



# Model School Health and Safety Policy

This document is provided by the Health and Safety Department as a template, which provides a basic framework for the formulation of a school/local health and safety policy/code/rules, for a school which does not have laboratory or workshop accommodation, or other high risk activities. It will normally require to be amended and/or expanded to address fully the specific requirements of the school in question, and therefore should not be regarded as exhaustive. Text in italics will require to be revised or deleted as appropriate by each school.

Further background information to the subject areas covered can be found in the central University Health and Safety Policy Framework documents and, in particular the [Arrangements Section](#). Reference to the Central Policy should assist in any required amendment / expansion of this template in order to tailor it to individual requirements, as will any further relevant guidance in the area in question, which can be obtained from Health and Safety Department (514255; [Health.Safety@ed.ac.uk](mailto:Health.Safety@ed.ac.uk)).

<b>School Health and Safety Policy</b>
<b>School of:</b>

## Introduction

*The introductory statement by the Head of School should set out the School's commitment to achieving good standards of health and safety. This brief introduction should be dated and signed by the Head of School, or equivalent.*

## Organisation

The Head of School, ....., is responsible to the University Court for the management of health and safety matters within the School of .....

The School Safety Adviser, \* ....., has been appointed by the Head of School to take a special interest in the promotion of health and safety matters, to provide a first level of advice and to act on behalf of the Head of School in respect of these matters.

*The specific health and safety management duties of others within the School should be noted in this section, this may include for example, Fieldwork Co-ordinator, Work Placement co-ordinator, School Administrator, etc.*

All staff and students are responsible for ensuring that they work in a manner which is safe to themselves and to others, and to comply with the relevant requirements of both the University and School Health and Safety Policies.

## General Health and Safety Information

All staff and students are urged to read the relevant parts of the University Health and Safety Policy and in particular, the Policy Framework documents.

### On Discovering a Fire

1. Operate the nearest fire alarm
2. Leave the building
3. Assemble at .....
4. Ensure that the University Emergency Service (dial 2222) has been informed, if you have not already done this. They will call the Fire Brigade.

### Fire Precautions

All staff and students must familiarise themselves with the location of fire doors and fire exits, so that they know as many as possible of the means of escape from the building. All staff and students should know the location of their nearest fire extinguishers and fire alarm call points and instructions for their use.

Emergency exit routes must remain tidy and free from obstacles. Staff and students must not leave or store flammable materials on emergency exit routes or blocking immediate access to fire alarms, fire equipment or electrical switchgear.

The fire alarm is a *siren* and is tested within the building each ..... at ..... am.

### Fire Prevention

The value of the nightly routine of checking for dropped cigarette ends, switching off all unnecessary electrical equipment, checking that gas taps are turned off, and closing all doors to rooms and staircase enclosures, cannot be overstressed. Staff and students are reminded that smoking is no longer permitted on University premises, except in specially designated areas. (*you may wish to specify the locations of these within your school .....*)

### Accidents

All accidents, fires, “near misses”, and instances of known or suspected occupational ill health, must be reported to the Health and Safety Department via the on-line system at [www.accidents.is.ed.ac.uk](http://www.accidents.is.ed.ac.uk), as soon as possible.

All accidents / incidents, except those of a minor nature will be investigated by the appropriate school personnel and any necessary remedial measures, including revised work procedures, training, etc, will be implemented as appropriate. Accidents as a result of a defect in the fabric or structure of the building should be reported to [EBIS](#) for action. Accidents/ incidents will be reviewed at the meetings of the ..... Committee (see section 12)

Accidents / incidents of a serious nature must be notified immediately by telephone (514255) to Health and Safety Department and will be subject to a more formal investigation by a member of staff from the Health and Safety Department.

## First Aid

The First Aid Boxes are located at .....

The nearest Qualified First Aider is located in Room ..... in the School of ..... telephone number .....

*The nearest First Aid Room is located at ..... (specify if such a facility is available)*

In the event of any emergency requiring an ambulance, call the University Emergency Service (dial 2222) and state the precise location and nature of the emergency.

## Risk Assessment

The majority of the activities carried out by the school are routine and generally low risk in nature and do not require to be formally risk assessed.

However, for any activity involving a significant risk, a written risk assessment must be carried out. To assist with this, [model risk assessment forms](#) are available.

*The vast majority of schools will be required to carry out display screen equipment, manual handling and general risk assessments.*

*In addition to these, some schools may also be required to carry out more specific risk assessments, depending on the work activities involved. This may include for example, [fieldwork](#), [lone working](#), work with high risk persons/communities, etc.*

Risk assessments must be brought to the attention of all relevant staff and students involved in the activity, and a copy sent to \*..... Risk Assessments must be regularly reviewed (i.e., annually) to ensure the information contained within them remains valid.

## Monitoring of the School Health and Safety Policy

A self-inspection (safety audit) of the School will take place every .....months to monitor the effectiveness of the health and safety policy. The inspection will be made by \* .....

## Health and Safety Queries or Issues

All staff and students encountering any kind of health and safety hazard in this School should report these promptly to \*..... Room ..... or, in his or her absence, to any senior member of staff.

## Health and Safety Consultation

Health and Safety will be a standing item on the agenda of the meetings of the ..... Committee, which are held every ..... months.

Any member of the School who wishes to raise a health and safety item at this Committee, should inform \* ..... as soon as possible.

*(The committee at which health and safety is formally discussed will not necessarily be a separate committee, but should include representatives of senior management, trade union reps, and student reps from within the School. Further information on the remit of a School Safety Committee is available in Section 6.4 of the Keynote Guide to the central University Health and Safety Policy)*

\* School (Area) Safety Adviser

<b>Signature of Head of School</b>	
<b>School of</b>	
<b>Date</b>	

If you have any difficulties printing this document, please contact the Health and Safety Department (514255; [Health.Safety@ed.ac.uk](mailto:Health.Safety@ed.ac.uk)) to obtain the document as a paper copy or Word file.