



# Health & Safety Policy 2021/23

Reviewed: July 2021  
Next Review: July 2023



## **I. Preface**

In the "Statement of Intent" the Local Governing Body makes a positive commitment to high standards of health, safety and welfare. Although the Headteacher has the prime responsibility for implementing the policy, all employees have an important part to play in its successful implementation.

Every manager and supervisor is responsible for implementing the policy in their area of activity. Every employee must comply with the policy and co-operate with colleagues to achieve high standards of Health & Safety.

Responsibilities of staff are outlined in this document but the detailed arrangements for carrying out the policy are included in separate Codes of Practice.

This policy is required under the Health & Safety at Work Act. Employees are reminded that they have duties under the Act and breaches of these duties could lead to prosecution of the Governing Body or individual employees. Failure to comply with safety requirements could also lead to disciplinary action.

## **2. Statement of Intent**

The Governing Body of Ortu Gable Hall School believes that its employees are its most important asset and are therefore committed to ensure high standards of health, safety and welfare. It is recognised that such high standards are not achieved by chance; they are only achieved by the effective management of health, safety and welfare at all levels in the school. An understanding of hazards and risks and competence in managing health, safety and welfare are an essential and integral part of professional management.

The Governing Body will do all that is reasonably practicable, to ensure high standards of health, safety and welfare are achieved and maintained for all its employees. It will ensure, so far as is reasonably practicable that the Health & Safety of pupils and other non-employees who may be affected by its work activities are not endangered.

The responsibility for implementing this policy lies directly and personally with line management from the Headteacher through to every employee.

## **3. Objectives**

To implement the policy the Governing Body's objectives are:

- To ensure that all activities are carried out safely, without risk to health, so far as is reasonably practicable.
- To ensure there are Codes of Practice covering work activities.
- To ensure all staff are aware of and actively support the responsibilities of the Governing Body and accept their own personal responsibilities.
- To ensure that all new employees are aware of the Governing Body's Health & Safety policy and the appropriate Health & Safety procedures.
- To ensure all visitors, contractors and suppliers of goods and services comply with relevant Health & Safety requirements.
- To ensure that consultative procedures facilitate the involvement and commitment of employees and their appointed representatives.
- To promote awareness of Health & Safety issues.
- To provide specialist professional advice to the senior management team and managers on health, safety and welfare matters.
- To have and make readily available detailed Health & Safety information which may be required about or resulting from legislation, Approved Codes of Practice, British Standards etc.
- To have and make readily available detailed Health & Safety information which may be required about substances, materials, articles, processes, plant and equipment used in the school.
- To monitor the implementation of the Health & Safety policy.
- To ensure suitable and sufficient assessments are carried out of the risks to Health & Safety of employees, students and others
- To keep this policy under review and revise it as required.

## 4. ORGANISATION AND RESPONSIBILITIES

### 4.1 The Governing Body

The Local Governing Body will oversee health, safety and welfare matters and will ensure the necessary resources are provided.

The Local Governing Body will monitor the implementation of the Policy by requiring an annual report based on a monitoring checklist, and reports of inspections as detailed in Section 7.5 of this document.

### 4.2 Headteacher

The Headteacher is responsible and accountable to the Governing Body for the implementation of the Health & Safety policy. The Headteacher will be responsible, in particular for, setting up and monitoring systems to ensure that:

- (a) The safety policy statement is brought to the attention of all staff;
- (b) Codes of Practice are available for work activities carried out in the School; that a copy of each Code of Practice is kept in the administrative office; that other copies are distributed to relevant staff and a record of distribution is maintained;
- (c) Other Health & Safety information is communicated to relevant staff;
- (d) Adequate first aid procedures exist, including the provision of sufficient first aiders and appointed persons, and that all staff are aware of the arrangements; this should include times when staff are present outside the normal hours of the establishment;
- (e) Accidents are reported using the established procedures,
- (f) Safety representatives can carry out their functions including inspections and accident investigations; and where appropriate, that consultation takes place with safety representatives.
- (g) Safety representative inspection report forms are dealt with in the appropriate manner;
- (h) Training needs are identified and appropriate arrangements are made for training;
- (i) Fire drills are carried out and a fire register is maintained;
- (j) New employees receive appropriate Health & Safety information including details of the safety policy, codes of practice, fire drill procedures, and other safety procedures.
- (k) The overall procedures for safety are monitored (see section 7.5);
- (l) A copy of Appendix I is completed, posted on notice boards in a prominent position and updated at regular intervals;
- (m) Assessments are undertaken of all risks to Health & Safety as required by the Management of Health & Safety at Work Regulations and other legislation and that the significant findings are recorded;
- (n) Arrangements are in place for liaison with contractors to ensure appropriate co-operation and co-ordination between the school and contractors as required by the Management of Health & Safety at Work Regulations; all reasonable steps are taken, to inform contractors of risks to their employees arising out of, or in connection with, the operation of the school; and contractors are aware of any special risks to students, which might arise at their work;
- (o) Health & Safety matters which cannot be resolved appropriately are raised with The Governing Body.
- (p) **(P) Deputy Headteacher** is responsible for carrying out the duties of the Headteacher in his absence.

