



BROADWAY SCHOOL

Health and Safety

The Governors of Broadway School, having regard to the HASAW Act and other relevant legislation undertake to take steps to, in so far as it is reasonably practicable to do so, provide a safe and healthy environment for all persons using the school site.

2. As far as is reasonably practicable, Governors expect to provide:
 - a] safe systems of work and healthy working conditions
 - b] safe premises and equipment
 - c] safe means of access and egress
 - d] appropriate security arrangements
 - e] first aid facilities and trained personnel

3. As far as is reasonably practicable, Governors expect the Schools' employees to:
 - a] support and implement the Policy
 - b] set an example through safe working practices and comply with any safety warnings
 - c] make use of available protective equipment; ensure pupils make use of protective equipment; accept that safety equipment and protective clothing and procedures must be employed appropriate to the work being undertaken and in the manner laid down and be familiar with the departmental Health and Safety Policy written in the Department handbook.
 - d] ensure they are familiar with the procedures for emergency evacuation and ensure that emergency exits are not obstructed.
 - e] satisfy themselves when using machinery, equipment or tools that it is not defective and is suitable for the task; where there is any doubt staff should refer the matter to their Head of Department / line manager or the Health and Safety Officer [Brian Owens].



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- f] ensure that any equipment to be purchased, hired or installed by the school is suitable for its intended use and location and complies with the appropriate regulations.
- g] be conscious of the health, safety and welfare of themselves, their colleagues, pupils and members of the public, and do nothing by act or omission which will adversely affect themselves or others.
- h] report all accidents, reportable diseases, dangerous occurrences and potentially hazardous incidents in accordance with the prescribed procedures.
- l] teach safely, ensuring that no one is allowed to do anything which does not correspond to best practice.
- j] prohibit any pupil who refuses to adopt safe working procedures from taking part in any activity, and refer the pupil so that appropriate disciplinary action can be taken.
- k] ensure that other people working on sites are informed of the appropriate points from this Health and Safety Policy.

DESIGNATED RESPONSIBILITIES:

1. The Headteacher:

The responsibility for the implementation of the Health and Safety Policy within the school lies with the Headteacher.

2. Assistant Head: Learning and Teaching Environment [AHB]

will be responsible to the Head Teacher and will liaise with the school safety officer and other appropriate persons to ensure implementation and monitoring of this policy:

- a] assist communication between the staff and the Safety Officer.
- b] assist in dealing in problems involving health and safety in accordance with agreed school procedures.



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- c] ensure that termly risk assessments of the school are undertaken [see appendix]
- d] ensure that a full risk assessment is carried out on an annual basis and specific risk assessments are carried out at appropriate times e.g. educational visits, following reports of accidents
- e] analyse accident reports and prepare a written Safety and Security report for the Head Teacher each term.

3. The Safety Officer: BSS [Fred Evans]

the responsibility of the Safety Officer is to:

- a] monitor and implement the general safety programme.
- b] carry out a termly programme of inspections on behalf of the Headteacher
- d] review, at regular intervals, and monitor first aid procedures.
- e] monitor emergency evacuation procedures and review them, from time to time, as may be necessary.
- f] monitor the use of protective clothing and safe use of equipment.
- g] liaise with the staff on safety and security issues.
- h] be responsible for contact with and ensure appropriate response to advice or instructions from the HSE Inspectors.
- l] make reports, as necessary, to HSE, LEA and the Governing Body in respect of incidents, accidents and notifiable diseases.
- j] ensure that all staff are aware of emergency evacuation procedures and have received training in such procedures.
- k] ensure that all staff are aware of and have received training in the use of personal protective equipment where appropriate and reasonably practicable.
- l] ensure that all staff are aware of and have received training in safe systems of work where appropriate and reasonably practicable.



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- m] ensure that all visitors to the school are aware of the safety and emergency evacuation procedures.

4. Those with leadership and management responsibilities:

As far as is reasonably practical, those with leadership and management responsibilities are expected to:

- a] ensure that the School is so organised that there is not unacceptable risk to members of staff, students or other users of the site.
- b] ensure that all staff are aware of their responsibilities and are properly trained.
- c] set a personal example and encourage a safe attitude to work amongst all of those people using the site.
- d] ensure that there are safe systems of work and that members of staff and pupils use the protective equipment provided, observe the standards laid down by law and co-operate in agreed safety measures.
- e] undertake risk assessment as appropriate.
- f] ensure that the emergency evacuation procedure is practised once a term and twice during the Autumn Term.

5. All staff:

are expected to act in a manner that:

- a] complies with this policy and associated legislation and codes of practice
- b] promotes issues of safety and security

and ensure that their actions do not put themselves and others at risk.

6. Accidents and Injuries:

All accidents and injuries to any person on the school premises **must be reported to the Safety Officer** detailing the nature of the incident, where it took place, at what time and the names of any witnesses.



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Accident Report Form A1 [87] are available as follows:

Perry Barr Campus - Reception
Aston Campus - Reception

Record books kept in workshops and laboratories should be completed and kept up to date by the Heads of Departments.

7. Dealing with Hazards and Potential Risks:

If a problem or hazard occurs or seems likely, it should be drawn to the attention of the Head of Department, who should then take appropriate action to reduce or, if possible, eliminate the risk.

If the matter cannot be resolved it should be referred to the Safety Officer.

8. EMERGENCY EVACUATION PROCEDURES:

In the event of it being necessary to evacuate the School you will hear a continuous ringing of the bell. **ALL PERSONS** will make their way to the nearest exit and then assemble on the designated area.

Visitors should report to the receptionist on each site.

Workmen should report to Site Technician or Shift Supervisors.

9. SITE SAFETY:

The School seeks to provide a safe and healthy environment for all persons using the site. Visitors to the school are asked to ensure, as far as it is reasonably practicable, that they do nothing by act or omission which would adversely affect themselves or others.






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HEALTH AND SAFETY POLICY

APPENDIX: RISK ASSESSMENT

Areas where risk assessment may need to be undertaken include:

- Asbestos
- Chemicals
- Confined spaces
- Display screen equipment
- Electricity
- Educational visits
- Falling objects
- Fire and explosion
- Machinery (including guarding)
- Manual handling
- Noise
- Pressure systems
- Slips, trips and falls
- Stress
- Substances hazardous to health
- Temperatures
- Transport
- Vibration
- Violence to staff
- Work equipment
- Working alone
- Working environment



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NOTIFICATION OF REPAIRS, PROBLEMS, DAMAGE ETC. FABRIC, FITTINGS, FURNITURE.

LOCATION: PERRY BARR CAMPUS

ASTON CAMPUS

ROOM / AREA: _____ DATE: _____

MEMBER OF STAFF NOTIFYING PROBLEM: _____



Completed Forms to be passed to: AHB.

