



# Sunderland High School

The best in everyone

## Health & Safety – Organisation (Appendix B)

This is a key policy of Sunderland High School. It applies to all members of the school community including those in our EYFS setting. The policy is available to all parents, prospective parents, school governors, members of the UCST Board and ISI Inspectors. This policy is available in printed form upon request or it can be accessed and downloaded via the school's website, [www.sunderlandhigh.co.uk](http://www.sunderlandhigh.co.uk). By contacting either Mrs E. Martin (school registrar, 0191 5677674) or Miss C. McArdle (Junior School Secretary, 0191 5143278) additional copies of the policy can be made available. In addition, larger print copies can also be produced upon request.

Sunderland High School seeks to implement this document through adherence to the procedures set out in the rest of this document.

Sunderland High School is fully committed to ensuring that the application of this policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the school's Equal Opportunities Policy document.

This document is reviewed annually by AJS / CWB / RK or as events or legislation change requires. The next scheduled review date is September 2011.

## Management Duties for Safety

As **Head** it is my duty to ensure compliance with this health and safety policy. My specific duties follow.

It is my duty directly or through delegation as detailed below and in accordance with the law to:

- A Ensure compliance with this health and safety policy in each and every respect, to keep the senior management team and all employees informed of this policy and any changes to it, to ensure that the necessary resources for implementation are available and to report to **governors** at least annually.
- B Plan, organise, control, monitor and review arrangements for health and safety for employees, for pupils, for visitors including contractors and others affected by our work activities – this includes committing to writing local management arrangements for safety and stand alone management plans
- C Assess risks and commit assessments to writing
- D Ensure that work in all its aspects is safe and without risks to health

- E Ensure that information, training, instruction and supervision is provided and that systems of work are safe
- F Make proper provision for occupational and pupil health
- G Investigate and keep a record of accidents, occupational ill health, hazardous incidents and fires
- H Post warning signs and notices
- I Appoint first aid personnel and have first aid provision checked regularly
- J Ensure that the conditions of licences are observed
- K Ensure the safe disposal of hazardous wastes
- L Ensure that fire safety risk assessments are comprehensive, that their requirements are satisfied and in particular to:
  - Produce an emergency fire plan
  - Be responsible for fire safety training
  - Arrange practice fire drills
  - Check that any close down procedures are followed
  - Check the adequacy of fire-fighting equipment and ensure its regular maintenance
  - Check that fire escape routes and fire exit doors are kept unobstructed and that fire doors operate correctly
  - Ensure that fire detection, alarm and emergency lighting systems are properly installed, maintained and tested
  - Arrange fire safety inspections once each term and when there are changes to the fire safety risk assessment
  - Keep relevant records
  - Include fire safety in the regular health and safety reports to the **governors**.

A number of my duties are delegated to others. The following paragraphs describe the delegations and other arrangements which I have made. All those with health and safety duties will be provided with sufficient time to undertake their duties.

Each line manager is delegated the duty to comply with the policy and ensure in accordance with the law the health and safety of employees, pupils and other persons within their area of responsibility and also anyone else who may be affected by their work activities. In particular, the duties listed above [**B, C, D, E, F, G and H**] are delegated to these persons and written local management arrangements and stand alone management plans can be found with these persons and in the safety file.

Similarly, in the areas listed below, the persons named have the overall duty to comply and ensure safety and health:

- **A Temple** is the fire safety manager with duties [L].

The following employees have the duty to comply and to ensure safety and health as it applies to their special function:

- **I McDonough** is the educational visits co-ordinator.
- **A Temple and A Thompson** is responsible for asbestos management.
- **I McDonough** is responsible for legionella risk assessment and control.
- **A Thompson** is responsible for minibus/transport management.
- **D Percy** is the radiation protection supervisor.
- **A Temple** is the fire manager and responsible for duty [L].
- **A Temple / I McDonough** in collaboration with the appropriate line manager and/or safety co-ordinator is responsible for duties [E], [J] and [K].
- **A Temple / I McDonough** is responsible for making arrangements for visitors (who may be contractors) and this will involve carrying out suitable risk assessments.

