and welfare at work of employees;
- carry out inspections of the workplace;
- represent employees in consultation with the employer and with inspectors of the Health and Safety Executive (HSE)

The name(s) of the accredited Safety Representatives in these premises are:

Name	Union	Contact Room number/Phone number

Full details of the school's Health and Safety policies and procedures are available in staffrooms, the Site Supervisors' Room, from Union Representatives and the Bursar.

## 8. Electrical Equipment Safety Training

Interim position

To comply with the current law on Safety with Portable Electrical Appliances the school has a testing procedure. All appliances in the school are checked by the Borough for correct plugs and fuses, and given a visual check. A programme of full testing for required equipment was conducted in April 08.

Points to note:

- All electrical equipment must be tested and it is the responsibility of the Head of Department or other supervisors to ensure that notification has been given to the Co-ordinator of all electrical appliances so that they may be tested.
- Once tested any equipment which has failed must be removed from use until it has been repaired or replaced.

## 9. School Asbestos Policy

- The school has in place an asbestos policy where any asbestos that remains in the school is regularly checked to ensure that it does not represent a hazard to pupils or staff and a record kept.
- If any member of staff has any asbestos concerns please contact the Premises Manager who has a register of all known asbestos in the buildings.