



SOUTH WILTS GRAMMAR SCHOOL FOR GIRLS (ACADEMY)

SCHOOL AIMS

South Wilts is a progressive grammar school for girls which aims to maintain high academic standards and cultural achievement within a caring environment. We seek to encourage responsibility and personal fulfilment so that students attain their maximum potential. The School is dynamic and works with the community to prepare its students for life-long learning and adult independence.

HEALTH & SAFETY POLICY

South Wilts Grammar School is committed to providing a safe and healthy working and learning environment for staff, students and visitors.

We accept responsibility to take all reasonably practicable steps to secure the health of students, staff and others using the school premises or participating in school-sponsored activities.

We believe that the prevention of incidents, accidents, injury or loss is essential to the efficient operation of the school and is part of the good education of our students.

We will take all reasonable steps to identify hazards and reduce the risks from them to a minimum. All staff and students must appreciate, however, that their own safety and that of others also depends on their individual conduct and vigilance while on the school premises or while taking part in school-sponsored activities.

Aims

- To promote a safe and healthy environment for all staff, students and visitors to the site
- To monitor the safe working environment for all
- For all to take responsibility for monitoring their practices and the environment
- To encourage all to adopt safe working practices
- To ensure that health and safety is an integral part of planning and decision making across all areas of the school
- To deal with health and safety issues quickly and effectively
- To eliminate unlawful practices and ensure the regular monitoring of hazardous substances

Leadership and Management

The Governing Body will

- make itself familiar with the LA's Health, Safety and Welfare Policy, the Local Management of Schools Scheme and the advice and guidance provided by the LA
- take account of that policy and scheme within budget and other policy considerations
- ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school
- periodically assess the effectiveness of this policy and ensure that any necessary revisions are made
- establish an effective health and safety management structure within the school and monitor and evaluate the Headteacher's performance on health and safety matters
- bring to the attention of the Chief Education Officer any health and safety concern outside their control or any that they are unable to meet
- so far as is reasonably practicable the Governing Body, through the Headteacher, will make arrangements for all staff, including voluntary staff and helpers and those on fixed-term contracts, to receive comprehensive information on:

- (i) this policy
- (ii) all other relevant health and safety matters
- (iii) the instruction and training that is available to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk

The Headteacher will

As well as the duties which all members of staff have, the Headteacher has the following general and specific responsibilities:

- take all necessary and appropriate action to ensure that proper health and safety standards are maintained at all times.
- manage the school's staff, site and activities so that the health, safety and welfare of all those involved is secured
- bring any health and safety concern outside of own control or responsibility that it is unable to meet to the attention of the Governing Body

and specifically

- assess and record all significant risks to staff, students, visitors, contractors and hirers to ensure that they're controlled as far as is reasonably practicable
- develop and distribute school-specific policies on local health and safety issues
- monitor and secure compliance with the school's policy and control measures identified through risk assessments
- ensure staff are properly trained, instructed and supervised for any relevant health and safety role and that all staff engage properly with school health and safety procedures
- inspect the school site and property for any unsafe condition and to make safe in a timescale commensurate to the level of danger
- arrange routine maintenance and servicing of equipment
- consider health and safety in the selection of contractors and the planning of contracted work, and to provide general supervision to contractors whilst on school site
- investigate all accidents, near misses and episodes of work-related ill-health
- monitor and evaluate the health and safety performance of staff
- have and practise emergency and contingency plans
- provide the means for consultation with staff on health and safety matters

The Headteacher will ensure that an emergency plan is prepared to cover all foreseeable major incidents which could put the occupants or users of the school at risk. This plan will indicate the action to be taken in the event of a major incident so that everything possible is done to:

- (i) save life
- (ii) prevent injury
- (iii) minimise loss

The plan will be agreed by the Governing Body and be regularly rehearsed by staff and students. The result of such rehearsals will form part of the regular risk assessment survey and the outcome will be reported to the Governing Body

Staff with specific responsibilities

The Assistant Head, Health and Safety has responsibility for

- establishing and effective safety culture
- developing Health and Safety Procedures
- monitoring the effectiveness of the Health and Safety Policy and reviewing the policy, making sure it remains up to date
- ensuring all supervisors complete risk assessments and these are updated when new practices and/or equipment is used
- arranging appropriate H&S training

- ensuring adequate numbers of first-aiders are trained and available
- formally requesting feedback from all teaching staff by arranging a regular slot in staff meetings relating to Health and Safety where staff are asked to identify areas of concern. These will be collated by Assistant Head, prioritised in collaboration with site maintenance personnel and acted upon in order of priority
- managing the completion of risk assessment forms for trips and visits
- arranging regular meetings with Business Manager and Site Manager to review procedures

