

# Tapton SCHOOL

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## Tapton School

# Health & Safety Policy

## January 2020

**AUTHOR:** D Kirkham/J Bailey

**COMMITTEE:** Health & Safety

**LAST REVIEW/UPDATE:** December 2019

**LEVEL OF CHANGE:** Minor

**NEXT REVIEW:** July 2022

## Guidance

Under the **Health and Safety at Work Act 1974**, every organisation that employs five or more people must have a written Health and Safety Policy.

This Health and Safety Policy states our intention to work safely and is a useful tool to help the school achieve its objectives.

Please also refer to the Whole School Risk Assessment Document which is reviewed annually.

## Making the Policy Work

It is a legal requirement to communicate this policy to all employees as everyone working at Tapton School, from the Headteacher to new members of staff has their own role and responsibilities.

## Communication and Consultation

Once a term the Health and Safety committee meet to discuss relevant issues. Representatives from the following departments/areas attend:

Science  
Art  
Design and Technology  
Food Technology  
PE  
Interserve, the schools Premises Management Company

Minutes are available on request.

Health and safety is an agenda item at formal staff meetings and team meetings ensuring that all staff have a voice and a means of raising/sharing concerns. Tapton school (as part of the Tapton School Academy Trust) encourages its staff to complete a number of on-line H&S courses. During the school year 2019-20 the following courses have been made available to all staff:

- Equality and Diversity
- Cyber Security

This is the Health and Safety Policy of: **Tapton School**

Address:

**Darwin Lane**

**Sheffield**

**S10 5RG**

## **Policy Statement**

The Headteacher, Governors and staff at this school are committed to providing high standards of health and safety for all users of the school.

As a school, our educational priorities aim to:-

- encourage all pupils to achieve their full academic and social potential;
- provide pupils with the skills and experience which will ensure that the widest possible range of choices are open to them in their future lives;
- provide a sense of community in which individuals feel valued and are actively encouraged to value, respect and help others;
- create an atmosphere in which students enjoy and take pride in their achievements.

These educational and social priorities can only be fully realised within a physical environment that is both a safe and healthy place to work. This in turn can only be brought about by the dedicated co-operation of all within the school. Health and safety at this school is an area where Governors, the Headteacher, staff, safety representatives and parents share common objectives. It is vital that we all understand each other's duties, functions and responsibilities as well as our own because it is only by the co-operation and teamwork of everyone involved that health and safety objectives in school can be achieved.

## **Aims**

- To ensure that the school is always a safe and healthy place in which to work.
- To provide plant, equipment, resources and systems of work that are safe and without risks to health
- To raise awareness among all users of the school as to their responsibility for themselves and others.
- To provide sufficient information, instruction, training and supervision to enable all employees and authorised volunteers to avoid hazards and contribute positively to their own health and safety at work

- To ensure the dissemination of all pertinent information from the relevant external bodies to the correct user[s].
- To regularly monitor and review safety procedures throughout the school.
- To create and update a central file containing relevant health and safety information

**This safety policy will be regularly reviewed and updated**

Signed: <b>J Bailey</b>
Position: <b>Office Manager</b>
Date for Review: <b>July 2022</b>

**Responsibilities**

1 Overall responsibility for the management of health and safety in the school is that of

<b>Kat Rhodes (Headteacher)</b>
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2 Responsibility for the following areas is that of

Area of Work	<b>Science</b>
Name:	<b>Viv Bates (Director of Science)</b>

Area of Work	<b>D&amp;T</b>
Name	<b>Tim Priest (Subject Leader – D&amp;T)</b>

Area of Work

**Food Technology**

Name

**Kal Connett (Subject Leader – Food Technology)**

Area of Work

**PE**

Name

**Liam Scolah (Subject Leader PE)**

Area of Work

**Educational Visits**

Name

**Clare Bensa (Educational Visits Co-ordinator)**

Area of Work

**Premises Management**

Name

**Interserve - Debra Kirkham (Business Manager)**

## General Responsibilities

### The Governors will:

- Ensure that adequate funding is provided from the school budget to enable the school to be organised and run in a safe and healthy manner.
- Deal with any health and safety problems brought to them by the Headteacher, staff or parents, through their termly meetings or any emergency meetings, which may be called due to unforeseen circumstances.
- Ensure that the Health and Safety Policy is brought to the attention of all staff and implemented in school.
- Help prepare, implement and monitor a “site-specific” health and safety policy
- Confirm compliance with Statutory policies and procedures and monitor health and safety management within school
- Ensure that appropriate risk assessments have been carried out
- Ensure that all members of staff receive appropriate training.
- Ensure that the Headteacher has an appropriate workload in support of a reasonable work/life balance
- Ensure adequate consultation takes place to allow everyone to contribute to safe working. This will be done in the following way:

### The Headteacher will:

- Take overall responsibility for day to day management of health and safety issues
- Ensure that health and safety is incorporated into the planning and organisation of all school functions.
- Ensure that suitable and sufficient assessments of hazards and risks to staff members, pupils and other visitors and users of the school are carried out. Further, to act upon those assessments in order to reduce risk.
- Attend health and safety training courses as appropriate.
- Ensure the provision of adequate training, communication, instruction and supervision for all members of staff (including supply staff and volunteers).
- Provide necessary information to staff members and their representatives on health and safety matters.
- Ensure that staff members who are delegated to carry out particular tasks are competent and fully aware of their responsibilities.
- Ensure staff have an appropriate workload in support of a reasonable work/life balance.
- Investigate any accidents or near misses and bring these, along with any other health and safety problems, to the attention of staff and the governors.
- Ensure adequate consultation and communication takes place to allow everyone to contribute to safe working. This will be done in the following way:

### All Staff Members will:

- Ensure that they are fully aware of their roles and responsibilities, co-operate with the school’s policies and procedures.
- Ensure that safe working practices are adopted at all times and comply with the findings/other outcomes of risk assessments, whether in school, on school business or on educational visits.
- Complete health and safety training courses as appropriate.
- Undertake relevant risk assessments and share findings and preventative measures with all appropriate stakeholders.
- Bring to the attention of the Headteacher information about accidents, near misses, dangerous equipment or situations which may occur whilst in school or on educational visits.
- Report to the Headteacher any problems that they feel that they cannot deal with themselves.
- Take responsibility to do what they can to take care of themselves, their colleagues, pupils and visitors. In particular employees should co-operate with the health and safety policy of their employer.
- Complete the on-line H&S courses assigned to them in a timely way.

## School Health and Safety Representative

The Governing Body and Headteacher recognise the role of Safety Representatives. Safety Representatives will be allowed appropriate paid time off to enable them to fulfil their duties.

We communicate and consult with safety representatives on a regular basis about health and safety matters and offer facilities to enable them to investigate workplace accidents, employee complaints and to carry out periodic health and safety inspections.

Name	Trade Union
Julie Wainwright & Rachel Gray	NASUWT
No H&S Rep – Emma Gillis & Ben Fuller are TU Reps	NUT
No H&S Rep – Andrew Wright is TU Rep	ATL
Helen Easdown	UNISON
Diana Thompson	VOICE

## General Arrangements to Keep People Safe

### 1 Risk Assessment

Risk Assessments are a legal requirement mainly under the **Management of Health and Safety at Work Regulations 1999**, although most health and safety legislation requires a risk assessment approach.

All of our Risk Assessments are recorded. We have a Generic Risk Assessment booklet as a starting point but, where there are no generic assessments we carry out our own assessments using the blank assessment form which can be found in the Health Safety area of the school's Learning Platform). Risks are assessed periodically (usually on an annual basis), following an accident, on the introduction of any new process/equipment and also any change in circumstances.

We share the findings of our risk assessments with all members of staff  
Risk assessments are stored as per below:

Document	Location
Fire Risk Assessment	School office, Interserve office
Generic Premises Risk Assessment	School office, Interserve office
Foundation Stage Risk Assessment	N/a
Educational Visits Risk Assessments	'EVOLVE'
Hazardous Substances Risk Assessments	Science Prep rooms, Art & DT Departments
Task / activity based Risk Assessments	School office

The following people assist with the assessment process for their individual area of work:

Name	Area of responsibility
Viv Bates	Science
Tim Priest	D&T
Kal Connett	Food Technology
Liam Scolah	PE
Clare Bensa/Debra Kirkham	Educational Visits
Debra Kirkham/Julie Bailey	Premises Management

**NB** It is the Headteacher's responsibility to ensure that risk assessments are carried out. However the Headteacher may delegate the function or request the assistance of competent staff in carrying out a risk assessment.

