

HEALTH AND SAFETY POLICY

Part 1

1.0 **Statement of Intent**

1.1 The Governing Body of the School recognises that under the Health and Safety at Work Act 1974 (s3[1]), it has a legal duty to ensure so far as is reasonably practicable the health, safety and welfare of all of its employees and that it has certain duties towards pupils, the public and people who use the premises of the School from time to time, these duties being implicit in the above named Act.

1.2 The aim of the Governing Body is to provide a safe and healthy working and learning environment for staff, pupils and visitors. The Governing Body shall take all such steps to ensure as far as is reasonably practicable

- To provide and maintain safe working conditions and systems.
- To provide and maintain a safe and healthy teaching environment.
- To provide such information/instruction and training as are necessary to fulfil its obligations.
- To develop safety awareness amongst employees and pupils.
- To provide a safe environment for visitors to the School premises.
- To encourage full and effective two way consultation on Health & Safety matters via established Safety Committees and management structures.
- To ensure the policy document is a practical working document and its contents are well publicised and easily accessible.
- To review the policy regularly to ensure the provisions are kept up to date.

1.3 The arrangements outlined in this statement and the various additional safety provisions made by the Governing Body can neither guarantee to prevent accidents nor ensure safe working conditions. The Governing Body believes that only adoption of safe methods of work and good practice by every individual can ensure everyone's personal health and safety. The Governing Body will take all reasonable steps to identify and reduce hazards to a minimum but all staff and pupils must appreciate that their own safety and that of others also depends on their individual conduct and vigilance while on the School premises or while taking part in School sponsored activities.

- 1.4 In discharging its obligations the Governing Body has appointed a Health & Safety Manager (Responsible Officer, currently the Bursar) who has the responsibility delegated by the Governing Body to initiate, implement and monitor the effectiveness of this policy document in line with the current obligations imposed upon the School. To this end all staff should assist by executing their duties in a safe and proper manner.
- 1.5 Monitoring The Bursar will provide a report to each Governing Body meeting of the full board. Health & Safety will be an item on all agendas for Governors and the SMT. There is a nominated Governor (Mrs Caroline James) who has over-watch in this area of responsibility.

Part 2

2.0 Organisation

2.1 The Governors

The Governing Body accepts full responsibility for Health & Safety matters within the School.

2.2 All Staff

All Staff are required to fulfil the following obligations:

- constantly monitor the effectiveness of the policy
- be willing to consult the Health & Safety Manager as appropriate
- be prepared to recommend change to the policy in the light of experience.
- contribute to the constant and ongoing improvements in Health and Safety in the School and raise any issue of Health and Safety as may occur. It is not necessary to wait until the next meeting of the standing committee.
- co-operate with the implementation and observation of the policy.
- report any accidents/incidents or damage to School property.
- co-operate with fire procedures and the safety procedures in addition to the undermentioned

- wear and maintain such items of personal protective equipment as are provided.

and additionally:

2.3 The Headmaster

The Headmaster shall be responsible to the Governing Body for the safe functioning of all School activities. He will:

- ensure that all Heads of Departments fully understand their responsibility and are given both the time and training needed to fulfil their obligations.
- ensure that any changes in curriculum are assessed for the Health and Safety implications.

2.4 Health and Safety Manager

On a day-to-day basis, the Headmaster's responsibility in relation to Health & Safety shall be devolved to the Health and Safety Manager.

Specifically the Health & Safety Manager shall:

- co-ordinate the Risk Assessment process within the School.
- co-ordinate Health and Safety training for all members of staff.
- establish a system for the reporting of accidents and damage to school property.
- Investigate all RIDDOR reportable accidents.
- be the point of contact for external agencies in relation to Health and Safety
- control and monitor the performance of all contractors on School premises.

2.5 Bursar

The Bursar shall:

- establish a reasonable Health & Safety budget as part of the overall Estates budget.
- The Bursar will act as Fire Officer and coordinate the fire precaution section of this policy.

2.6 Deputy Head (Pastoral)

The Deputy Head (Pastoral) shall:

- ensure that all Heads of Year fully understand their responsibility and are given both the time and training needed to fulfil their obligations.

2.7 Deputy Head (Academic)

The Deputy Head (Academic) shall:

- take steps to ensure that any changes in the curriculum are assessed for their Health & Safety implications
- ensure that all Heads of Departments fully understand their responsibility and are given both the time and training needed to fulfil their obligations.

2.8 Heads of Department

Heads of Department shall :

- ensure that his/her department is run in accordance with the standards laid down within this policy to comply fully with legal obligations.
- ensure the members of the department understand and implement the practical aspects of this policy to their areas of responsibility.
- ensure that members of the department fully understand their individual responsibilities and are given both the time and the training needed to fulfil their duties.
- report to the Health & Safety Manager, in accordance with the COSHH regulations, any new substances that are brought onto the School Premises as appropriate.
- ensure adequate supervision of pupils both inside the School and on external trips.