The Business Manager has responsibility for

- overseeing the day to day procedures concerning health and safety
- collating the Incident Report and Investigation Forms and ensure that incidents that result in a specific notifiable injury are reported to the Health and Safety Executive
- ensuring that all regular audits, machine health and safety checks and risk assessments are all completed that are not the responsibility of individual departments e.g. Site Maintenance and School Kitchen
- making available the most up to date asbestos register to the site manager and all external contractors

All supervisory staff will ensure that

In addition to the general duties which all members of staff have, supervisory staff will be directly responsible to the Headteacher, or the member of staff nominated by the Headteacher, to have overall day-to-day responsibility for the implementation and operation of the school's health and safety policy within their relevant departments and areas of responsibility. As part of their day-to-day responsibilities they will ensure that:

- safe methods of working exist and are implemented throughout their area of responsibility
- health and safety regulations, rules, procedures and codes of practice are being applied effectively
- staff, students and others under their jurisdiction are instructed in safe working practices
- new employees working within their area are given instruction in safe working practices
- risk assessments are conducted in their area of responsibility as required by the Headteacher or as necessary
- support staff in their departments in the completion of risk assessments for trips and visits
- regular safety inspections are made of their area of responsibility as required by the Headteacher or as necessary
- positive, corrective action is taken where necessary to ensure the health and safety of all staff, students and others
- all plant, machinery and equipment in the department in which they work is adequately guarded, in safe working order and restricted to authorised persons only
- appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the department in which they work
- hazardous and highly flammable substances in the department in which they work are correctly stored and labelled, and exposure is minimised
- they monitor the standard of health and safety throughout the department in which they work and encourage staff, students and others to achieve the highest possible standards of health and safety
- all health and safety information is communicated to the relevant persons
- they report any health and safety concerns to the Headteacher

All staff have a responsibility to:

- be vigilant at all times with relation to H&S matters to ensure the safeguarding of all staff, students and visitors
- report any accident, near miss, incidents of violence, including verbal abuse or any hazard on the Incident Report and Investigation Form

- report critical incidents of health to reception where the seriousness of the incident can be assessed by trained first aiders
- report urgent issues of safety to the Assistant Head, Health and Safety
- Challenge unfamiliar adults who have not got a clear visitor's badge or inform a member of SLT
- familiarise themselves with the health and safety aspects of their work
- take reasonable care of their own health and safety including manual handling of equipment and that of any other persons who may be affected by their acts or omissions at work
- follow agreed working practices and safety procedures as indicated in staff handbook and associated policies and practices and in specific departmental risk assessments
- complete the required health and safety risk assessment forms when taking students off site for trips and visits
- complete an evaluation form on return to evaluate near misses
- ensure health and safety equipment is not misused or interfered with

Visitors

- We will ensure that all visitors will be made aware of the main issues concerning Health and Safety on our site.

Policy and Practice

Planning and development

- The criteria set out in this policy have been guided by the document: Health and Safety: Responsibilities and Powers and the related document: School Standards and Framework Act 1998
- Whenever required, the Governing Body, Headteacher and other staff are to seek advice from the LA, the Council's corporate occupational health and safety service or other competent persons to ensure that the most current and relevant information is used in carrying out this policy
- Regular updates are received from Wiltshire Council and these will be incorporated into the policy when appropriate
- In the light of this, priorities are set, school policies and strategies are amended as necessary, and appropriate targets for action are identified and incorporated into the school development planning process

Dissemination

- Procedural issues are contained in the school handbook covering the main areas of illness, fire and reporting
- The Health and Safety Policy is available to all staff on the school network
- All staff are reminded in the Staff Handbook that they should familiarise themselves with the policy
- This policy should be issued to all governors
- Available on request to all parents, visitors and members of the wider community

Monitoring of the policy

- The Governing Body, through the Headteacher, will have full and proper consultation with employees on health and safety matters and the nominated representatives of each accredited trade union or staff association will be offered a role in these consultations
- Relevant data and issues emerging from monitoring this policy are communicated as appropriate at staff meetings and governors meetings
- An overall review of the impact and effectiveness of this Health and Safety Policy will be carried out every 3 years