## 2 Fire

An outbreak of fire in a school can be extremely serious. The **Regulatory Reform (Fire Safety) Order 2005** makes it a legal requirement for each building to have an up to date fire risk assessment. Our Fire Risk assessment identifies all sources of heat with the potential to cause fire e.g. gas heaters, Bunsen burners, cookers etc. and it also consider the storage of combustible materials.

When our school requires painting, only paints providing a flame retardant surface will be used in high risk areas (assembly halls, means of escape, staircases, areas where there is an added fire risk etc).

Ongoing monitoring is carried out to ensure that combustible materials (liquids, solids or gases) do not come into contact with sources of heat.

Internal fire doors are kept closed to stop fire spreading. Hydraulic door closers are checked regularly and maintained as necessary to ensure correct operation (damage to these closers is very common in schools).

All documentation relating to fire safety is kept:

Document	Location
Fire Risk Assessment (including Arson Assessment)	Office Manager's office
Fire Precautions Log Book	Interserve office – equivalent document
Fire Safety Training Records	Office Manager's office

The following people have a role to play in ensuring fire safety issues are adequately dealt with

Name	Responsible for:
Julie Bailey	Ensuring there is a current fire risk assessment in place and a process for reviewing / updating on a regular basis
Julie Bailey –Tapton staff/supply (handbook) Interserve - contractors	Inducting new members of staff and supply / agency staff, contractors etc
Kat Rhode/Julie Bailey	Making sure that staff receive regular refresher training
Interserve responsibility	Making sure relevant information is shared with other users of the premises such as lettings, breakfast and after school clubs etc
Headteacher	Ensuring regular fire drills are carried out and recorded

Interserve responsibility	Keeping the Fire Precautions Log Book up to date

### 3 Permission to Work

As a PFI school, Interserve have full responsibility for all contractors working within the school site.

### 4 Asbestos – (New build – no asbestos on site).

### 5 Legionella Risk Management

Legionnaires' disease is a type of pneumonia. It is an uncommon, but serious disease.

People can catch Legionnaires disease by inhaling small droplets of water suspended in the air which contain the Legionella bacterium.

Legionnaires' disease does not spread from person to person.

Interserve conduct full Legionella audits of the school on an annual basis.

Document	Location
Legionella Survey	Interserve responsibility
Legionella Log Book	Interserve office

The following people have a role to play in ensuring the procedure in place for managing Legionella issues:

Name	Responsible for:
Interserve responsibility	Overall responsibility as Named Duty Holder
Interserve responsibility	Ensuring that the recommendations of the Legionella risk assessment are carried out
Interserve responsibility	Ensuring that the Legionella risk assessment is reviewed on a regular basis
Interserve responsibility	Ensuring that all activities identified in the maintenance programme are carried out and recorded
Interserve responsibility	Keeping the Log Book up to date

The following people have attended Legionella training

Name	Date of Training:
Interserve responsibility	

### 6 Accidents

Even in a safety conscious school, accidents may still occur. This is how we deal with them.

All accidents involving staff, pupils or visitors will be recorded and investigated, as appropriate to find out what happened and how any similar incident can be avoided.

Document	Location
Accident Report Forms	First Aid Room
RIDDOR report forms	On-line

The following people have responsibilities for:

Name	Responsible for:
Jane Woodhouse/Hannah Coles/First Aiders	Recording all accidents to staff / pupils
Julie Bailey	Ensuring that accidents are investigated and that major accidents, which are reportable on-line to the Health and Safety Executive (under the RIDDOR regulations),
Julie Bailey & relevant Subject Leaders/Interserve	Ensuring risk assessments are reviewed in light of lessons learned
Julie Bailey/ Debra Kirkham	Periodically reviewing accident reports to identify trends
Julie Bailey	Reporting serious incidents / accidents to Governors

## 7 First Aid

This school will follow the statutory requirement for first aid equipment and provide suitably trained first aid staff.

