

## HEALTH AND SAFETY POLICY

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### Rationale

Sandwich Technology School declares through its Health & Safety Policy its intention to pursue a policy which ensures so far as is reasonably practicable, the health, safety and welfare of all its employees and any other people (including students) who may be affected by the activities of the school. The school shall ensure so far as is reasonably practicable:

- to provide a safe and healthy working environment with adequate facilities and arrangements for employees' welfare at work;
- to maintain the safety of students;
- that all areas under the control of the school are maintained in a safe condition, with safe access and egress;
- to provide adequate control of the health and safety risks arising from the activities of the school;
- that plant and equipment are maintained and safe to use;
- to provide appropriate information, instruction, training and supervision for employees to enable them to carry out their roles safely and effectively;
- the safe use, handling, storage and transportation of plant, equipment, substances and vehicles and that a safe system of work is implemented where necessary;
- to ensure that all employees are competent to do their tasks and to give them adequate training;
- to make all efforts to prevent workplace accidents and cases of work-related ill health;
- to record all accidents, incidents and ill health events arising out of the work activity and to report all relevant cases to the enforcement authority and to investigate the significant ones.

The allocation of duties for health and safety matters and the particular arrangements that we will make to implement and to oversee the operation of this policy are set out in the remainder of this document. The administration procedures associated with this policy are contained within the school's intranet (the H: Drive).

The Governors' Resources Team together with the safety committee will review this policy every three years and will bring it to the attention of all employees by presenting it at the first staff meeting of the academic year and to other employees not attending this meeting at their first appropriate department meeting. Health

and safety shall be a standing item on the agenda of all school staff and departmental meetings where issues can be referred to the health and safety committee which will report to the Governing Body.

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## Purpose

To all employees and visitors of Sandwich Technology School, this document sets out the school's legally required health and safety policy. It contains essential information, which has been compiled to ensure that all employees, students and visitors to the site do not come to harm because of the school's activities and/or environment.

You must make sure that you are aware of the contents of this policy and where appropriate bring them to the attention of students, other employees and visitors.

It is the school's responsibility to ensure that every employee/visitor/student has access to this document. To this end reference copies will be available in the staff room and school office/reception. In addition electronic copies will be available to all staff on the school's website.

Staff must read this policy, and if there is anything that you do not understand, you must ask your line manager or a member of the safety committee for clarification. You will be asked to sign a statement indicating that you have read and understood all parts of it.

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## Implementation

### 1.0 Organisation - responsibilities

- 1.1 The ultimate responsibility for health and safety at Sandwich Technology School rests with the Board of Governors and the Headteacher.
- 1.2 The person charged by the governors with administering the policy on a day-to-day basis is the Headteacher.
- 1.3 In the absence of the Headteacher this responsibility devolves to the Deputy Headteacher, the School Business Manager and thence to any appropriate members of the Leadership Team.
- 1.4 All Staff with specific areas of responsibility i.e. Departmental Heads or those who are responsible for specific areas of the school such as the restaurant manager or who have a line management responsibility will have a particular responsibility for health and safety. They should pay particular attention to references to the responsibilities of "managers" referred to in this document and act on those requirements accordingly.
- 1.5 Managers will consult with employees regarding any health and safety matters that affect them.
- 1.6 Every member of staff has a duty to co-operate with the management of the school to ensure that this policy is upheld. This duty includes:
  - 1.6.1 Ensuring that the Health & Safety Policy is adhered to;
  - 1.6.2 To maintain their work area in a clean and tidy condition and free from unnecessary risks;
  - 1.6.3 To check before use that tools, equipment, safety devices and protective clothing are in good condition as specified, suitable for the task and purpose and are used in accordance with instructions and legal requirements;
  - 1.6.4 Following health and safety guidance and cooperation with management on health and safety issues. Correcting any identified health or safety problem, that you are competent to deal with, and reporting your actions to the appropriate person;
  - 1.6.5 Reporting immediately any health or safety problem that you identify to the line manager or senior member of staff but that you do not feel competent to deal with;
  - 1.6.6 Taking reasonable care for your own health and safety and that of others who may be affected by your activities; and
  - 1.6.7 Not interfering with anything provided to safeguard your own or others health and safety;

- 1.6.8 Assisting with undertaking risk assessments, including prior to undertaking a new task or following a change to an existing area of work;
- 1.6.9 Staff should not undertake any activities or operation of any plant, equipment, machinery or procedure unless trained or competent to do so, or they are being closely supervised/mentored in the safe use and practices by another suitably trained person.

