



# HEALTH AND SAFETY POLICY

Policy updated from the NLC original of Sept 2006 to reflect creation of C&MSS Sept 2010

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**Approved by:** Governors and Senior Leadership Team 01/09/2006

**Responsible Governor:**

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Review	Date of Approval	Version Approved	Approved by	Comments and amendments
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## **PREAMBLE**

Netherhall Learning Campus was federated in April 2008. NLC's constituent bodies include Netherhall High School, the Creative & Media Studio School, Rawthorpe Junior and Rawthorpe Infants schools. Unless specified the following policy is applied uniformly across the whole of the federation. This policy supersedes all policies of NLC's predecessor institutions.

The Governors and Senior Leadership Team of Netherhall Learning Campus are committed to enabling each of its pupils to develop to their maximum potential. We believe a safe and healthy environment for pupils and staff is an essential element in that aim.

This Health and Safety Policy defines how we will achieve this across the Federation.

### **1.0 Roles and Responsibilities**

Detailed Health and Safety responsibilities will be included in each individual's job description. Indicated below are the generic responsibilities of governors, managers and staff. Individual managers or staff may have responsibilities under more than one generic heading.

#### **1.1 The Governing Body**

The Governing Body, through the designated Health and Safety Governor and sub-committee, will ensure an effective health and safety policy is in place. It will monitor performance in Health and Safety incidents and the overall delivery of the policy.

#### **1.2 The Principal**

The Principal will implement the policy across the school, delegating activities as appropriate and monitoring the performance of individuals and groups.

#### **1.3 Line Managers**

Line managers will ensure staff is competent and fully trained for their roles both from the functional viewpoint and the health and safety aspects of their roles. They will conduct investigations following any reported Health and Safety incident involving a member of their staff

#### **1.4 Heads of Department/Assistant Head Teacher (C&MSS)**

In addition to their line manager responsibilities will ensure that adequate risk assessments for all facilities and activities within their area of control are carried out and recorded, and that any resulting controls are implemented and effective.

#### **1.5 The Bursar**

In addition to his line management and departmental duties will advise the head teacher and governors on prioritisation of spending on health and safety related expenditure. He will also ensure that purchases of equipment and/or services do not compromise health and safety standards at the school.

#### **1.6 The Public Private Partnership Service Provider**

The provider will maintain the structure and fabric of the school building to provide a safe environment for school activities. In doing this the Service Provider will be required to respond with due diligence to items of concern with respect to health and safety raised by the school management. The service provider will manage on site staff and activities in such a way as not to compromise health and safety standards within the school.

## **1.7 Specialist Staff (incl. C&MSS Staff)/Learning Coaches/ Technicians/Project Managers/Coordinators**

These staff will ensure that they understand the need for and have received specialist training for their roles with any necessary certification achieved and maintained. For specific, non-routine activities they will ensure that adequate risk assessments for the specific facilities and activities within their area of control are carried out and recorded, and that any resulting controls are implemented and effective.

## **1.8 Staff**

Staff at the school will at all times behave in a responsible manner with respect to their own, colleagues and pupils health and safety. They will report all health and safety incidents to their line manager and cooperate in any investigation.

## **1.9 Employers**

Employers are responsible under the Health and Safety at Work Act 1974:

- To provide for the health, safety and welfare of all their employees or those who work for them
- To provide a written Health and Safety Policy
- To ensure the safety of all customers or participants who visit the premises or facilities

With this legislation in mind NLC including the C&MSS will endeavour to ascertain the relevant documentation from any employer who will facilitate an off campus site. Once the documentation has been cross referenced with our own H&S Policy the C&MSS Staff/Subject Leader will with Assistant Head Teacher (C&MSS Curriculum) complete an EV1 combined with a facility risk assessment form.

## **1.10 OFF Site Visits**

Staff at NLC and the C&MSS will be responsible for the completion of an EV1 (risk assessment form) when planning any off site activity. Upon completion of the EV1 the Principal/Deputy Head Teacher will acknowledge the risk assessment and file the appropriate data with the LA. The LA will then provide an adequate risk assessment.

