

DAWN HOUSE SCHOOL – STAFF HANDBOOK	
Policy Title: Health & Safety	
Section: H	Policy No. H.2
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Name of Originator: Adam Timson	Designation: Premises Manager



Health and Safety Policy

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Statement of Intent

The Governing Body of Dawn House School / Trustees of **ICAN Charity** will meet their responsibilities under the Health and Safety at Work Act and other health and safety legislation to provide safe and healthy working conditions for employees, and ensure their work does not adversely affect the health and safety of others (including; pupils, visitors, contractors etc.). Details of how this will be achieved are given in this health and safety statement.

The Governing Body of Dawn House School / Trustees of **ICAN Charity** will ensure that effective consultation takes place with all employees on health and safety matters and that individuals are consulted before allocating particular health and safety functions to them.

Where necessary The Governing Body of Dawn House School / Trustees of **ICAN Charity** will seek specialist advice to determine the risks to health and safety in the school and the precautions required to deal with them.

The Governing Body of Dawn House School / Trustees of **ICAN Charity** will provide sufficient information and training in health and safety matters to all employees in respect to the risk of their health and safety.

The Governing Body of Dawn House School / Trustees of **ICAN Charity** requires the support of all staff to enable the maintenance of high standards of health and safety in the schools activities.

The school is committed to continually improving its health and safety performance.

This statement includes a description of the organisation of the school and its arrangements for dealing with different areas of risk. Details of how these areas of risk will be addressed are outlined in the arrangements section.

Signed:

(Chair of Governors)

Date:

Signed:

(Principal)

Date:

Organisational Structure and Responsibilities

Management Structure

The structure chart outlines key roles and responsibilities within the school's health and safety management system.

Responsibilities of the Governing Body of Dawn House School / Trustees of ICAN Charity

The Governing Body / Trustees are responsible for:

- Complying with the ICAN Health and Safety Policy and arrangements.
- Formulating and ratifying the school health and safety statement and health and safety plan.
- School to have access to health and safety competent advice as stated in Regulation 7 of the Management of Health and Safety at Work Regulations.
- The site and premises is maintained in a safe condition and that appropriate funding is allocated to this area from the budget.
- Prioritising action on health and safety matters where resources are required from the school budget. Any hazards which the school is unable to rectify from the school budget must be reported to ICAN Trust.
- Regularly reviewing health and safety arrangements (minimum annually) and implementing new arrangements where necessary.
- Promoting high standards and develop a positive culture of health and safety within the school.
- Employees to have necessary competence to conduct their duties in relation to health and safety matters.
- Risk assessments are completed and recorded of all the schools work activities (including those off-site) which could constitute a significant risk to the health and safety of employees and others.
- The statement of intent and other health and safety documentation is drawn to the attention of all employees.
- Conduct active and reactive monitoring of health and safety matters in the school.

Responsibilities of the Principal

The Principal is responsible for:

- The day to day management of health and safety matters in the school in accordance with the health and safety policy and ensuring the health and safety arrangements are carried out in practice.
- Risk assessments are completed and recorded of all the schools work activities (including those off-site) which could constitute a significant risk to the health and safety of employees and others.
- Conduct active and reactive monitoring of health and safety matters in the school and remedial action is taken (where necessary) to reduce risk.
- Information regarding health and safety matters will be communicated to the relevant individuals.
- Identify staff health and safety training requirements and make arrangements for provision.
- Establish and review the effectiveness of the schools health and safety committee.
- Developing and/or reviewing the school annual health and safety action plan.
- Co-operating with and providing necessary facilities for trade union safety representative(s).
- Participating in the ICAN Trust health and safety auditing arrangements and ensuring audit action plans are implemented.
- Monitoring the purchasing and maintenance of equipment and materials with regards to compliance with current health and safety standards.
- Employ only competent contractors to work on the school site.
- Seek specialist advice on health and safety matters where appropriate.
- Implement formal arrangements for managing emergency situations.
- Compliance with the requirements of the Occupier's Liability Act.

Note: In the absence of the Principal these responsibilities fall to their immediate deputy.