1.7 Regular visitors and other users of the school premises (e.g. contractors, delivery men, after school clubs, etc) are expected, as far as reasonably possible, to observe the safety rules of the school.

## 2.0 Health & Safety Representatives' Committee

### 2.1 Terms of Reference

- 2.1.1 To consider health and safety issues referred to it by: individuals (employees, students or other persons), unions and other groups, staff meetings and departmental meetings.
- 2.1.2 To formally review the Health and Safety Policy every three years, but to consider its content regularly and as appropriate.
- 2.1.3 On an annual basis to review the risk assessments.
- 2.1.4 To consider and where necessary to investigate accidents and to make appropriate recommendations and ensure actions completed.
- 2.1.5 To report to the Governing Body at each Resources Team meeting.
- 2.1.6 Employees will be made aware of any significant findings from the health and safety inspections undertaken by the health and safety representatives committee and any subsequent action taken.

### 2.2 Membership

- Site Engineer
- Non teaching staff representative (School Business Manager)
- A school union representative
- Departmental Heads within PE, Science and Design and Technology
- The school's health & safety consultant or another person may attend for the purpose of advising the school representatives

2.3 The school health and safety representatives' committee will meet at least once in the first term and then as required. Any external support from the consultant will be sought as appropriate.

## 3.0 Advice and consultancy

3.1 The enforcement authority for the school is:

Health & Safety Executive  
International House, Dover Place, Ashford, Kent TN23 1HU  
Tel: 01233 653900

Head Office:  
Health and Safety Executive  
Redgrave Court, Merton Road, Bootle, Merseyside, L20 7HS  
Tel: 0300 790 6787

3.2 The schools Health and Safety Consultants are:

Food Hygiene Solutions Ltd  
Benacre Lodge, Hurst Hill, Hothfield, Ashford, Kent TN26 1ER.  
Tel: 01233 811633  
Email: [info@fhsgroup.co.uk](mailto:info@fhsgroup.co.uk)  
<http://fhsgroup.co.uk/>

3.3 The Employment Medical Advisory Service (EMAS) gives expert advice relating to medical matters relating to work.

83 Ladas Drive, Belfast, BT6 9FR  
Email: [emasmail@hse.gov.uk](mailto:emasmail@hse.gov.uk)

4.0 Health and Safety risks arising from our activities

- 4.1. Systems will be implemented to identify hazards and sources of harm. This requires risk assessments to be carried out or reviewed and a regular schedule of workplace inspections with appropriate control measures being implemented to reduce risk.
- 4.1.1 Risk assessments will be reviewed annually for common areas on site.
- 4.1.2 The Departmental Heads, Site Engineer, Restaurant Manager and other managers will review risk assessments for specific activities and areas annually including those activities occurring "off site".
- 4.2 The significant outcomes of these assessments must be recorded and significant risks must be removed or controlled so far as is reasonably practicable.
- 4.3 The significant outcomes of these risk assessments will be recorded and reported to the School Business Manager in the first term of the school year. Action required to remove/control risks will be approved by the Headteacher and Business Manager and discussed with the Governing Body's Resources Team at their termly meeting as required.
- 4.4. The School Business Manager will be responsible for ensuring that the actions required are implemented and have removed or reduced the risk.
- 4.5 Assessments will be reviewed annually or when new legislation is implemented or an accident occurs or when activities change which have an impact on existing assessments.
- 4.6 Employees shall be involved in carrying out risk assessments.
- 4.7 All relevant risk assessments will be brought to the attention of all those affected including employees, students, members of the public, parents, visitors and contractors.

**Note:** *The Management of Health and Safety at Work Regulations 1999 requires all employers to carry out risk assessments in order to identify and to control hazards that may affect the health and safety of employees and non employees who may be affected by the activities of the employer. It is also a requirement to record the significant findings of those assessments. Risk assessment is a method of identifying hazards and reducing the risk of employees, students and other persons being exposed to those hazards and should not be seen as a paper exercise alone. Advice on Risk assessments may be obtained from the School Business Manager or the health and safety consultant.*