All those with line management responsibility should notify me and the safety co-ordinator and any other persons affected of any planned, new or recently identified significant risks in their areas and also of the control measures needed and should report to me any significant breach of safety arrangements.

When line managers are absent for significant periods, adequate delegation of duties must be made.

- **I McDonough** is responsible for first aid. The following are the first aiders

### Senior School

Staff Name	Qualification	Valid Till	Senior/Junior
Miss S Lindsay	Appointed Person	April 2011	Senior Site
Mrs M Roddy	Appointed Person	April 2011	Senior Site
Mrs J Hill	First Aid at Work	March 2012	Senior Site
Miss N Gallagher	Appointed Person	February 2012	Senior Site
Mrs C Bowmer	Appointed Person	February 2012	Senior Site
Mrs E Hope	Appointed Person	February 2012	Senior Site
Mrs E Martin	Appointed Person	February 2012	Senior Site
Mr A Temple	Appointed Person	February 2012	Senior Site
Mr A Thompson	Appointed Person	February 2012	Senior Site

### Junior School

Staff Name	Qualification	Valid Till	Senior/Junior
Mrs R Keating	First Aid at Work	October 2012	Junior Site
Mr N Rich	Appointed Person	February 2012	Junior Site
Mrs M Diaz	Appointed Person	February 2012	Junior Site
Miss C McArdle	Appointed Person	January 2014	Junior Site
Mr I McDonough	Appointed Person	February 2012	Junior Site
Miss A Dargon	Appointed Person	February 2012	Junior Site
Mr M Woodley	Appointed Person	February 2012	Junior Site
Mr C Bulmer	EFAW	April 2013	Junior Site
Mrs G Prior	EFAW	April 2013	Junior Site
Mr A Smith	Appointed Person	February 2012	Junior Site
Ms Pat Bilton	Paediatric First Aid	May 2013	Junior Site
Ms D Fearon	Paediatric First Aid	March 2013	Junior Site
Ms Rachael Brown	Paediatric First Aid	March 2013	Junior Site
Mrs Natalie Jewitt	Paediatric First Aid	May 2013	Junior Site
Ms S Parker	Paediatric First Aid	March 2013	Junior Site

### Both Sites

Staff Name	Qualification	Valid Till	Senior/Junior
Mrs H Bowerman	Appointed Person	February 2011	Both Sites
Mrs C Summers	EFAW	January 2014	Both Sites / Music
Mr D Gardner	EFAW	January 2014	Both Sites / PE
Mr R Phillips	Appointed Person	January 2012	Both Sites / PE

- **I McDonough and A Temple** are responsible for checking the first aid facilities, usually first aid kits and eye wash stations, at least termly.
- **A Temple** is responsible for accident recording and investigation. All accidents, occupational ill health, dangerous occurrences and near misses, should be reported promptly on the forms **in the main offices to A Temple (Senior) or I McDonough (Junior)**. Notification to the enforcing authority at the HSE Incident Contact Centre is the responsibility of **A Temple**.

### Advisory Arrangements

- **A Temple/I McDonough** are the health and safety coordinators whose duties are to:
  - A Be familiar with the contents of the policy and ensure that the policy and a safety compliance file is readily available to all employees
  - B Ensure that the ‘Organisation for Health and Safety Management’ is reviewed annually, that a copy is provided for Head Office (Sarah-Jane Butcher) early in each academic year and that a copy plus the ‘Synopsis’ is emailed to all employees early in each academic year.
  - C Together with others, identify health and safety training needs and co-ordinate as necessary. A safety training needs survey must be carried out annually.
  - D Monitor that line managers prepare and review local management arrangements, stand alone management plans, prepare and review risk assessments and carry out thorough examinations, test and inspections. (The ‘Annual Checklists’ in the Appendix and the “Requirements” identified in the policy are designed as internal audit tools to assist.)
  - E Monitor the formal defect reporting procedure
  - F Monitor that accidents, illnesses and incidents are reported and investigated and proper notifications are made to HSE
  - G Liaise with HSE/EHO/Fire Service as appropriate
  - H Act as clerk to the health and safety committee.