Our school risk assessment identifies the actual number of first aiders required.

(As a rough guide the recommendation is 1 first aider for every 100 people on site. This is usually made up of 2 fully qualified first aiders, with the remainder holding the 1 day emergency first aid certificate).

There are 4 fully qualified first aiders and 36 Emergency first aiders

The following people have responsibilities for:

Name	Responsible for:
Julie Bailey	Ensuring that a risk assessment is in place to determine the appropriate level of first aid cover throughout the whole of the school day (including off site activities)
Julie Bailey	Keeping records of First Aid Qualifications and ensuring these are re validated
Jane Woodhouse and Hannah Coles (First Aid Officers)	Ensuring First Aid boxes are checked and restocked on a regular basis

## 8 Electricity

Electricity has the potential to cause serious harm, or even death and is treated as a priority with regard to maintenance and repair. The **Electricity at Work Regulations 1989** requires that all electrical systems and appliances are periodically inspected and maintained.

The visual checking, maintenance and repair of portable and transportable electrical equipment is the responsibility of the school.

Fixed installations i.e. sockets, light fittings and general wiring throughout the school are the responsibility of Interserve and are tested at least every five years by a competent electrician.

Document	Location
Inventory of Portable appliances	Office Manager's office
PAT testing Certificate	With appliances, test results
Fixed installation test certificate	Interserve responsibility

The following people have responsibilities for:

Name	Responsible for:
All staff	Visually checking portable electrical appliances
Julie Bailey	Arranging the testing of portable appliances
Interserve responsibility	Ensuring the five yearly checks are carried out on the fixed installation
Debra Kirkham/ Interserve	Arranging repairs / remedial work
Subject Leaders/Snr Sci Tech/ Interserve	Showing key members of staff how to isolate the electrical supply in an emergency situation

## 9 Gas

Under the **Gas (Installation and Use) Regulations 1994**, there is a requirement for all gas appliances (central heating boilers, gas water heaters etc) to be checked, serviced and maintained by a competent (Gas Safe) contractor on an annual basis.

Document	Location
Gas Servicing Certificates	Interserve office

The following people have responsibilities for:

Name	Responsible for:
Interserve responsibility	Arranging the testing and maintenance of gas appliances
Interserve responsibility	Arranging repairs / remedial work
Interserve responsibility	Ensuring any work to gas appliances is carried out by a competent contractor (Gas safe)
Subject Leaders/Snr Sci Tech/ Interserve	Showing key members of staff how to isolate the gas supply when it is not in use or in an emergency situation

## 10 Substances

The **Control of Substances Hazardous to Health Regulations** require an assessment to be made of the work processes that involve the use of substances that are hazardous to health.

At our school we ensure that all substances that fall within the COSHH regulations are kept to a minimum and are stored safely and securely out of reach of children. Hazard data sheets are available for all substances and a documented risk assessment is available for all work processes

Document	Location
Hazardous substances inventory i.e. cleaning/janitorial substances, science chemicals, glues and paints for art etc	Interserve office/ Science prep rooms/ Art office/ DT office
Hazard Data Sheets	Science prep rooms, Art office, DT office
Documented risk assessments	Departmental Offices

The following people have responsibilities for:

Name	Responsible for:
Viv Bates/Mike Pollock/ Interserve	Keeping the inventory up to date
Viv Bates/Mike Pollock/ Interserve	Ensuring hazard data sheets are available
Viv Bates/Mike Pollock/ Interserve	Making sure that risk assessments are documented
Viv Bates/Mike Pollock/ Interserve	Making sure Personal Protective Equipment (where necessary) is provided and worn
Viv Bates/Mike Pollock/ Interserve	Training staff in the safe use and handling of substances
Viv Bates/Mike Pollock/ Interserve	Disposing of surplus substances safely

## 11 Educational Visits and Off-site Activities

The school complies with Local Authority guidance on educational visits. Plans for all off site visits are reported to the Governors on a regular basis. Specific approval is given by Governors for all residential visits and visits abroad. We currently use the EVOLVE on line approval system.