5.0 Safe plant and equipment

- 5.1 The Site Engineer will be responsible for all equipment/plant not relating to specific departments or activities which need maintenance.
- 5.2 The Restaurant Manager will be responsible for all equipment/plant relating to the catering operation that needs maintenance.
- 5.3 Departmental Heads or other managers will be responsible for all equipment/plant relating to their area of responsibility that needs maintenance.
- 5.4 The above persons will be responsible for ensuring that effective maintenance checks and servicing are drawn up for plant/equipment requiring such and for ensuring that all identified maintenance is implemented and that records are kept.
- 5.5 Any problems with plant/equipment that employees or students discover should be reported to the appropriate person identified above.
- 5.6 It is the responsibility of the Site Engineer, Restaurant Manager, the Departmental Heads and managers to ensure that all new plant/equipment meets current health and safety standards before it is purchased and put into use for the first time and, where necessary, obtain the advice from the School Business Manager.
- 5.7 The testing of all electrical equipment and the keeping of a log on site is the responsibility of designated Science, DT, ICT Technicians and the caretaking team on a rolling programme.

6.0 Safe handling and use of substances

6.1 The Site Engineer holds an up to date and regularly reviewed Asbestos Register which is kept electronically within the schools intranet (H:Drive). We are part of 'Hazardous Waste Registration' scheme.

6.2 The Site Engineer, Restaurant Manager, the School Business Manager and the relevant Departmental Heads or managers are responsible for identifying all substances which need a COSHH risk assessment and will also be responsible for undertaking the COSHH risk assessments, and ensuring that all actions identified in the assessments are implemented.

Chemicals used within the Science Laboratories must be used in accordance with the CLEAPS guidance system. Efforts must be made to substitute chemicals with a safer alternative if at all possible.

6.3 All radioactive (sealed sources) used within Science are controlled by the Schools Radioactive Officer and are weight checked and visually inspected annually. Storage is in accordance with the Environment Agency/NRPB as recognised enforcement bodies and complies with the Ionising Radiations Regulations (IRR) 1999.

6.4 They will ensure that all relevant employees are informed about the COSHH assessments and the precautions needed.

6.5 All the above relevant persons must keep copies of all COSHH assessments available for reference.

6.6 Copies of contractors' COSHH assessments must be kept on site.

6.7 The above persons and any other relevant person including contractors must ensure that a COSHH assessment is carried out on any new substance before it is purchased or brought on to the premises.

6.8 COSHH risk assessments must be reviewed annually or when a work activity changes.

6.9 All employees must comply with the advice given on the Hazard and Safety Data sheets for the substance.

**Note:** *The Control of Substances Hazardous to Health Regulations (COSHH) requires assessments to be carried out on all substances that may be hazardous including; adhesives, paints, chemicals, cleaning materials, solvents etc, as well as substances generated by work activities such as, dusts, fumes or vapours. These assessments should identify any health risks and if there is a risk steps must be taken to remove or control that risk by for example; the use of alternative substances or methods, protective clothing, ventilation etc. Advice on COSHH assessments may be obtained from the School Manager or the Assistant Headteacher with responsibility for Health & Safety or the health and safety consultant.*

7.0 Information, instruction and supervision

7.1 The Health and Safety Law poster is displayed in the Staffroom, School Office and the Site Engineer's office.

7.2 Information will be provided on where health and safety advice can be obtained, such as the health and safety unit for education and libraries, specialist advisory staff, trade union safety representatives, representatives of employee safety and the Health & Safety Executive. This information will be available either on the health & safety law poster or from the School Business Manager or the school health and safety consultant. This information is also available on the school computer database.

7.3 Young workers, trainees and students on work experience will be properly instructed, monitored and supervised. A specific risk assessment will be carried out for young people at work or on work experience as and when required by the Head of Department involved, in consultation and agreement with the School Business Manager.

7.4 Information, instruction, training and supervision will be provided for all employees.

8.0 Competency for tasks and training

8.1 Initial induction training on health and safety issues will be given before new staff start work including access to first aid and fire safety; this training is the responsibility of the School Business Manager. Departmental Heads are required to undertake specific health and safety training for the departments as part of the induction process.

8.2 Job specific training will be identified and provided by the Site Engineer, Restaurant Manager and the relevant Departmental Heads.

8.3 Records of all training will be kept and monitored on a regular basis to identify training needs.

8.4 Individual employees who feel they need specific training in relevant health and safety issues that have not been identified should discuss the matter with the relevant person named above and/or by reference to the health and safety representatives.