Responsibilities of the Health and Safety Management Team

Responsible to the Principal for:

- Attending appropriate health and safety training courses to enable them to discharge their duties effectively.
- Promoting health and safety matters throughout the school and assisting the Principal in the implementation of the health and safety policy and arrangements.
- Maintenance of health and safety documentation and associated records to ensure they remain up to date with current legislation and good practice.
- Implement a health and safety notice board and sure it is kept up to date.
- The correct accident reporting procedures are followed and where appropriate accidents, incidents and near misses are investigated.
- Conduct routine health and safety inspections and implement a method of internal audit. A system must be in place to monitor and respond to any identified remedial actions.
- Implementing procedures for the authorisation of school visits.
- Participating in health and safety audits arranged by the ICAN Trust.
- Providing health and safety induction training for all new employees.
- Maintenance of health and safety training records including the provision of refresher training.
- Statutory inspections are completed and records kept.
- Emergency drills and procedures are carried out regularly and monitored for effectiveness.
- Monitoring contractors on site and conduct a formal, documented induction.
- Facilitate and attend the schools health and safety committee.

Note: In the absence of a designated Health and Safety Management team the above responsibilities will fall to the Principal.

Facilitator of lessons/ sessions

Facilitators are responsible for:

- The day to day management of health and safety within their department in accordance with the health and safety policy
- Drawing up and reviewing departmental policies, procedures and risk assessments regularly (at least once annually)
- Carrying out regular health and safety monitoring inspections of the department and making reports to the Principal where appropriate.
- Ensuring follow up and remedial action is taken following health and safety inspections
- Arranging for the appropriate subject specific health and safety training to be provided to all staff within the department
- Passing on health and safety information received to the appropriate people

Acting on health and safety reports from above and below in the hierarchy

Responsibilities of all Employees

All employees at the school have responsibility to:

- Take reasonable care for the health and safety of themselves and others when undertaking their work.
- Checking classrooms, work areas and equipment are safe.
- Ensure safe working procedures are followed as outlined within health and safety policy and risk assessments.
- Compliance of Dawn House School's Health and Safety Policy
- Not intentionally or recklessly interfering or misusing equipment or fittings provided in the interests of safety or welfare.
- Report and record any Health and Safety defects to the Health and Safety Management team
- Report and record any serious breaches or defects in Health and Safety immediately to the Principal
- Only use equipment or machinery which they are competent to use or have been trained to use.
- Participating in health and safety inspections and the health and safety committee (where appropriate).

Arrangements

Co-ordination and Communication

Health and Safety Management team

Senior members of staff in the school with special responsibility for health and safety matters (Health and Safety Co-ordinators):	Karen Lindley, Adam Timson
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Safety Representatives and Safety Committees

Health and Safety Committee

The members of the School Health and Safety Committee are:

Name	Job Title
Adam Timson (Chair)	Premises Manager
Karen Lindley	School Business Manager
Jenny McConnell	Principal
Paul Stevens	Assistant Premises

Emergencies

Senior member of staff in the school with responsibility the development, maintenance and implementation of the emergency plan:	Jenny McConnell
A copy of the emergency plan is available at:	S.3 Staff Handbook on Staff Common

	Person Responsible	Deputy
The person (and deputy) responsible for ensuring and supervising (where appropriate) the controlled evacuation of people from the building or on the site to a place of safety.		
Summoning of the emergency services.	JMc to instruct Admin	Kelly Fedun
That a roll call is taken at the assembly point	JMc	Kelly Fedun
That no-one attempts to re-enter the building until the all clear is given by the emergency services	Adam Timson	Karen Lindley/ Paul Stevens

Note: The priorities are as follows:

- To ensure the safety of all persons, their removal from danger, their care and the application of first aid and medical treatment where appropriate.
- To call the emergency services when appropriate.
- To safeguard the premises and equipment, if this is possible without putting persons at risk.