## **School Business Manager**

The School Business Manager is responsible for the day to day management of Health & Safety matters. The School Bursar is responsible for premises related matters and has line management responsibility for premises staff.

Specific duties include:

- (q) Establishing arrangements for dealing with Health & Safety matters such as:
  - First aid
  - Accident reporting
  - Ensuring accidents are investigated
  - Ensuring Health & Safety issues raised by staff are dealt with
  - Maintaining a central file of codes of practice
- (r) Coordinating all aspects of Health & Safety policy and practice.
- (s) Ensuring implementation of the Policy is monitored (see Section 7.5).
- (t) Ensuring premises defects and other Health & Safety matters are dealt with, or if that is not possible, for ensuring they are raised with the Governing Body (in consultation with the Headteacher).
- (u) Overseeing arrangements for lettings. The School Bursar is responsible for liaison with their organisation's "letting" part of the school to ensure they are aware of relevant Health & Safety matters and to ensure proper co-operation and coordination takes place.
- (v) Liaison with contractors in conjunction with the site manager (for major building works) to ensure appropriate 'co-operation' and 'co-ordination' between the school and the contractor as required by the Management of Health & Safety at Work Regulations; to ensure all reasonable steps are taken to inform the contractor of the risks to their employees' Health & Safety arising out of or in connection with the operation of the school; and to ensure contractors are aware of any special risks to pupils which might arise out of their work.
- (w) Monitoring contractor's compliance with appropriate Health & Safety standards in conjunction with the site manager.
- (x) Ensuring Health & Safety matters which cannot be resolved are raised with the Headteacher.

## **The Assistant Head (H & S)**

**The Deputy Head (CPD)** is responsible for the staff development programme and is therefore responsible for ensuring Health & Safety training needs are identified and prioritised appropriately after consultation with the SLT.

### **4.4 Department Leaders**

Department Leaders are responsible for implementing and monitoring the safety policy within their areas of responsibility

In particular they are responsible for:

- (a) Ensuring activities under their control are carried out, as far as is reasonably practicable, safely and without risk to health;
- (b) Carrying out inspections of the workplace and equipment;
- (c) Ensuring individual employees are aware of their responsibilities for Health & Safety;
- (d) Ensuring employees under their control are adequately trained, informed, instructed and supervised;
- (e) Ensuring Codes of Practice appropriate to their curriculum area are brought to the attention of all relevant staff;
- (f) Ensuring Codes of Practice are complied with and appropriate safety signs or notices are displayed;
- (g) Ensuring relevant Health & Safety information is communicated to all staff;
- (h) Ensuring first aid procedures are complied with;
- (i) Ensuring all accidents occurring in their area of responsibility are reported and an Accident report form is completed, and the accident is investigated;
- (j) Ensuring suitable arrangements are made for consultation with safety representatives and that reasonable arrangements are made to enable them to carry out their functions.
- (k) Ensuring staff are aware of fire and other emergency procedures;
- (l) Ensuring new employees receive all appropriate Health & Safety information/ training including curriculum safety procedures;
- (m) Ensuring assessments are undertaken of all risks to Health & Safety as required by the Management of Health & Safety at Work Regulations and other legislation and that the significant findings are recorded.
- (n) Ensuring Health & Safety matters which cannot be resolved are raised with the School Bursar.