The Co-ordinator must advise me and those with delegated duties on the measures needed to comply with the policy, co-ordinate any advice given by specialist safety advisors and those with enforcement powers, monitor health and safety matters and report back to me.

Oxford Safety and Risk Management (OSRM) provide professional health and safety advice and provide the Radiation Protection Advisor (RPA).

## Health and Safety Committee

The Health & Safety co-ordinator, will chair the meetings of the safety committee.

The committee will meet **at least once a term.**

**The composition of the Committee shall be as follows:**

<b>Mr A Temple</b>	<b>Health &amp; Safety Co-ordinator</b>
<b>Dr A J Slater</b>	<b>Head</b>
<b>Mr Clive Bulmer</b>	<b>The Head of Junior School</b>
<b>Mr I McDonough</b>	<b>Assistant H&amp;S Co-ordinator</b>
<b>Mr A K Thompson</b>	<b>The Premises Manager</b>
<b>Mr G Osman</b>	<b>The Junior School Caretaker</b>
<b>Mrs C Bowmer</b>	<b>The Head of Science (Senior School)</b>
<b>Mr P Wayman</b>	<b>Representative of Art/DT/HE (Senior School)</b>
<b>Mr R Phillips</b>	<b>Representative of Physical Education</b>

The purposes of the Committee are to consult with employees on matters concerning health and safety; to discuss any significant accidents, incidents, cases of ill health, or defects including 'RIDDOR' reports; to monitor progress on recommendations from an authoritative source; to monitor the effective implementation of the health and safety policy and annually update the contents of the safety policy. Recommendations for the agenda are:

- Minutes of last meeting
- Matters arising
- Accidents/incidents/ill health/serious defects since last meeting
- Matters raised by employees/others
- Policy compliance, recommendations of consultants/others – progress report
- Any other business
- Date of next meeting.

Detailed minutes must be kept and a set of minutes should be forwarded to **Vivienne White** within seven days of each meeting.

## Consultation with Employees

Employees who wish to consult their representatives should contact **J Hill / A Smith / P Wayman**

## Individual Responsibility

All employees, all pupils and all other persons entering onto school premises or who are involved in school activities are responsible for exercising care in relation to themselves and others who may be affected by their actions. Those in charge of visitors (including contractors) must ensure that the visitors adhere to the appropriate requirements of this health and safety policy.

Each individual must:

- Make sure that work is carried out in accordance with this policy, procedures and risk assessments
- Protect his or herself and others by using any guards or safety devices provided and by wearing the personal protective equipment provided and never interfering with or disconnecting safety devices
- Adhere to training and instructions
- Inform their immediate line manager, head of department or supervisor of any new hazards identified
- Give their visitors (including contractors) a named contact with whom to liaise
- Offer any advice and suggestions that they think may improve health and safety
- Report all accidents, ill health, fires, incidents and defects as soon as practicable
- Be familiar with the location of fire alarm points, fire escape routes, fire procedures and fire fighting equipment

If any individual is in doubt about any safety matter they must consult their line manager, the Safety Co-ordinator, or if necessary, me.

### Cross References

Documents which address specific inspection issues are often documents with content relevant to health and safety such as pupil health and medication; SENDA (including physical accessibility); pupil behaviour; whistle blowing; safeguarding; physical restraint; supervision of pupils; and drugs and substance abuse. **These can be found in the Whole school Strategic area.**

Signature..... [Date] .....

### Head

Endorsed by ..... [Date] .....

### Chair of Governors