Locations of Main Service Isolation Points

Service	Location of Isolation Point
Water	Main Boiler Rooms
Gas	Main Gate – then Boiler Rooms
Electricity	Main Boiler Rooms

Severe Weather

During periods of severe weather, arrangements for maintaining safe access to, from and within the premises (e.g. clearing snow and ice) will be determined by:	SLG with Adam Timson
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Accidents and Medical Arrangements

Accident, Incident and Near Miss Reporting and Investigation

Any employee who witnesses an accident, incident or near miss, or to whom one is reported, will make an entry in the accident report book as soon as possible after the event:

Accident book(s) are kept by the following people at the location specified:

Location of Accident Book	Person in Charge of Accident Book
Reception – Counter cupboard	
Accident reports must be drawn to the attention of the Principal	Head Teacher / Principal: Deputy: KF
Person responsible for monitoring accidents, incidents and near misses to identify trends and patterns:	Adam Timson

The following types of incident must be reported using the accident reporting book:

- All accidents, incidents and near misses involving employees
- All instances of verbal abuse, aggressive behaviour and violence towards employees
- Any incidents which result in pupils or members of the public requiring further medical treatment
- Any incidents which are RIDDOR reportable.

Where accidents are found to be caused by faulty plant, equipment, premises or unsafe systems of work action must be taken to remove or isolate the hazard and warn people until the necessary modifications or repairs can be made.

First Aid

The following employees are named first aiders:

A FULL LIST OF EMPLOYEES WHO ARE TRAINED IN FIRST AID CAN BE FOUND ON STAFF COMMON OR DISPLAYED IN THE MAIN STAFF ROOM

Person responsible for ensuring first aid qualifications are maintained:	Ruth Howe
Person responsible for ensuring that first aid cover is provided for staff working out of normal school hours:	Kelly Fedun

First aid boxes and first aid record books are kept at the following locations in the school:

Location of First Aid Box(es)	Location of First Aid Record Book(s)
Reception	Main reception
Staff room	All classrooms
Kitchen	Swimming pool
A termly check on the location and contents of all first aid boxes is carried out by:	RH
Use of first aid materials and deficiencies should be reported to:	RH
Address and telephone number of the nearest medical centre / NHS GP:	Rainworth Health Centre 01623 794293
Address and telephone number of the nearest hospital with accident and emergency facilities:	Kings Mill Hospital NG17 4JL 01623 422702

Administration of Medicines

See First Aid and Medical Policy

Hazard Identification and Control

Risk Assessment

Person(s) (other than Heads of Department) responsible for carrying out an assessment of the school's work activities including extra-curricular, off-site activities (inc. school trips / residential), work carried out by contractors or volunteers on site, identifying hazards and ensuring risk assessments and procedures are appropriately communicated:	Kelly Fedun, RB, AT
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Hazard Reporting and Follow Up

All employees, governors and trustees must report any hazards that could be a cause of serious or imminent danger e.g. damaged electrical sockets, broken windows, suspected gas leaks, wet or slippery floors immediately to:	AT
Person responsible for initiating a risk assessment of hazards identified and any remedial action decided upon:	AT

Repairs and Maintenance

A person encountering any damage or wear and tear of the premises which may constitute a hazard should report it to:	Premises1>repairs on staff common
Defective furniture must be taken out of use immediately and reported to:	AT
Person responsible for ordering repairs and maintenance:	AT

Information, Instruction and Training

Provision of Information

Person responsible for distributing all health and safety information received from the Local Authority / Trust:	AT
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Records of employees signatures indicating that they have received and understood health and safety information is kept:	AT
The health and safety notice board is sited:	School Staffroom
Person responsible for ensuring documents are displayed on the health and safety notice board and keeping it up to date:	AT
The HSE Health and Safety Law Poster is displayed:	School Staffroom

Health and Safety Training

Person responsible for drawing to the attention of all employees the following health and safety matters as part of their induction training:	AT
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- Health and Safety Policy (Local Authority / Trust and Departmental)
- Local asbestos register and disturbance procedure
- Risk assessments
- Fire and other emergency arrangements
- Accident reporting arrangements
- First aid arrangements
- Safe use of work equipment
- Good housekeeping, waste disposal and cleaning arrangements
- Hazard reporting and maintenance procedures
- Special hazards and responsibilities associated with their work activity
- Special needs of young employees (e.g. work experience placements).