## 4.5 Class Teachers

The safety of pupils and learning support staff in classrooms, laboratories, workshops, gymnasium, sports hall and sports field is the responsibility of the class teacher. A class teacher is expected to:

- ensure that student attendance/absence is carefully recorded
- know the emergency procedures in respect of fire and first aid and the special safety measures to be adopted in his/her own teaching areas and to ensure that they are applied;
- exercise effective supervision of pupils and ensure they know of the general emergency procedures in respect of fire and first aid and the special safety measures of the teaching area;
- give clear instructions and warnings as often as necessary (notices, posters, handouts are not enough);
- ensure that students' coats, bags, cases etc. are safely placed away;
- integrate all relevant aspects of safety into the teaching process and if necessary give special lessons on safety;
- follow safe working procedures personally;
- call for protective clothing, guards, special safe working procedures etc. when necessary;
- Make recommendations on safety matters to the Department leader and be familiar with Codes of Practice appropriate to the work area;
- Be familiar with risk assessments appropriate to the work activity (and the consequent protective and preventive measures). If there is no risk assessment for work activities where there is a risk to anyone's Health & Safety, the teacher must raise the matter with the appropriate Department leader (NB. In many cases the risk assessment will be implicit in the codes of practice);

## 4.6 Site Manager

The Site Manager is responsible for:

- supervising the caretakers, ensuring they are provided with relevant Health & Safety information including the safety policy and relevant codes of practice. The Site manager is also responsible for ensuring appropriate liaison with cleaning staff, and contractors undertaking minor works to ensure they are provided with relevant Health & Safety information and monitoring their compliance with required standards. Reporting any failings in such contractor's Health & Safety standards that may affect the schools pupils, staff or visitors to the School Bursar
- identifying defects and dealing with them in consultation with the School Bursar as appropriate. Where premises defects cannot be immediately dealt with the site manager is responsible for ensuring appropriate interim measures are taken to make the area safe.
- arranging for testing the fire alarm and maintenance of the fire register.

## **4.7 Midday Assistants**

The Catering Manager is responsible for supervising Midday Assistants and for ensuring the safety policy is implemented in their area of control.

Midday Assistants and Supervisors are responsible for the safety of the pupils during the midday period. They must exercise effective supervision of pupils and know the procedures in respect of fire and first aid.

## **4.8 All Line Managers and Supervisors**

All managers and supervisors are responsible for ensuring the Health & Safety policy and arrangements that have been made are implemented in their areas of activity. As a general rule, manager's direct responsibility for Health & Safety is determined by the extent to which they have authority to take executive action. In other words, if they have the responsibility to make general decisions about some aspect of their work, they are responsible for the Health & Safety implications of that decision.

## **4.9 All Employees**

Although prime responsibility for Health & Safety rests with the Governing Body all employees have responsibilities:

- To take reasonable care of their own Health & Safety and that of other persons affected by their acts or omissions;
- To co-operate with the Governing Body so far as is necessary to enable it to meet its responsibilities for Health & Safety;
- To use work equipment provided correctly in accordance with instructions and training;
- To inform the Governing Body (through line managers) of any work situations which represent a serious and immediate danger to Health & Safety.

All employees are reminded of the need to report any accidents which occur at work. Failure to do so may lead to difficulties when claiming industrial injury benefit.

Any employee who identifies a hazard concerned with the premises should report the matter to his/her immediate line manager in the first instance, if this is impracticable then directly to the site manager. Other problems concerning Health & Safety such as those related to the curriculum should first be raised with the appropriate head of subject area department

Employees, who during the course of their duties are required to visit premises other than their normal place of work, must comply with those. Health & Safety instructions in force at individual establishments.

## **5. Safety Representatives**

The Governing Body will provide for effective joint consultation on Health & Safety matters with safety representatives.

## **6. Health & Safety Advice**

Essex County Council Education Department's Health & Safety Advisory Service has been appointed to assist in undertaking protective and preventive measures.

## **7. General Arrangements for Health & Safety**

### **7.1 Codes of Practice**

The school has adopted Essex County Council Education Department's Codes of Practice; these are arrangements for carrying out the safety policy and should therefore be read in conjunction with the school safety policy. The Science Department, in addition, subscribes to the CLEAPSS School Science Service.

### **7.2 Accident Reporting**

The accident reporting procedure is detailed in a separate document. All accidents should be reported to the school office.

### **7.3 General Arrangements**

The appendix to this policy indicates specific responsibilities and arrangements for implementing the safety policy.

### **7.4 Risk Assessment**

Under the Management of Health & Safety at Work Regulations there is a requirement for all risks to Health & Safety to be assessed and for the significant findings to be recorded. The school has adopted the Essex County Council form to record significant findings. For most activities the existing Codes of Practice indicate the "preventive and protective" measures and the assessment form will either be incorporated into the code or refer to the appropriate codes.