## **2.0 Suggested Audience and Distribution Channels**

Communication of Health and Safety issues in and around school sites is very important. It must be immediate in many instances and also accessible to all regardless of their prior levels of awareness or previous experiences. To this end, all stake holders on all sites need to be made aware of this and associated policies. NLC will do this by targeting:

All learning and teaching support staff  
Parents/carers  
Students  
Employers and Partners  
All visitors to school sites

And using:

Signage, posters and notices  
Formally scheduled meeting (minutes and agenda)  
CPD and Inset Day  
Student Handbooks  
Registers  
Newsletters  
Email  
School Website/Intranet  
Open Evenings

### **3.0 Related policies, documentation & further reading**

This policy is part of a suite of policies which should also be referred to:

- **NLC Risk Assessment Policy**
  - **NLC Physical Activity Policy**
  - **NLC Food Policy**
  - **NLC Drugs Policy**
  - **NLC No Smoking policy**
  - **NLC Incident report form**
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- **Kirklees Metropolitan Council - Health and Safety Policy**  
<http://www.kirklees.gov.uk/answers/healthandsafety/healthandsafety.shtml>
  - **Kirklees Education Health & Safety Manual – Phase 2**  
<http://www.kirklees-ednet.org.uk/subjects/health/index.asp>
  - **ETHOS - Health & Safety Policy Guidance Note No 26 – Risk Assessment**

## **4.0 Health & Safety Policy detail**

### **4.1 NLC's commitment**

NLC's commitment is as follows:-

At Netherhall Learning Campus we will provide a safe and secure environment to safeguard the health, safety and welfare of pupils, staff, employer and visitors.

### **4.2 Key Principles**

**In order to achieve this commitment, in all our activities we will follow the following key principles:-**

- 4.2.1 We will give health, safety and welfare our first consideration.
- 4.2.2 We will obey all laws and in addition comply with the Health and Safety Policy of Kirklees Metropolitan Council. (ref 1)
- 4.2.3 We will identify hazards and establish appropriate controls for all activities undertaken both on and off the school site.
- 4.2.4 We will report and investigate all health and safety incidents, then take corrective action and share the learning.
- 4.2.5 We will work towards a goal of eliminating all injuries, reducing occupational illnesses and lowering environmental impact.
- 4.2.6 We will ensure employees and agents/partners/employers have appropriate competence for their roles.
- 4.2.7 We will define Health and Safety requirements in simple clear terms, communicate them to all employees/ agents/partners/employers and secure their involvement via all channels of communication available to us
- 4.2.8 We will celebrate and reward excellence in Health and Safety performance.

4.2.9 We will require all employees/ agents/partners/employers to accept personal responsibility for their own health and safety and that of their colleagues/students.

4.2.10 We will be a good and considerate neighbour in our locality.

### 4.3 Review and Monitoring

The **School Safety Committee** will meet at least once each term, permitting the concerns and issues of employees to be aired, the school safety performance to be reviewed and a physical inspection within one department completed.

### 5.0 The Role of Parents/Carers

5.1 We ask all parents/carers who send their children to the NLC to observe and support this policy whenever they are on school premises or visiting other sites at which their children are undertaking courses

5.2 If any parent/carer would like the NLC to modify the policy they should make representation in the first instance to the Principal. NLC will look at such requests sympathetically with a view to achieving the best possible outcome for all.

### 6.0 Application of the policy to the Creative & Media Studio School

It must be noted that students and staff, together with employers, of the Creative & Media Studio School will carryout the principles of the NLC Health and Safety policy, as outlined above, regardless of location and circumstance.

It should also be noted that some industries/employers will have additional Health and Safety requirements on site that will also need to be observed by students and staff of C&MSS

With the above in mind C&MSS staff, together with designated contact from employer partners, will be supplied Health and Safety training as part of the Induction and CPD processes of C&MSS prior to the commencement of any placement.

Should any queries or concerns on Health and Safety arise the first contact point in this respect is the Business Manager of C&MSS, who should be contacted and informed at the first practical opportunity as it is impossible to foresee the issues that may arise for the range of students in the array of workplaces that will eventually become available

The Business Manager and the designated contact with the employer organisation will, as a matter of process, conduct/liaise on the production of Risk Assessments prior to the commencement of each and every placement. (***This assumes and includes all work practices, equipment, technology, the environment and any perceivable threat posed by employer partner staff within the workplace***)

## 7.0 Monitoring and Review

The **School Management Team** will review the overall implementation of the policy as part of its annual self assessment process with emphasis on the delivery against the key principles and particularly the status of health and safety training and risk assessments.

7.1 The Governing Body monitors and reviews the NLC Health and Safety policy by:

- seeking the views of all stakeholder, to ensure that they agree with and support the policy;
- ensuring the appointment of a **School Safety Manager**. This manager collects, collates and evaluates all Health and Safety performance statistics and advises governors, the management team and the school safety committee of any trends or areas of concern.
- considering, with the Principal, any requests from stakeholders to have special dispensation with regard to the policy; and
- requiring the Principal or nominee to report to the Governors on the way the NLC Health & Safety policy is being implemented each term.

## 8.0 Approval by the Governing Body and Review Date

This policy has been formally approved and adopted by the Governing Body at a formally convened meeting

Policy approved:

\_\_\_\_\_  
(Chair of Governing Body)

Date:

Date of Policy review:

## **Appendices**

**To access the relevant documentation contact the Deputy Head Teacher – NLC High School**