Person responsible for co-ordinating the provision of health and safety training needs of employees in consultation with their line managers:	AT
Person responsible for compiling and implementing the school's annual health and safety training plan:	AT with JMC and KL
Person responsible for reviewing the effectiveness of health and safety training:	KL

Premises

Asbestos

Person with overall responsibility for managing asbestos:	AT
The asbestos register is kept at:	Premises Manager Office
Person with responsibility for ensuring the local asbestos management plan is implemented and maintained:	AT

The disturbance procedure is displayed in a (staff only) area, at:	Upon signing in for contractors, Induction for staff members
The condition of asbestos is monitored (periodically, in accordance with register/LAMP) by:	AT and premises team
The LAMP is kept in:	Premises Manager Office

Legionella

Person with overall responsibility for managing Legionella:	AT
The Legionella risk assessment is kept at:	Premises Manager Office
Person with responsibility for ensuring that remedial actions from the risk assessment are followed through:	AT
The water temperatures and other maintenance tasks associated with the water system are taken (monthly) by:	AT
The flushing of little used outlets is carried out (weekly, including school closure periods) by:	AT and site team
The log book is kept in:	Premises Manager Office

Fire

Person with overall responsibility for managing fire safety:	AT
The fire risk assessment is kept at:	Premises Manager Office
Person with responsibility for ensuring that remedial actions from the risk assessment are followed through:	AT
Person responsible for routine maintenance and servicing of fire safety equipment:	AT
The log book is kept in:	Premises Manager Office

Security

Premises

Person (and their deputy) responsible for unlocking and locking the building, arming / disarming security alarms etc:	First: AT
	Deputy: Paul Stevens

Visitors

On arrival all visitors must report to:	Main Reception
Where they will be issued with; <ul style="list-style-type: none">• An identification badge• Relevant health and safety information- contractor induction for contractors• Sign the visitors book• Relevant Safeguarding information	

Lone Working

Person responsible for ensuring risk assessments are prepared and implemented for lone working activities:	Premises Manager & Line Managers
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Use of Premises Outside School Hours

Person responsible for co-ordinating lettings of the premises in accordance with the lettings procedure:	KL
Person responsible for checking that the letting organisation have Risk assessments and appropriate insurance:	KL
Person responsible for checking that the premises are left in reasonable order by other users before locking up is:	Premises Team on duty

Control of Contractors

Person responsible for commissioning building work and is aware of their legal duties under the Construction (Design and Management) Regulations: (Note: this may differ dependant on individual requirements of a project)	AT
Person responsible for selecting contractors and vetting contractors health and safety, policies, risk assessments, method statements, insurance and past health and safety performance:	Premises and Health and Safety Team
Responsibility for liaison and monitoring of contractors:	Premises and Health and Safety Team

Work Equipment

Powered Access Equipment, Mobile Access Platforms, Tower Scaffolds

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	AT
Person(s) authorised and competent to operate and use:	As training dictates

Ladders

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	AT/PS
Person(s) authorised and competent to operate and use:	Premises Team and authorised contactors

Stepladders

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	AT/PS
Person(s) authorised and competent to operate and use:	Premises Team and authorised contactors, School staff under the competition of working at height training only

Manual Handling Equipment

Person responsible for ensuring that sack barrows, flat-bed trolleys etc. are maintained in safe condition:	PS
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Equipment Provided for Pupils with Special Educational Needs

Person responsible for ensuring all hoists, used for moving people receive a thorough examination and service every six months by a competent contractor and kept in good working order:	N/A
Person responsible for ensuring that slings are laundered regularly (in accordance with manufacturers instruction) and kept in a hygienic condition:	N/A
Person responsible for ensuring all wheelchairs, standing frames are inspected and serviced annually	N/A

by a competent person, kept in a hygienic condition and in good working order:	
Person responsible for ensuring that other special needs equipment is kept in good working order and serviced appropriately:	OT, SC