### **7.5 Health & Safety Monitoring**

- Inspections will be carried out termly by heads of subject in their areas of responsibility. The School Bursar together with the site manager will inspect 'non curriculum' areas.
- An internal review of Health & Safety arrangements and procedures will be carried out annually using checklists provided by Essex County Council Education Department Health & Safety Advisory Service. A report will be made to the Governing body at its autumn term meeting.
- All accidents will be investigated (by the member of staff responsible for the particular area activity or by the head of subject in the first instance), as appropriate, to identify any failures in the management of Health & Safety. Where necessary, reports will be submitted to the Governing Body.
- The School Bursar will ensure systems are in place for all accident and incident records to be examined at least annually to identify causes that might need to be remedied. (Recurring events might highlight a problem not highlighted by a single event)
- In addition to the above, routine inspections are carried out on the following equipment:

PE equipment, fire extinguishers, portable electrical appliances, fire alarms, emergency lighting, lightning conductors, heating appliances, hot and cold water systems and kilns. Other routine inspections are detailed in specific Codes of Practice (e.g. fume cupboards).

- Periodically the Headteacher will arrange for an external audit of the Health & Safety Management system in the school by the schools external advisors.

### **7.6 Emergency Procedures**

The emergency procedures are detailed separately. A Fire Register is maintained to record fire drills, fire alarm tests and inspections.

## **7.7 Radiation Protection Advice**

The school uses radioactive sources at a level which will require the service of:

- (a) A Radiation Protection Adviser (RPA):
- (b) A Radiation Protection Supervisor (RPS).

The role of the RPS will be provided by a specialist member of the school's Science Department.

## **8. Access to Policy Statement**

All staff will be made aware of this policy and it will be available in the school office and from the School Bursar.

## Appendix I.

# Ortu Gable Hall School Health & Safety Policy

### ESTABLISHMENT HEALTH & SAFETY ORGANISATION AND ARRANGEMENTS - NOTICE BOARD INFORMATION

- |    |  |                             |
|----|--|-----------------------------|
| 1. | CEO of Establishment.  | Dr. Sophina Asong           |
| 2. | Health & Safety co-ordinator                                 | Gary Walker                 |
| 3. | Codes of Practice location.                                  | Main Office                 |
| 4. | Fire Register location.                                      | Premises Office             |
| 5. | H & S Information Bulletins location                         | Premises Office             |
| 6. | Accident reporting:  |                             |
|    | Accident reported to (name)                                  | Mrs Michelle Mountney       |
|    | Accident form completed by Staff member at scene of accident |                             |
|    | Telephone call to HSE for reportable accidents               | School Office               |
| 7. | Name(s) of establishments Safety Representatives.            | Liz Tinworth                |
| 8. | First Aid arrangements:                                      | Location of First Aid Boxes |
|    | Designated First Aider                                       |                             |
|    | Appointed person(s):   |                             |
|    | (i) Mrs Michelle Mountney Medical Office                     | Biology – Prep Room         |
|    |  | Chemistry – Prep Rm         |
|    |  | Physics – Prep Room         |
|    |  | PE – Sports Hall Office     |
|    |  | Home Economics              |
|    |  | CDT block                   |
|    |  | Medical Room                |
|    |  | English Office              |

We have 34 further members of staff who hold a First Aid Certificate (including 6 PE staff)  
(see list attached)

- |     |  |  |
|-----|--|--|
| 8.1 | Portable First Aid Kits                | Three in school Office<br>Three in Minibuses |
| 8.2 | Nearest Hospital with a casualty unit. | Nethermayne, Basildon<br>SS16 5NL            |

## Qualified First Aiders

<b>Surname</b>	<b>First Name</b>	<b>Department</b>
Ball	David	Pastoral
Beck	Sheryl	LSA
Botha	Frans	Skills centre
Bunn	James	SLT
Caddell	Dawn	Senior Administrator
Dean	Zoe	Cover Supervisor
Draper	Toby	IT
Harrison	Josephine	Food Tech
Hatwell	Kayleigh	LSA
Hellis-Tatum	Cieran	Science
Hendy	Lisa	English
Holt	Gary	PE
Jeffery	Nicola	SLT
Latham	Karina	Drama
Limpenny	Thomas	PE
Marks	Alison	PE
Mayes	Donna	LSA
Mills	John	Caretaker
Mountney	Michelle	Medical bay
Nancolas	Leanne	SLT
Oakley	Naomi	Dance
Partridge	Jeremy	History
Pennycook	Lisa	Office
Perry	Elizabeth	LSA
Russell	Andrew	Science
Stacey	Jennifer	Dance
Taylor	Rory	Music
Tinworth	Elizabeth	Art
Twinn	Mandy	Food Tech
Tyrrell	Lauren	ITT Geography
Walker	Gary	SLT
Willats	Jane	Sixth Form
Wilson	Chris	PE
Woolmer	Pauline	Science

