

# Health and Safety Policy

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THIS POLICY REFERS TO ALL SENIOR SCHOOL STUDENTS AND PUPILS IN THE INFANT AND JUNIOR SCHOOL INCLUDING THOSE IN EYFS

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## Part 1: General Statement of Health and Safety Policy

This policy relates to all areas of the School, including those involving EYFS. This policy should be read in conjunction with the Risk Assessment policy.

To ensure the principles of health and safety are clearly understood throughout the School, we will be committed to:

- complying with relevant health and safety laws and regulations, including Health and Safety at Work etc Act 1974, DfE Health and Safety: Responsibilities and Duties for Schools (2018), and DfE Health and Safety on Education Visits (2018), voluntary programmes and other requirements to which the School subscribes;
- comply with and follow all relevant government guidance on the management of coronavirus (COVID-19) (*Health and Safety: responsibilities and duties for schools, updated 5 April 2022, is available on the DfE website*) and maintain an up-to-date risk assessment for the whole school;
- setting and monitoring of health and safety objectives for the School;
- effective communication of and consultation on health and safety matters throughout the School;
- assessing the risks to the safety and health of our students, employees and others who may be affected by our activities and implementing controls to minimise those risks;
- preventing work-related injuries, ill health, disease and incidents;
- providing and maintaining safe plant and equipment and implementing safe systems of work; the safe use, handling, storage and transport of articles and substances;
- providing and maintaining a safe working environment with safe access, egress and welfare facilities;
- providing the necessary training to our employees and others, including temporary employees to ensure their competence with respect to health and safety;
- providing suitable and sufficient information, instruction and supervision for students and employees;
- continually improving the performance of our health and safety management;
- devoting the necessary resources in the form of finance, equipment, personnel and time to ensure the health and safety of our employees and seeking expert help where the necessary skills are not available within the School;
- an annual review and when necessary the revision of this health and safety policy;
- making this policy available to relevant interested external parties, as appropriate.

## Part 2: Organisation for Health and Safety

The Governors fulfil their responsibility by appointing a Link Governor with responsibility for overseeing Health and Safety as part of their general responsibilities and by receiving reports as outlined below.

Day-to-day responsibility for the operation of Health and Safety at the school is delegated to the Headmaster, in conjunction with the Director of Finance and Operations.

An external Health and Safety Consultant reviews the overall arrangements for health and safety, including fire safety, the general state of the school, and reports on actions required with recommended timescales. This is done by a programme of Risk Audits. The progress of implementation is monitored by the Health & Safety Committee. As part of the work of the Committee, Health and Safety related incidents are reported on and due consideration is given as to whether any changes are required to the School's policies and procedures and risk assessments. The Committee ensures that any required changes are implemented.

The Health & Safety Committee is chaired by the Director of Finance and Operations. The minutes of the Health and Safety Committee are shared with the Link Governor and Health & Safety matters are reviewed with the Director of Finance and Operations on a regular basis.

A report on Health and Safety is presented at each meeting of the Education Committee together with any other issues on Health and Safety that the Director of Finance and Operations wishes to bring to the attention of Governors.

**All staff are expected to:**

- ☐ Take reasonable care of their own health and safety and that of others who may be affected by their actions;
- ☐ Co-operate with management to meet the employer's legal duties and work in accordance with the School's procedures;
- ☐ Demonstrate their commitment to health and safety by their behaviour and co-operate in the investigation of accidents and incidents;
- ☐ Use all equipment safely, including that provided for their personal protection and report to management any defects in equipment or other dangers at once, or as soon as it is safe to do so;
- ☐ Comply with all safety instructions or procedures and not undertake any tasks that they are not trained and authorised for.

**Our students are expected to:**

- ☐ Comply with the School's rules and procedures.
- ☐ Take reasonable care of themselves and others.
- ☐ Co-operate with their teachers and other staff.
- ☐ Use equipment and substances in the manner in which they are instructed. ☐ Not misuse anything provided for the purposes of health and safety.
- ☐ Report anything they believe to be hazardous or dangerous to their Teacher/ Form Tutor/ Headmaster.

## **Part 3: General Arrangements**

The School has a comprehensive Crisis Management and Emergency Plan and this policy should be read in conjunction with that plan.

The School has comprehensive Fire Risk Policy and Procedures, and this policy should be read in conjunction with the Fire Risk Policy and Procedures. The School has a full Fire Risk Assessment, carried out by a competent person, which is reviewed every year for progress on completion of items in the action plan, and updated every three years; more frequently if significant changes are made to the interior of buildings or new buildings are bought or added. The Health and Safety Committee review this risk assessment every time it is amended and report to the Governors in the way described above.

The School has a comprehensive Off-Site Visits Policy, which includes the requirement for Risk Assessments, and this policy should be read in conjunction with the Off-Site Visits Policy.

The School has a First Aid Policy which provides details for accident reporting and medical emergencies and injuries. All accidents and incidents are reported to the School Nurse using the School form. The Operations Manager reviews all reports weekly and the Health and Safety Committee receive a report on accident statistics and reasons each term. RIDDOR reports are done in line with statutory guidance and reported to the School Committee. This policy should be read in conjunction with the First Aid Policy.

