



# THE HESSE FEDERATION OF SCHOOLS



## HEALTH AND SAFETY POLICY

**Effective Date:** December 2009

**Date of minuted approval by the governing body:** 9 December 2009

**Review Date:** December 2010

### SECTION A – General statement of policy

Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, and to provide such information, training and supervision as they need for this purpose. We recognise that staff have a duty of care towards the children in the school and we also accept our responsibility for the health and safety of other people who may be affected by our activities.

The allocation of duties for safety matters and the particular arrangements which we will make to implement the policy are set out below.

The policy will be kept up to date, particularly as the organisation changes in nature and size. To ensure this, the policy and the way in which it has operated will be reviewed annually in September.

This policy must be read in conjunction with the Council main policy statement and that of the employing department.

### Responsibilities

1. Overall and final responsibility for health and safety in the Department is that of:  
The Director of Children, Family and Adult Services.
2. Mrs Sarah Young, Executive Headteacher, is responsible for this policy being carried out at premises of Hessle High School, Heads Lane and Boothferry Road, Hessle, Penshurst Primary School, Winthorpe Road, Hessle and overall Risk Assessment.  
Mr Benson is the appointed Federation Health and Safety Officer.
3. The following supervisors are responsible for Risk Assessment, for Safety and Maintenance Log Books in particular areas:

<b>Supervisor</b>	<b>Area</b>	<b>Any special responsibility</b>
Head of Physical Education	Physical Education	-
Head of Science	Science	-
Head of Art, Design & Tech	Art/Technology	-
Caretaker, Heads Lane	Caretakers' equipment	-
Caretaker, Boothferry Road	Caretakers' equipment	-
Caretaker, Penshurst	Caretakers' equipment	-
Network Manager	All curriculum based computers and peripherals	-

Admin Manager	All administration computers and peripherals	-
Premises Manager	All other areas of the school sites	-

4. All employees have the responsibility to co-operate with supervisors and managers to achieve a healthy and safe workplace and to take reasonable care of themselves and others.
5. Whenever employees, supervisors or managers notice a health and safety problem which they are not able to put right, they must straight away tell the appropriate person named above. They may also tell a safety representative if there is one. Consultation between management and employees is provided by direct contact.
6. Other people responsible for:
  - Safety training – Lou Hassen, HR Manager
  - Carrying out safety inspections – East Riding of Yorkshire Council
  - Investigating accidents – East Riding of Yorkshire Council
  - Monitoring maintenance of plant and equipment: See “Responsibilities” Item 3

## **SECTION B – General Arrangements**

### **1. Accidents – First Aid                      First aid boxes**

#### **Boothferry Road**

<b>Sited</b>	<b>Person Responsible</b>
Office	Mrs R Burns
Science Prep room	Mrs S Bone
P.E. Changing rooms	Mr S Wilson
Technology area	Mrs S Savoury
Caretakers’ office	Mr J Marsden/Mr I Cooper

#### **Heads Lane**

<b>Sited</b>	<b>Person Responsible</b>
Premises office	Mr S Benson
A Level Physics	Mr S McIntosh
Biology prep room	Mr P Omerod
Chemistry prep room	Mrs K Maslin
Technology (East)	Mrs V Vickers
Technology (West)	Mrs S Savoury
Gymnasium	Mr S Wilson
Cleaners store e/wing	Mrs K Jenkinson
Sixth Form office	Mrs S Sutherland
All minibuses	Mr L King

## **Penshurst**

<b>Sited</b>	<b>Person Responsible</b>
Office	Mrs P Ash
Nursery	Mrs J Bucknall
Reception Class	Mrs L Dexter
Dining Room	Mrs E Townsend

### **Trained/qualified first-aiders:**

Emergency services: All telephone extensions on site can be used to contact the Emergency Services via 999. In normal hours the decision to contact the Emergency Services will usually be made by the senior employee on the site.

If an accident occurs then a member of staff who 1<sup>st</sup> encounters the injured student will contact reception immediately so the identified 1<sup>st</sup> aider can be brought to the scene. In any doubt emergency services **MUST** be called.

<b>Hessle High School</b>	<b>Penshurst Primary School</b>
Mrs J Benson	Mrs M Adams
Mr S Benson	Mrs J Bucknall
Mrs M Edwards	L Dexter
Mrs S Harding	Mrs M Garbutt
Mr K Mullins	Mrs S Lewis
	Mrs M Speight
	Mrs E Townsend

Accident record books – These are kept in the school offices on the three sites by:  
Boothferry Road – Mrs R Burns      Heads Lane – Mrs S Greenley and Mrs A Fantini  
Penshurst – Mrs P Ash

## **2. General Fire Safety**

A fire drill is held on all sites at the beginning of every term, so that all staff and students are aware of escape routes and assembly points. Fire extinguishers are maintained by Humberside Fire Brigade. There are alarm systems on both sites.

Responsible Person for Fire Drills	-	Mr S Benson
Responsible Person for Equipment	-	Mr S Benson

The Schools have established Evacuation and Bomb Threat Plans. See Appendix (a) and (b).

Fire Brigade: Humberside Enquiries: Tel 565333

## **3. Advice and Consultancy**

HSE Inspector's Office      Tel 0113 283 4200

Authority Safety Services Unit      391117

Doctor Nil      Nurse Nil

## **4. Special Training      As required**

## **5. Contractors and visitors**

All visitors are required to report to the School Office, where they will be given a visitor's badge and be given details of emergency and safeguarding procedures.

## **SECTION C – Hazards**

COSHH Hazard sheets and manufacturers guidance kept in user departments. Other Guidance is kept in School Offices.