9.0 First Aid

9.1 The main first aid facilities are located in Student Services and the Medical room located by the main reception. First aid boxes are also located within the Science Department, the Restaurant and elsewhere in the school.

9.2 The person with responsibility for First Aid and the designated first aiders are responsible for maintaining the stock of first aid materials and each box is checked annually.

9.3 Employees qualified to give first aid are listed on the school notice boards, at reception and on the school computer database.

9.4 The nearest hospital facility to the school is Deal hospital, although there is no A&E available. In the event of a major injury, the nearest facilities are the Queen Elizabeth the Queen Mother Hospital, Margate, or the William Harvey Hospital, Ashford. The attending first aider will make a decision as to further actions required in the event of an injury.

9.5 Eye wash stations/bottles are available in the Science areas.

10.0 Accidents, first aid and work-related ill health

10.1 Any member of staff, who has an accident, incident, injury, near miss or case of work-related ill health whilst on school premises (being involved in a work activity or arising out of a work activity), must report that accident to their line manager or equivalent who must enter the details on STS form ARF in the KCC accident book found in the school office. Copies of this form must be forwarded to the relevant department as directed. All information recorded is done in compliance with the Data Protection Act.

10.2 Details of accidents to a student, and all accidents and incidents to other non-employees must also be recorded on STS form PAB in the KCC accident book. Copies of this form must be forwarded to the relevant department as directed.

**Note:** *The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) require that certain categories of accidents and ill health are reported to the enforcement authority (HSE).*

10.3 All accidents must be investigated if necessary, by the School Business Manager and recorded. All cases must be reported to the health and safety representatives. Specific accidents may require reporting under RIDDOR. The reports can be completed online at <http://www.hse.gov.uk/riddor/report.htm>

The form will then be submitted directly to the HSE RIDDOR database. A copy will be received for our records. Advice on accident reporting is available from the Health & Safety Consultant or the HSE offices. All recorded incidents will be actioned in accordance with RIDDOR requirements and notified to the Headteacher and School Governors.

10.4 The accident book and accident forms will be examined by the health and safety committee as required for the purpose of ensuring the adequacy or otherwise of the school's risk assessments and health and safety procedures.

11.0 Expectant mothers

11.1 The Departmental Heads, Site Engineer, Restaurant Manager and other managers will undertake a risk assessment for expectant mothers IMMEDIATELY they are notified that a member of their staff is pregnant. The risk assessment must be specific to the individual to assess whether continuing with their normal duties will increase the risk to their health and safety and agree on any additional precautions that may be need. Any advice or guidance from the expectant mother's doctor must be considered.

To assist managers a generic Expectant Mothers' Risk Assessment has been completed as a general guidance.

12.0 Contractors and other visitors to the site

12.1 The contractor and school management must liaise with each other before and during the work being undertaken, to ensure that risks arising from the activities of both parties are taken into account.

12.2 The Site Engineer is responsible for monitoring the work of contractors on site, so far as is reasonably practicable.

12.3 No contractor or sub-contractor will be employed unless they can demonstrate appropriate consideration of health and safety.

12.4 Contractors must carry out risk assessments and method statements for activities to be carried out on site and all findings of these assessments must be made available to the Site Engineer.

12.5 All contractors/sub-contractors can be provided with or have sight of the school's safety policy.

12.6 Contractors/sub-contractors must comply with the requirements of the Health and Safety at Work Act 1974 and all relevant regulations, other legislation and approved codes of practice.

12.7 All visitors, including contractors/sub-contractors, to the site must enter and leave the site via the main entrance where they must sign in and out via Reception unless specific arrangements are made with the Site Engineer. All visitors must be issued with a visitor's badge which is returned on leaving the premises.

12.8 Where a visitor enters by another entrance in error they must be escorted by a member of staff to the main entrance/school office where they will go through the registration procedure.

12.9 All visitors should be briefed of any significant hazards and should normally be escorted whilst on the premises.

13.0 Emergency procedures - fire and evacuation

13.1 The School Business Manager is responsible for ensuring that the fire risk assessment is undertaken, implemented and reviewed annually or when there is a change to the buildings or the way they are used.

13.2 The risk assessments will take into account the needs of all users including those with disabilities, cleaning and care taking staff, external groups using the premises out of hours, people attending evening functions and other community users.

13.3 Employees will be trained in fire safety and evacuation procedures. Key staff will be trained in the correct use of fire extinguishers.