Lifts

Person responsible for ensuring lifts receive a thorough examination and service every six months:	N/A
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Pressure Vessels

Person responsible for arranging a written scheme, thorough examination and maintenance of pressure vessels:	AT
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Caretaking and Cleaning Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	AT
Person(s) authorised and competent to operate and use:	AT and Trained Staff

Science

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	JD
Person responsible for the chemical inventory:	JD
Person(s) responsible for instructing pupils in the safe use of equipment and correct use of PPE before they use it and checking they use it correctly:	JD
Person responsible for Science Codes of Practice / Policy / risk assessments:	JD
The Radiation Protection Supervisor:	No radiation materials held on site

Design and Technology Equipment (Resistant and Compliant Materials)

Person responsible for selection, inspection, maintenance, training, supervision. Safe use and risk assessment:	SW
Person responsible for the chemical inventory:	SW
Person(s) authorised to operate and use:	SW plus certified/trained staff named in RA
Person(s) responsible for instructing pupils in the	SW

safe use of equipment and correct use of PPE before they use it and checking they use it correctly:	
Person(s) responsible for ensuring that all machinery is adequately maintained including guarded and that the guards are in position when the equipment is in use:	SW
Person responsible for DT Codes of Practice/ Policy / risk assessments:	SW

Design and Technology Equipment (Food Technology and Textiles)

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	Food Tech Teacher
Person(s) authorised to operate and use:	Food Tech Teacher
Person(s) responsible for ensuring that temperature of the refrigerator and freezer are monitored and logged:	Food Tech Teacher
Person responsible for ensuring an adequate schedule of deep cleaning is carried out in the food technology area:	Food Tech Teacher in conjunction with AT
Person(s) responsible for instructing pupils in the safe use of equipment and correct use of PPE before they use it and checking they use it correctly:	Food Tech Teacher
Person responsible for Food Technology and Textiles) Codes of Practice/ Policy / risk assessments:	Food Tech Teacher

Art and Design Equipment (Fine Arts)

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	SW
Person(s) authorised to operate and use:	SW
Person responsible for the chemical inventory:	SW
Person(s) responsible for instructing pupils in the safe use of equipment and correct use of PPE before they use it and checking they use it correctly:	SW
Person responsible for Art Codes of Practice/ Policy / risk assessments:	SW

PE

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	NK
Person(s) responsible for regular daily visual inspection and in-house routine inspection:	NK
Contractor responsible for annual full inspection and report:	Premises Team

Person responsible for PE Codes of Practice/ Policy / risk assessments:	NK
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Stage Lighting Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	AM
Person(s) authorised and competent to operate and use:	AM/ AD / RP

Mobile Staging and Seating

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	AT
Person(s) authorised and competent to operate and use:	AT, PS

Portable Electrical Appliances and Hard Wiring Circuits

Person responsible for ensuring the hard wiring circuits is periodically inspected (every 5 years):	AT
Person responsible for ensuring remedial actions are undertaken from the hard wiring circuits inspection and retaining a record of this:	AT
Person responsible for ensuring portable electrical appliance testing is carried out at appropriate intervals and recorded:	AT
Person(s) responsible for carrying out formal visual inspection and testing:	AT
Staff must not bring onto the premises any portable electrical appliances unless authorised and have been portable appliance tested. The person responsible for authorising their use on the premises:	AT

Display Screen Equipment (DSE)

Employees who are classified as users of display screen equipment will be entitled to an assessment of their workstations.

Employee Name	Job Title
Person responsible for implementing the requirements of the DSE risk assessment:	AT/KL

Swimming Pools

Person responsible for ensuring the swimming pool is: <ul style="list-style-type: none"> • Correctly and safely maintained • Regular inspections are carried out • Remedial action is taken or if necessary the pool is taken out of use where necessary • Appropriate records are kept 	AT
Person responsible for ensuring the swimming pool is used only by authorised persons in accordance with the code of safe practice, with lifesavers and adequate supervision etc.	AT