County Health and Safety documents are kept:

Boothferry Road – Deputy Head's room. Heads Lane – in Executive Headteacher's office.

Penshurst – Deputy Head's Room

Personal Protective Clothing is provided for caretakers on the basis of need.

Display Screen Equipment – All Office staff are regarded as "users" of DSE's and are entitled to triennial eyesight tests at the school's expense. The provisions of HQ Circular WHS.-EC 5/93 Appendix A and Appendix B are carried out.

Manual Handling – All employees should avoid the need to undertake any manual handling operation which involves a risk of injury. Where this is not possible, an assessment of the risk of the operation must be undertaken using the "Council Education Department Draft Model Assessment for the Manual Handling of Static Loads, Persons or Animals" available from the Premises Manager, and the Assessment returned to the Premises Manager **before** the operation is undertaken.

### **1. Housekeeping and Premises**

Cleanliness: All areas are cleaned on a daily basis when in use.

Waste disposal: by private contractor.

Safe stacking and storage: Authority Guidelines are followed.

Marking and keeping clear of gangways, exits. All exits are kept clear and fire exits unlocked, when the school is in session.

Special equipment like ladders: Checked by caretakers.

Special access to particular places of hazard: Access is by permission from the Executive Headteacher or one of her Deputies.

### **2. Electrical Equipment**

Routine for inspecting plugs and cables for loose connections and faults: all items are checked visually by a member of staff each time they are used. There is an annual inspection by a qualified contractor.

Residual Current devices are checked weekly by the Safety Supervisors nominated in “Responsibilities” Item 3 – See Appendix (c) for form.

Rules for use of extension leads and portable equipment: the Authority Health and Safety at Work guidelines are to be followed.

Arrangements with electrical contractor for periodic thorough checks of the installation and equipment – Class 1 items are inspected on an annual basis by an electrical contractor (currently the Electrical Maintenance Unit)  
– Class 2 and other items are inspected on a triennial basis by an electrical contractor (currently the Electrical Maintenance Unit)

### **3. Machinery**

Lathes, Saws and Drill: Responsibility as in “Responsibilities” Item 3  
Other Equipment checked by User Department on a weekly basis.

### **4. Dangerous substances**

Responsibility as in “Responsibilities” Item 3

### **5. Fluids under pressure**

Responsibility as in “Responsibilities” Item 3.

### **6. OTHER IMPORTANT HAZARDS**

Heads of Department are responsible for ensuring use and care of protective equipment in their areas. Heads of Department are responsible for monitoring noise levels in their areas.

#### **Maintenance**

Gas and Electric appliances are maintained by the appropriate British Gas and Yorkshire Electricity contractors.

## **SECTION D – Further Help**

Our first point for information is:

Safety, Services Unit  
Human Resources Department  
County Hall  
Beverley  
HU17 9BA

01482 391117

## **SECTION E – Health and Safety at Work Regulations**

The following Regulations are applicable:

Management of Health and Safety at Work Regulations 1992

Provision of Use of Work Equipment Regulations 1992

Manual Handling Operations Regulations 1992

Workplace (Health, Safety and Welfare) Regulations 1992

Personal Protective Equipment at Work (PPE) Regulations 1992

Health and Safety (Display Screen Equipment) Regulations 1992

Electricity at Work Regulations 1989

Health and Safety First Aid Regulations 1981

## **BOMB THREAT PROCEDURE**

If a member of the Office staff accepts a telephone call in which the caller makes the threat that a bomb has been left on the premises, this procedure should be followed:

1. Note the time
2. Ask the caller "What is the password?"
3. Ask the caller "Where is the bomb?"
4. Ask the caller "What time is it set for?"
5. Note details of caller: male/female; young/old; accent; voice known to operator.
6. Continue call until caller hangs up
7. Immediately inform the Headteacher of the situation

**Based upon the information supplied by the person who received the call, the Headteacher will decide to:**

1. Treat it as a malicious hoax and take no further action
2. Institute a low level inspection of the site by senior members of staff with further action depending upon the result.
3. Order an evacuation of the buildings and inform the police.

The incident should be logged with a note of the action taken.

## **EMERGENCY EVACUATION**

**If it is necessary to evacuate the school buildings on either site while the school is in session, this procedure will be followed:**

**The signal will be the fire alarm – a continuous pulsing sound.**

1. Overall responsibility will be taken by the Headteacher, or in her absence, the most senior member of her staff, who will establish the cause of the alarm and decide whether the Emergency Services are to be called.
2. Teachers will be responsible for the orderly evacuation of students/pupils, via the nearest exit, and for supervising their progress to the Assembly Point.
3. At Hessle High School the attendance officer will be responsible for taking class registers to the Assembly Point. At Peshurst Primary School the Admin team will take out copies of the class registers.
4. The attendance office will issue the registers to staff who will take responsibility for checking the students in a particular tutor group. At Peshurst the session teacher will take the register
5. All teachers will initially report to the attendance officer/admin team.
6. Staff will return registers, after checking, to the attendance officer/admin team who report students present and students missing to the Headteacher.
7. Other employees will evacuate the building by the nearest exit and make their presence known to the Headteacher.

**If it is necessary to evacuate the school buildings on either site when the school is not in session, this procedure will be followed:**

**The signal will be the fire alarm – a continuous pulsing sound.**

1. Overall responsibility will be taken by the Headteacher, or in her absence, the most senior person present, who will establish the cause of the alarm and decide whether the Emergency Services are to be called.
2. If students are on the site, teachers and any other person responsible for their supervision will ensure that they proceed in an orderly fashion to the Assembly Point. A member of the school staff will be delegated to check that no students are remaining in the building.
3. All other persons in the building will leave it by the nearest exit and make their presence known to the Headteacher.