2.9 Heads of Year

Heads of Year shall:

- ensure adequate supervision of pupils both inside the School and on external trips
- ensure that his/her year group is run in accordance with the standards as laid down in this policy so as to comply fully with legal obligations.

2.10 All Science Staff and Laboratory Technicians

Science Staff and Laboratory Technicians will be responsible to the Head of Department as appropriate for the following:

- isolating gas supplies (where appropriate) to laboratories at the end of the working day.
- the constant security of all toxic and highly flammable substances which may be used from time to time in their departments.
- ensuring that all stores are kept locked when not actually being supervised.
- be responsible for rendering all experiments safe, so far as is safe to do so.

Note: Also refer to the separate Science policy documents.

2.11 Health & Safety General Responsibilities

The responsibilities of all of our Staff have been formulated to ensure that an overlapping of responsibility takes place within each area. The School accepts its overall responsibility for providing both instruction and training in order to ensure that the responsibilities as indicated are fully understood and met.

2.12 Health and Safety – Swimming in School Pool

The rules for the safe operation of the swimming pool are laid down in a separate pool operating procedure. However, when swimming is being conducted the supervising member of staff must have at least one poolside safety officer who is not responsible for delivering the lesson. The supervising member must have an in date coaching certificate except in special circumstances authorised by the Headmaster, Bursar or Director of Sports and Games.

2.13 Health and Safety – Design Technology

The operation of the tools and machines in the DT department are governed by special rules. Nobody is allowed to use those items without the permission of head of DT, and usually only with supervision by a DT member of staff.

2.14 Health and Safety at Lammack Harrison Playing Fields

Owing to its geographical isolation from the main West park Road site, there are special rules for Lammack. These are to be reviewed annually by the PE and Games staff.

Part 3

3.0 Arrangements

3.1 Safety Rules

Staff must:

- not operate any item of plant or equipment unless they have been trained and authorised to do so (plant or equipment is defined as an item, mechanical or electrical, which may cause harm through rotation, reciprocation, heat or electrical shock).
- make full use of the safety guarding on plant or equipment.
- report to their respective line manager immediately, any fault, damage, defect or malfunction in any item of plant, equipment, implement or utensil.
- not clean any item of moving plant or equipment.
- not leave any item of plant or equipment in motion or switched on whilst unattended unless authorised to do so.
- not make any repairs or carry out maintenance to plant or machinery of any description without prior approval to do so.
- use all substances, chemicals, liquids etc. in accordance with all written instructions and in compliance with any procedures for the handling of dangerous substances.
- return all substances, chemicals, liquids etc. to their designated safe storage areas when not in use.
- observe any pedestrian and vehicle controls in force on the premises.

3.2 Hazard warning signs and notices

Staff must:

- comply with all hazard warning signs and notices displayed on the premises.

3.3 Working conditions/environment

Staff must:

- make proper use of all equipment and facilities provided to control the working conditions/environment.
- keep stairways, passageways and work areas clear and in a clean and tidy condition.
- dispose of all rubbish, scrap/waste within the working area using the facilities provided.
- use the correct methods of removing any waste for disposal.
- clear up any spillage within the work area using prescribed methods and procedures for removal.
- deposit all waste chemicals and other substances at the correct disposal points and in the prescribed manner.
- not pollute watercourses, sewers or drains with chemicals/waste products.

3.4 Protective clothing and equipment

Staff must:

- use all items of protective clothing/equipment provided as instructed.
- store and maintain their protective clothing in the approved manner.
- report any damage, loss or fault and or unsuitability of protective clothing and or equipment used for Health and Safety purposes.

3.5 Fire precautions

Staff must:

- comply with all laid down emergency procedures,
- not knowingly obstruct fire escape routes, fire equipment or doors.
- report any use, misuse, vandalism or accidental use of fire fighting equipment to their line manager.

Please see Annex A: Fire Risk Management Policy

3.6 Transport

Staff must:

- comply with the Schools transport policy and any such pamphlets as may be published by the School in relation to transport
- Observe all speed restrictions whilst on school premises where the maximum is 5 mph.
- Not drive the School's minibuses until their licence to drive has been checked and they have received induction driver awareness training.

3.7 Accidents

Staff must:

- seek medical treatment for any injury they may receive, no matter how slight. This treatment in the first instance shall be given by the school nurse, if available, or may be by any nominated first aider.
- all accidents must be reported in the Accident Book, which is kept by the School Nurse. The Infants school have their own accident book, as does the swimming pool.
- also report any accident/incident as soon as is practicable on accident/incident report forms. These are held in Reception. Forms must then be passed on to the Health & Safety Manager as soon as possible.
- The Accident Books are normally checked weekly by the Health and safety Manager and the results reported to the SMT at its weekly meeting.

3.8 Security

Staff must assist the school in maintaining a safe environment by:

- directing/escorting visitors on site to main reception
- ensuring all staff visitors sign in at Reception and have a visitor's badge issued
- during out of term time, ensure that buildings are not left unlocked.
- report un-badged visitors/strangers to Reception as soon as possible.