13.4 The fire panel will be monitored daily and the fire alarms will be tested weekly. The fire panel and alarms will be serviced annually. The test log will be maintained by the Site Engineer and kept in his office.

- 13.5 The Site Engineer, who has authority to remove or arrange the removal of any obstruction deemed an imminent risk to safety or which impedes exiting a building, will check escape routes regularly. Any other obstruction can be moved after consultation with the Headteacher and the School Manager. Any people who identify an obstruction to an escape route should, where possible, clear the obstruction themselves or immediately report the matter to the Site Engineer.
- 13.6 The Site Engineer will visually inspect all fire fighting appliances regularly and will maintain a log of all such inspections, which will be kept in the school office.
- 13.7 It is the responsibility of the Site Engineer to ensure that all fire extinguishers are inspected annually and tested as appropriate by a competent person a log of which will be maintained in the school office.
- 13.8 One fire evacuation practice will be held at the start of Term 1 as well as one other unannounced practice emergency evacuation each year under the supervision of the Leadership team, a log of which will be maintained in the Site Engineer's office. Any deficiencies with evacuation arrangements must be remedied, so far as is reasonably practicable.
- 13.9 All staff to be familiar with the clearly displayed evacuation routes displayed within teaching spaces and held electronically on the H: drive along with Tutor group designated muster points on the playground.
- 13.10 Year Group Tutors are responsible for their groups and ensuring all students are accounted for and any missing students to be reported to their respective Year Group Managers immediately.
- 13.11 Any visitors are the responsibility of the staff member they are due to meet with and should be accompanied to the muster points and ensure they have been accounted for from the visitor signing in book.
- 13.12 Overall reporting of students, staff and visitors being accounted for, is to the Headteacher or, in her absence, the Deputy Headteachers prior to any dismissal of fire lines.
- 14.0 Monitoring
- 14.1 It is the responsibility of all managers to:
- 14.1.1 Monitor the health and safety of systems of work, working conditions and the working environment under their control.
- 14.1.2 Carry out regular inspections of premises, equipment, and procedures and to submit reports to their line managers where necessary.
- 14.1.3 Monitor accident statistics to identify trends and to act on findings to prevent recurrence.
- 14.1.4 Investigate sickness absence records to identify cases of work-related ill health of staff and pupil sickness which may be associated with the activities of the school.

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### **Links to other policies/documents**

- Alcohol, Smoking and Drug Abuse Guidelines (Students)
- Child Protection and Safeguarding Policy
- Confiscation of Items Guidelines
- Educational Visits Guidelines
- Fire Safety Guidelines
- First Aid Guidelines
- Minibus and Driving Policy
- Premises Management Policy
- Risk Management Policy
- Risk Register
- Staff Code of Conduct

- Staff Disciplinary Policy and Procedure
- Staff Dress Code Policy
- Staff Well Being Policy
- Supporting Pupils with Medical Conditions
- Teaching and Learning Policy

**Appendix A****Persons and Health and Safety responsibility held**

<b>Name and position</b>	<b>Health and Safety responsibility</b>
Headteacher	Effective overall responsibility for H&S delegated by governors
Deputy Headteachers	Overall responsibility for H&S in absence of Headteacher.
School Business Manager Site Engineer	Overall responsibility for H&S in absence of Headteacher and chairmen of safety representatives.
Senior Leadership Team	Overall responsibility for H&S in absence of head and deputy heads
Office Manager	Responsibility for office staff
Heads of Year	Responsibility for overview of H&S within respective Year Groups
Departmental Heads	Responsibility for H&S within subject area
Special Educational Needs Co-ordinator	Responsibility for H&S within subject areas where teaching assistants are allocated
ICT Curriculum Manager	Responsibility for H&S within ICT
Site Engineer	Responsibility for H&S related to site Health and Safety representative
Restaurant Manager	Health and Safety in catering areas
Network Manager	Responsible for site-wide IT infrastructure Health and Safety

**Appendix B**

**Abbreviation of terms**

A&E	Accident and Emergency
ARF	Accident Report Forms
COSHH	Control of Substances Hazardous to Health
H&S	Health & Safety
HSE	Health & Safety Executive
IRR	Ionising Radiations Regulations
KCC	Kent County Council
NRPB	National Radiation Protection Board
PAB	Pupil Accident Book
RIDDOR	Reporting of injuries, Diseases and dangerous occurrences Regulations
EMAS	Employment Medical Advisory Service