## Appendix 2.

# Ortu Hassenbrook Academy School Health & Safety Policy

## ESTABLISHMENT HEALTH & SAFETY ORGANISATION AND ARRANGEMENTS - NOTICE BOARD INFORMATION

1.	CEO of Establishment.	Dr. Sophina Asong
2.	Health & Safety co-ordinator	Jo Williams
3.	Codes of Practice location.	Main Office
4.	Fire Register location.	Premises Office
5.	H & S Information Bulletins location	Premises Office
6.	Accident reporting:	
	Accident reported to (name)	Alison Harrold
	Accident form completed by Staff member at scene of accident	
	Telephone call to HSE for reportable accidents	Alison Harrold
7.	Name(s) of establishments Safety Representatives.	Claire Vamplew Paul Smith
8.	First Aid arrangements:	Location of First Aid Boxes
	Designated First Aider	
	Appointed person(s):	Biology – Prep Room Chemistry – Prep Rm Physics – Prep Room PE – Sports Hall Office Technology CDT block Medical Room
	(i) Alison Harrold, Student Services & HT's PA	
	(ii) Sheelagh Sansom, Resources	

We have 19 further members of staff who hold a First Aid Certificate

8.1	Portable First Aid Kits	Two in school Office Two in Minibuses
8.2	Nearest Hospital with a casualty unit.	Nethermayne, Basildon SS16 5NL

## Qualified First Aiders

<b>Staff</b>	<b>Location</b>	<b>Phone ex</b>
Mrs L Taylor	PE	142
Mrs H Day	PE	142
Mr M Bradley-Stevenson	PE	142
Mrs A Harrold	Heads PA/Student Services	187
Miss N Heald	Pastoral Room	185
Ms B Hill	Art / Food	139
Mr B Kaba	MfL	Via medical email
Mrs M Major	Pastoral / CP	192
Mr T Billington-Pearce	Pastoral Room	199
Mr D Shirley	Science	137
Mrs B Stickland	Science	137
Mr D Squires	Office	171
Mrs T Lawrence	Hub	194
Mrs L Knowles	Hub	194
Mr P Smith	Site Office	151 (07792711848)
Mrs C Vamplew	Office	130
Mrs A Smith	HR Office	167
Mrs TKenton	Reception	0
Mrs S Hay	Kitchen	136

### Appendix 3.

## **Ortu Corringham Primary Academy School Health & Safety Policy ESTABLISHMENT HEALTH & SAFETY ORGANISATION AND ARRANGEMENTS - NOTICE BOARD INFORMATION**

- |    |  |  |
|----|--|--|
| 1. | CEO of Establishment.  | Dr. Sophina Asong  |
| 2. | Health & Safety co-ordinator                                 | Bev Bennet   |
| 3. | Codes of Practice location.                                  | Main Office  |
| 4. | Fire Register location.                                      | Premises Office  |
| 5. | H & S Information Bulletins location                         | Premises Office  |
| 6. | Accident reporting:  |  |
|    | Accident reported to (name)                                  | Karina Garrick   |
|    | Accident form completed by Staff member at scene of accident |  |
|    | Telephone call to HSE for reportable accidents               | Karina Garrick   |
| 7. | Name(s) of establishments Safety Representatives.            | Mo Wakeling<br>Rob Wade  |
| 8. | First Aid arrangements:<br>Designated First Aider            | <b>Location of First Aid Boxes</b><br>Lower School Office<br>Upper School Office<br>Pre-School Office<br>Every classroom<br>Lower School Staffroom<br>Upper School Staffroom |

Appointed person(s):

(i) Lindsey D'arcy (Office Manager & Head Teachers PA)

(ii) Julie Poole (office assistant)

We have 28 further members of staff who hold a First Aid Certificate

8.1 Portable First Aid Kits

Three in school Offices

8.2 Nearest Hospital with a casualty unit.

Nethermayne, Basildon  
SS16 5NL

Jane Rixson
Jayne Tate
Sophie Drake
Julie Poole
Rebecca Brooks
Gail Grant
Helen Wilson
Kirsty-Grace Milan
Sue Peaceful
Nicola Stoa
Donna Drury
Krisite Gibbs
Louise Royffe
Tara Russell
Sarah Tomkins
Jean Smith
Susan Carver
Carla Chapman
Maria Eaton
Suzie Filby
Bev Hynd (Agnes)
Janice Kentish
Sandra packer
Gemma Phillips
Tracey Richardson
Jessica Roof
Kelly Shayshutt