The School adopts the following framework for managing Health and Safety:

The School has a policy in place for the **training and induction** of new staff in health and safety related issues which includes, where relevant, basic 'manual handling' and 'working at height' training. Health and safety training that is related to an individual member of staff's functions, such as science technician, will be provided in addition to the 'standard' induction training. Induction training also involves the preparation and maintenance of risk assessments where relevant.

The School provides regular updates on Health and Safety through INSET days and **consults** staff through feedback and advice on all aspects of Health and Safety at these sessions.

The School provides **Display Screen Equipment** self-assessment guidance for staff and provides support for eye tests and some of the cost towards glasses required for computer use.

In the event of a **Health and Safety emergency**, staff are aware of who to contact. The Estates Manager and Operations Manager would support most on site emergencies or know which external agency to call for support and advice.

**First aid training** is provided to a wide range of staff and a suitably trained First Aider will be part of the staffing of trips and visits. There is a register of all First Aid trained staff and their general whereabouts in School with expiry dates for regular monitoring and review. All staff can access this on the School's Medical Sharepoint folder.

The School provides access to **Counselling** either through our Smart Health Service or through referral to a third party service for Cognitive Behaviour Therapy for personal or work related stress issues.

The School provides a full **security** presence from 7.45am to 7pm to ensure the School site is safe and secure. Our Infant School, Lovell House, has key code access for staff and is safe and secure for this age cohort.

The School **Behaviour Policy** provides the standard of behaviour we expect of all students and reflects the supportive and caring ethos of the School which in turn contributes to a safe working environment for the School community.

**Manual Handling** training and guidance is available for all staff on the Sharepoint Health and Safety site. More focused training is provided for our Estates staff who are regularly lifting and carrying loads and other staff will be supported with Manual Handling training if it is identified as a control measure arising from risk assessment.

**Slips and trips** are a common risk within a busy School and especially for our Infant and Junior children where the majority of reported accidents are from slipping or tripping during play. The School operates a comprehensive Risk Assessment process as described in Part 4 of this Policy, which all staff are required to follow.

**On-site vehicle** movements are minimised during the School day and our Security staff oversee access to and from the School to ensure the safety of students near moving vehicles.

An **asbestos** survey has been carried out for the whole school site and details of this (ACM Register) are kept in the Estate Managers Office. Prior to any contractor works, details of asbestos in that area are discussed during the on-site induction. During refurbishment works, any identified asbestos is removed by an approved contractor prior to the commencement of work. (Please note - whilst certain areas of the School contain asbestos, this does not mean there is a danger to the health, safety or welfare of people. If the asbestos is in good condition and is not in an area where it will be damaged by every day activities, then it is safer to leave it in place.)

The selection and **management of contractors** is controlled by the Estates Manager, IT Manager and Operations Manager. Prior to any contractors working at the School; the following are required as a minimum:

- Contractors public liability insurance
- Formal technical qualifications and certificates
- List of previous clients (for reference)
- List of DBS cleared personnel

**Routine maintenance and servicing** are necessary to keep plant and machinery in good working order. The School ensures equipment is serviced and inspected on a regular basis and any defects found during these inspections are dealt with.

All **Electrical Equipment Testing (EET)** (formerly known as **portable electrical equipment testing <PAT>**) is inspected on a yearly basis by an external qualified electrical contractor who carry out the **EET**. Any new equipment which is brought in by the School in the period between inspections, have a EET test completed by members of the support staff who are qualified to conduct the test.

**Local exhaust ventilation** is required in some circumstances (workshops and laboratories etc) to draw hazardous dust or fumes away from a specified activity. A 14 monthly Statutory inspection is carried out on these fume cupboards and dust extract systems by an approved external inspector and the report is issued to the Estates Department.

The School employs external contractors to inspect and maintain all **pressure systems** as part of the scheduled maintenance of our Estate on an annual basis.

The School employs external contractors to inspect and maintain all **gas appliances** as part of the scheduled maintenance of our Estate on an annual basis.

The School employs a certificated insurance backed external contractor under an annual maintenance agreement to carry out **inspections for all lifts** within the School. Any works identified during these inspections are carried out to ensure the lifts stay fit for purpose and are safe to use.

As part of the Estates Department pre-planned maintenance, certain **glazing** is regularly inspected by our in-house maintenance team and where any issues are identified, they are resolved.

The School's adherence to Health and Safety in **catering** and cleaning of the food preparation and eating areas is subject to external inspection by the Environmental Health Officer (EHO). In addition, the Catering Manager arranges for regular external deep cleaning and pest control services.

The School engages a competent person to undertake a risk assessment for **legionella** every two years, and a monthly water sampling and testing regime is in place.

Where staff work alone on occasions the risk assessments for their safe working arrangements will cover risks associated with **Lone Working** and the controls required to manage those risks.

All staff are made aware of where copies of this policy can be obtained. They will be advised as and when it is reviewed, added to or modified.