Hirers, Contractors and Others

- The Headteacher will seek to ensure that hirers, contractors and others who use the school premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times
- When the premises are used for purposes not under the direction of the Headteacher, then the principal persons in charge of the activities for which the premises are in use will be expected to maintain the safe practices as indicated above in the Duties of the Headteacher
- When the school premises or facilities are being used out of normal school hours for a school-sponsored activity, then for the purposes of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and will comply with the requirements of this section
- When the premises are hired to persons not employed by the school, it will be a condition of all hirers, contractors and others using school premises or facilities that they are familiar with this policy, that they comply with all safety directives of the Governing Body and that they will not, without the prior consent of the Governing Body:
 - (i) introduce equipment for use on the school premises;
 - (ii) alter fixed installations;
 - (iii) remove fire and safety notices or equipment;
 - (iv) take any action that may create hazards for persons using the premises or the staff or students of the school.
- All contractors who work on the school premises are required to ensure safe working practices by their own employees under the provision of the Health and Safety at Work Act 1974 and must pay due regard to the safety of all persons using the premises
- In all instances where the contractor creates hazardous conditions and refuses to eliminate them or take action to make them safe, the Headteacher will take such actions as are necessary to prevent persons in his or her care from risk or injury. This may include requiring the contractor to stop work or leave the site
- The school will draw the attention of all users of the school premises to Section 8 of the Health and Safety at Work Act 1974, which states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare

This policy should be read in conjunction with other **specific policies** including:

- Fire Safety Policy
- Minibus Policy
- Medication for students
- Non-prescription drugs
- Asthma Policy
- Nutritional Standards Policy new
- Alcohol and Drugs Policy
- Lettings Policy
- Disability Equality Scheme Policy incorporating the Accessibility Plan
- Security Procedures
- Staff Health and Safety Handbook

The Governing Body and the Headteacher will ensure that written procedures, preceded by risk assessments, are produced and maintained to provide detailed and current information about specific health and safety arrangements in place to deal with particular risks and situation.

These procedures will give instructions as to how staff should carry out duties or activities and will clearly state who is responsible for doing what and in what circumstances (normal and abnormal). All staff will be informed about these procedures.

The written **procedures** required within the school are as follows:

- SWGS Disaster plan
- Maintenance of dangerous plant, equipment and electrical systems DT, Science, PE
- Lone working
- Use of electrical equipment (school and personal) Senior Science Technician
- Personal food preparation facilities
- Use of dangerous tools, equipment, machinery Head of Technology
- Use of or exposure to any hazardous substances or materials Science Risk Assessment

Incident Report and Investigation Form:

SOUTH WILKS GRAMMAR SCHOOL FOR GIRLS

INCIDENT REPORT AND INVESTIGATION FORM

IMPORTANT PLEASE READ NOTES OVERLEAF

INCIDENT NUMBER (for office use only)

ALL RELEVANT SECTIONS OF THIS FORM MUST BE COMPLETED

1. THIS INCIDENT RESULTED IN: Physical injury (go to Question 2)
 Non-physical injury or distress (go to Question 2)
 No harm – near miss (go to Question 2)

2. THE PERSON HARMED IS:

FORENAME:	SURNAME:		
STATUS	<input checked="" type="checkbox"/> MAF	AGE (16 or >65)	JOB TITLE
SMGS EMPLOYEE			
PUPIL			
CLIENT			
MEMBER OF PUBLIC			
CONTRACTOR/AGENCY			

3. DATE OF INCIDENT:
 DATE REPORTED TO HEALTH AND SAFETY EXECUTIVE IF NECESSARY (see notes 4 & 5 overleaf):
 TYPE OF INCIDENT (see note 6 overleaf):
 TYPE OF INJURY (see note 7 overleaf):
 PART OF BODY INJURED (see note 8 overleaf):

4. SPECIFIC LOCATION WHERE INCIDENT OCCURRED:
 ESTABLISHMENT AND DEPARTMENT:
 FIRST AID TREATMENT GIVEN? YES / NO

5. FOR SMGS EMPLOYEES ONLY:
 NUMBER OF DAYS INCAPACITATED FROM WORK (see note 9):

6. Please give a full description of the incident and the events leading up to it.

What different factors contributed to this incident?

Which code numbers from note 9 are most appropriate?

What has already been done to prevent a similar occurrence?

What further action would you recommend which may be considered and implemented in the longer term?

Has a relevant risk assessment been undertaken and/or reviewed? YES / NO

SIGNATURE (Supervisor): Date: / /
 NAME: TEL. NO.:

P.T.O.

7. To be completed by Line Manager/Officer-in-Charge/Headteacher

Comments, including any preventive measures to be introduced, any support provided or reasons for no action.

SIGNATURE: Date: / /
 NAME: TEL. NO.:

8. To be completed by Manager of area where incident occurred if different from above

Comments, including any preventive measures to be introduced, or reasons for no action.

SIGNATURE: Date: / /
 NAME: TEL. NO.:

PLEASE SEND TO RISKS, WHO WILL ARRANGE FOR SIGNATURE ETC. BY APPROPRIATE GOVERNING BODY.

Comments, including further action recommended, if any.

SIGNATURE: Date: / /
 NAME: TEL. NO.:

NOTES

1. This form may be produced as evidence in any ensuing civil action and the information given therein must be clear, correct and able to be substantiated.