Vehicles

Employees who are required to use their private vehicle for official business are responsible for gaining authorisation from: They will ensure the driver has a valid licence, appropriate insurance, the vehicle is road worthy and fitted with suitable seat belts for each passenger.	AT
Person responsible for arranging insurance and maintenance of vehicles to the standards laid down by the Local Authority / Trust.	AT/KL
Person responsible for authorising the use of the school minibus, ensuring risk assessments are completed, drivers have passed their minibus test etc.	AT
Person responsible for maintaining vehicles and ensuring that they are to a legal roadworthy standard:	AT
Person responsible for maintaining a list of authorised drivers of school vehicles who have passed the required test:	AT

Hazardous Substances

Inventories of hazardous substances used in the school are maintained by the following employees at the locations specified:

	Person Responsible	Location / Extension
Maintenance	P. Stevens	Maintenance shop
Domestic	A Timson	Premises Managers Off
Catering	K Sumner	Domestic Office
Grounds Maintenance	P.Stevens	Maintenance shop
Other (please state):		

Copies of all the hazardous substances inventories are held centrally in:	Premises Office Electronic copies on staff common
Person responsible for obtaining the latest MSDS and undertaking / updating the COSHH risk assessments:	AT
Person responsible for ensuring local exhaust ventilation (e.g. fans, kitchen ventilation, dust extraction etc.) will receive a thorough examination by an appointed contractor:	AT

Personal Protective Equipment (PPE)

Person(s) (other than Heads of Departments) responsible for inspecting PPE termly and replacing PPE when required are:	AT
Person responsible for the risk assessment, provision, storage, maintenance, inspection, repair and replacement of respiratory protective equipment:	AT

Housekeeping and Waste

Cleaning Arrangements

Person(s) (other than Heads of Departments) responsible for informing the waste authority of any items of general waste to be collected but not covered by the general waste agreement:	AT/KS
A member of staff who is concerned that cleaning arrangements are causing a hazard which cannot be rectified immediately should report the matter to:	AT

Waste Management and Disposal

Waste will be collected daily by:	Cleaners
Person(s) (other than Heads of Departments) responsible for ensuring the safe storage of waste in appropriately secure containers and are chained after emptying:	PS
All members of staff are responsible for reporting accumulations of waste, or large items that require special attention to:	AT/ KS/ PS
When waste needs to be disposed of it should be reported to: (who will arrange for its safe disposal)	AT/KS
Person responsible for the safe disposal of any hazardous substances or special waste :	AT/KS

Person responsible for ensuring the safe and appropriate disposal of any clinical waste :	AT KS RH
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Manual Handling

Manual handling of Objects

Person(s) (other than Heads of Departments) responsible for identifying hazardous manual handling activities involving objects and arranging for their elimination or risk assessment:	AT
Person responsible for monitoring the safety of manual handling activities:	AT

Manual Handling of People

Person responsible for identifying hazardous manual handling activities involving people and arranging for a risk assessment:	JMc- Refer to Positive intervention policy
Person responsible for monitoring the safety of manual handling activities:	JMc- Refer to Positive intervention policy

Educational Visits

Educational Visits Co-ordinator at the school is:	JM
Person responsible for ensuring that the appropriate risk assessment and approval is obtained for educational visits:	JM
The Educational Visits Policy is located at:	Head of Education office and on staff common

Inspections (External & Internal)

Catering

Person responsible for monitoring the preparation of food, the nutritional standards of meals and the maintenance of satisfactory hygiene standards:	KS
Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	KS
Person(s) responsible for regular daily visual inspection and in-house routine periodic statutory inspection:	KS

Person(s) responsible for ensuring that temperature of the refrigerator and freezer are monitored and logged:	KS
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Internal Health and Safety Inspections

Person(s) (other than Heads of Departments) responsible for organising and carrying out routine safety inspections, including planning, inspection and reporting:	AT/KS
Person responsible for ensuring follow up action on the report is completed:	AT/KS

Management Review

Person(s) (other than Heads of Departments) responsible for the review of health and safety performance and the effectiveness of the safety management system is:	JMc, KL
Person responsible for compiling and implementing the school's annual health and safety action plan, including action for improvements in the appropriate development plan:	JMc, KL