

All Hampstead Hill School Policies are always to be read and considered in conjunction with Equal Opportunities, Race Equality and Inclusion Policies. This Policy of Hampstead Hill School applies to all sections of the school including the Early Years Foundation Stage.

Hampstead Hill School

Health and Safety Policy:

Safety Management



Introduction

The law requires that a written description is prepared detailing the arrangements for a structured scheme of safety management within the establishment, designed to achieve a progressive improvement in standards and performance. The aim of this is to create an effective 'safety culture' in which the commitment to health and safety is adopted at all levels and where all share a common goal of constantly improving the management of risk.

The four key areas are:

- (a) Planning
- (b) Organisation
- (c) Control
- (d) Monitoring and review

(a) Planning

On at least an annual basis, it is necessary that management teams identify and prioritise all their safety needs and objectives so that the necessary funding can be included in the budget plan and any necessary systems or procedures may be installed.

To ensure success, it is essential that the relevant members of staff be kept well informed and receive appropriate training with regard to the identified standards and performance objectives, and be given every encouragement to adopt them.

(b) Organisation

The effective management of health and safety requires the clear assignment of appropriate tasks and levels of responsibility to those designated to manage aspects of health and safety within the establishment.

The general arrangements for this are contained in Part D of this policy. In many instances it will be necessary to prepare a complementary safety policy for the establishment. This will allow individual responsibilities at a local level to be described in more detail.

(c) Control

Some method of control needs to be identified to ensure that the decisions taken for the promotion of health and safety are implemented, as planned. Documented safe working procedures are often one of the easiest methods to ensure that correct systems are communicated to staff. Similarly, management exhibiting high personal regard for safety and making an effort to highlight instances of bad practice as part of their daily routine will allow a safety culture to be developed.

(d) Monitoring and Review

A structured scheme for monitoring and reviewing progress within the establishment is required. A thorough audit of safety standards and practices should be carried out on at least an annual basis. Routine monitoring of more straightforward matters may be conducted daily, weekly or quarterly (or each term in schools), as appropriate, so that prompt action can be taken where necessary. The results of all monitoring and review exercises are then brought into the planning and prioritisation of current safety objectives.

Risk Assessments

A further key requirement which underpins all modern safety legislation is the duty to assess risks to health or safety in all work activities. A written assessment of risk, identifying the necessary precautions, is required for all activities that carry a significant risk to health and safety.

Further, detailed information on risk assessments is given in the section covering risk assessment.

Health Surveillance

Employees must be provided with health surveillance as is appropriate having regard to the risks to their health and safety which are identified in the risk assessment. Under normal circumstances health surveillance is only required when employees routinely work with equipment and substances where there is an identifiable associated health risk. Examples of this would be a joiner who is routinely exposed to wood dust or a grounds person who routinely uses vibrating equipment, such as a hedge cutter. The Occupational Health Unit is able to provide health surveillance, if required.

Procedures for Serious and Imminent Danger and for Danger Areas

General

An appropriate fire procedure should be made known to all staff, and to any other persons at work on the premises. Moreover, staff should be made aware of those competent persons nominated to implement the evacuation. Separate advice covering this subject is contained in section 2 of the Fire Log Book.

Similar procedures should be established for any other severe hazards, and staff informed of the nature of the hazards and the steps taken to protect staff from them. For example, emergency procedures covering compressed gas cylinders and/or the accidental release of toxic gases or vapours must be established. The document entitled 'School Emergency Incident Procedure' should be referred to in these circumstances. This document is to be reviewed this year.

No staff should be allowed entry to an area to which it is necessary to restrict access for safety reasons, unless adequate health and safety instruction has been given.

Arrangements are required to provide all staff (including temporary workers), with 'comprehensible and relevant information' on emergency procedures and persons nominated to implement emergency procedures.

Detailed arrangements will be required to disseminate this kind of written information to all staff. Each establishment's individual safety policy will provide a convenient means of setting out how this can be achieved.

It may be necessary to provide caretaking and cleaning staff with health and safety information in relation to specialist areas in which they may work, such as workshops and laboratories.

Industrial Action

When industrial action is proposed by employees whose absence from work would seriously affect the safety, health or welfare of those using the Education Authority's premises, the Principal should seek advice from the Authority immediately. Such situations may include:

- contractors leaving unfinished work on site which presents a safety hazard;
- the withdrawal of services resulting in a reduction in the desired standards of health, safety or welfare, such as cleaning, heating and catering standards;
- the withdrawal of services resulting in a reduction in the supervision of pupils and students.

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Signed:

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