2. Prompt completion of this form is essential. If there is any difficulty in doing so, completing this form takes control of the situation.

3. Please use separate sheets of paper for additional information or diagrams, to aid description.

4. If any of the major injuries listed below have been sustained, the Health & Safety Executive must be informed immediately on 01 256 464000 followed up within 10 days with Form F2500 by Priority House, Priority Road, Broomfield, Herts. SG24 9BB.

• The death of any person as a result of an accident
 • Any injury arising out of or in connection with work that results in a hospitalisation being taken directly to hospital.
 • Any fracture other than to fingers, thumbs or toes (fingers include a nail, cuticle, vein).
 • Any amputation.
 • Dislocation of the shoulder, hip, knee or ankle.
 • Loss of sight, temporary or permanent.
 • Exposure to noise which is likely to cause permanent hearing impairment or admission to hospital for more than 24 hours.

• Any other injury – leading to heat induced illness or to unconsciousness, or requiring resuscitation.
 • Requiring admission to hospital for more than 24 hours.
 • Unconscious or lost consciousness or any penetrating injury to the eye.
 • Loss of consciousness caused by Asphyxiation or by exposure to a chemical substance.
 • Acute illness or unconsciousness caused by absorption of any substance by inhalation, ingestion or through the skin.
 • Acute illness (over exposure to a biological agent or related statistics).

5. If injury leads to incapacity or absence from work of more than 3 days including non-working days, the Health & Safety Executive must be informed within 10 days using Form F2500.

6. **Type of Incident**

01 slip	21 cuts and abrasions
02 trip or fall on same level	22 broken and swelling
03 fall from one level to another	23 strains and sprains
04 heading, lifting or carrying	24 burns and scalds
05 struck by moving, falling or static object	25 fractures
06 struck against something fixed or stationary	26 asphyxiation
07 contact with or exposure to harmful substance	27 concussion
08 involvement	28 slash injury
09 contact with electricity	29 electric shock
10 contact with hot surface/substance	30 foreign body
11 trapped	31 amputation
12 asphyxia or smothering	32 occupational oxygen deficiency
13 struck by animal	33 poisoning
14 injured by other person (intentional)	34 eye/face
15 injured by other person (unintentional)	35 permanent hearing
16 abuse (intentional)	36 miscellaneous
17 abuse (unintentional)	37 non-specific
18 contact with sharp edge	38 non-physical distress
19 sport (supervised)	39 death
20 sport (unsupervised)	40 no injury
21 near miss	
22 other	

7. **Injury Type**

01 head and neck
02 arms
03 shoulder
04 wrist
05 hand and fingers
06 back
07 abdomen
08 torso and chest
09 legs
10 ankles
11 feet and feet
12 multiple
13 non-specific
14 other
15 eroded or well-being

8. **Part of Body Injured**

01 head and neck
02 arms
03 shoulder
04 wrist
05 hand and fingers
06 back
07 abdomen
08 torso and chest
09 legs
10 ankles
11 feet and feet
12 multiple
13 non-specific
14 other
15 eroded or well-being

9. **Causative Causes of Incident**

71 defective/inadequate guarding
72 defective equipment/materials
73 improper use of equipment
74 slippery surface
75 floor lip hazard
76 unguarded edge/corner
77 uneven surface
78 lack of protective clothing/equipment
79 misuse of protective clothing/equipment
80 poor storage arrangements
81 inadequate ventilation
82 inadequate illumination
83 inadequate warning/signals
84 poor maintenance
85 lack of maintenance
86 poor layout of workplace
87 overcrowding
88 spacing/condition
89 improper/unauthorised use of plant/equipment
90 inappropriate use of vehicles
91 lack of information/labeling
92 inadequate instructions/signposting
93 deviation from set procedure
94 obviously uncontrolled hazard
95 inadequate management/planning
96 unauthorised
97 closed to disabled
98 challenging behaviour
99 other - please specify

Key health and safety management functions		
	South Wilts Grammar	Key functions in health and safety management
Employer	Governing body	Strategic management, Policies, Commitment, Monitoring, Resource management, Performance reviews
Senior managers	Head Teacher, Assistant Head, Health and Safety	Day-to day management, Commitment, Arranging inspections, Communication, Resource management
Other managers	Department Heads	Day-to-day management, risk assessments, inspections, action, communication,
Other employees	School Staff, Teachers, technicians, caretaker, maintenance staff, cleaners, administrators, welfare staff, assistants, caterers etc.	Day-to-day management, participation in inspections and risk assessments, reporting defects
LEA / External advisors	Safety advisors, consultants, education officers, property advisors, maintenance advisors etc.	Auditing, providing technical advice on standards and legal advice