We have a named Educational Visits co-ordinator who has received the appropriate Local Authority training and is responsible for:

- ~ Supporting the Headteacher when approving educational visits
- ~ Assessing the competency of leaders and other adults on the visit
- ~ Ensuring that all members of staff receive induction training in the schools process for educational visits
- ~ Helping and supporting members of staff with the planning of educational visits including help with risk assessments

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Document	Location
Educational Visits Documentation	On-line (EVOLVE)
Educational Visits Generic Risk Assessments	On-line (EVOLVE)

The following people have responsibilities for:

Name	Responsible for:
Clare Bensa/Debra Kirkham/Kat Rhodes	Educational Visits Co-ordinator
Clare Bensa	Reporting Educational Visits to Governors
Kat Rhodes/Clare Bensa	Ensuring staff receive induction training in educational visits
Departmental Heads	Ensuring post visit evaluation is completed

The following people have attended EVC training and also EVOLVE training

Name	Date / Type of Training:
Clare Bensa	EVC Jan 2012

Debra Kirkham	EVC June 2018 refresher

## 12 Medical Needs

There is no legal obligation requiring school staff to administer medication. However, this school recognises that children with medical needs have the same right of admission to a school setting as other children.

There is a clearly documented policy in place in school for dealing with medication and medical needs of children and this has been communicated to all staff. Some members of staff have received specific training to enable them to administer medication.

Document	Location
Medicines Policy	Jo Shepherd's Office and website
Pupils individual care plans	First Aid Room
Consent Forms	Pupils files (Mstore)

There is one member of staff (Medical Assistant) who can administer medicines and 4 with Epilepsy & Rescue Meds training

## 13 Curriculum Safety

All teachers are aware of and familiar with the need to carry out risk assessment in their own area of work. They must ensure that they are aware of the risks which might arise from the tools, equipment, materials and processes that they plan for children to use. All guidance material from CLEAPSS (Consortium of Local Education Authorities for the Provision of Science Services), DATA (Design and Technology Association) and AfPE (Association for Physical Education – formerly BAALPE) will be available for staff.

The Governors and Headteacher have responsibility for making sure that staff are competent and attend training as appropriate

Document	Location
CLEAPSS	Science Prep Rooms
AfPE	Office Manager's office
DATA	D & T Office

The following people have responsibilities for:

Name	Responsible for:
Subject Leaders	Ensuring risk assessments are in place for all tasks / activities

The following people have attended training:

Name	Date of Training	Type of training i.e. Woodworking machines; Radiation Protection Supervisor, Trampoline Coaching etc
James O'Neill		Radiation Protection Supervisor
Mike Pollock		Radiation Protection Supervisor
All current DT staff		Woodworking machines
All current PE staff		Trampolining

#### 14 **Work Experience (Only offered to 6<sup>th</sup> formers)**

The Schools Work Experience Co-ordinators will ensure that there is clear communication and co-ordination between placement providers, students and parents. All work experience placements will be vetted by a competent person and the co-ordinator will ensure that specific risk assessments have been carried out. They will also carry out on-site monitoring of placements

Document	Location
Safety on Work Experience	Changing Education
Risk Assessments	Changing Education

The following people have responsibilities for:

Name	Responsible for:
Clare Bensa	Work Experience Co-Coordinator
Clare Bensa	Ensuring work experience placements have been vetted
Clare Bensa	Making sure risk assessments are available and have been shared with students / parents
N/A – but can request feedback from both the student and the employer	Carrying out monitoring visits during work experience placements

#### 15 **Staff Wellbeing and Stress**

The health and wellbeing of all members of our staff is considered as part of the school's risk assessment process. The schools stress risk assessment is reviewed periodically and the findings shared with staff.

Document	Location
Stress Risk Assessment	With the individuals

#### 16 **Monitor and Review**

Measuring health and safety performance is important as we need to know how effectively we are controlling risk in our school. The arrangements that have been put into place will be monitored and reviewed on a regular basis to ensure that they remain effective. Monitoring will include checking that where responsibilities are delegated that individuals clearly understand their roles and responsibilities. Management information (which includes both active and reactive data) will also be considered to improve performance.

## Useful Contacts

### Useful Websites

[Schoolpoint](#)

[Technology Forge](#)

[www.hse.gov.uk](http://www.hse.gov.uk)