3.9 Staff Consultative Measures

The Governing Body through the Health and Safety Manager has made arrangements for the establishment of a Safety Committee to deal with the co-ordination of a coherent Health and Safety policy and attitude.

- 3.10 Specialist departments within the School shall have individual Approved Codes of Practice (ACOPs) which detail that individual department's specific Health & Safety obligations. ACOPs for the following disciplines will be published:

Facilities Management
Science
Design and Technology
Physical Education

Individual departmental ACOPs shall become an integral part of the guide policy. The authors of departmental ACOPs shall liaise directly with the Health and Safety Manager to ensure that updates do not conflict with the overall philosophy of the Health & Safety Policy.

- 3.11 From time to time the DfES, the Health & Safety Executive and other regulatory and advisory bodies will issue codes of practice on particular topics for guidance and these will normally be incorporated into the current Policy. If the Health and Safety Manager considers the inclusion to be inappropriate, the Health and Safety Manager will be required to demonstrate to the satisfaction of the Governing Body that the current policy/procedures in place are equal to or exceed the recommendations.

3.12 Risk Assessment

- 3.12.1 The process of risk assessment within the school will be co-ordinated by the Health and Safety Manager through the Safety Committee.

- 3.12.2 The Health and Safety Manager will undertake all risk assessments outside the educational sphere in relation to the buildings, services and ancillary staff employed by the School.

- 3.12.3 Risk assessments for curriculum based activities shall be undertaken by nominated teaching staff who have experience in that specific area.

- 3.12.4 Risk assessments for works undertaken by contractors shall be undertaken by the Health and Safety Manager with specific assistance from the operations manager and the contractors involved in order to comply with the CDM regulations

3.12.5 Hirers of premises shall be expected to undertake risk assessments in relation to the use of the premises. This will be a condition of the letting.

3.12.6 The Health & Safety Manager may delegate the responsibility for the undertaking of risk assessments to properly trained individuals.

3.13 Emergency/Disaster plan

3.13.1 The Headmaster will maintain an Emergency/Disaster plan (See separate policy) to cover all foreseeable major incidents. This plan will indicate the actions to be taken in the event of a major incident so that everything possible is done to

- Save life
- Prevent injury
- Minimise loss

ANNEX A FIRE RISK MANAGEMENT POLICY

Note: This policy was inspected by the RI as part of the ISI Inspection which QEGS received in February 2011. It was found to be in order.

Introduction

- 1.1.1 The Regulated Reform (Fire Safety) Order (known as Fire Safety Order) applies to England and Wales. It covers 'general fire precautions' and other fire safety duties that are needed to protect 'Relevant Persons' in case of fire in and around the School's premises. The Order requires fire precautions to be put in place 'where necessary' and to the extent that it is reasonable and practicable. Responsibility for complying with the Fire Safety Order rests with the 'Responsible Person'.
- 1.1.2 The Fire Safety Order is a fire risk assessment approach where the responsible person(s) for the premises must decide how to address the risks identified while meeting certain basic requirements.
- 1.1.3 By adopting this approach the responsible person(s) will need to look at how to prevent fire from occurring in the first place by removing or reducing hazard and risks (ignition sources) and then look at precautions to ensure that people are adequately protected if a fire were still to occur.
- 1.1.4 The fire risk assessment will be kept under regular review by the Health and Safety Officer and will concentrate on the following areas:-

Elimination or reduction of risks (ignition sources)
Suitable means of detecting and raising the alarm in the event of a fire
Adequate emergency escape routes and exits
Adequate fire compartmentation
The appropriate type and sufficient quantities of fire signs and notices
Provision for the correct maintenance of installed fire equipment
Suitable provision for the protection of Fire Brigade personnel
Ensure occupants receive instruction and training in actions to be taken in the event of a fire and fire evacuation drills etc

The Health and Safety Officer will submit a written report on Fire Risk Management to the Board on an annual basis.

Responsible Person

- 2.1 The Responsible Person(s) are the Governors of the School.
- 2.2 In addition the Board have delegated to the Headmaster and the Health and Safety Officer powers to ensure compliance with the Fire Risk Management Policy. The Health and Safety Officer, Paul Waddington works closely with

the Fire Officer, Nick Edwards, Bursar.

- 2.3 The Responsible Person must ensure that any duty imposed by Articles 8 to 22 of the Fire Safety Order is complied with in respect of the School's premises.

Fire Duties imposed on the Responsible Person

- 3.1 To take such general fire precautions as will ensure the safety of employees, and in the case of relevant persons not in the School's employ, to ensure the premises are safe.
- 3.2 To make suitable and sufficient assessment of the risks – to identify the general fire precautions to be taken and record the significant findings and the persons identified as being at risk.
- 3.3 Where the Responsible Person(s) implement any preventative or protective measures, they must do so on the following principles:-
 - avoiding risks,
 - evaluating the risks at source,
 - adapting to technical progress,
 - replacing the dangerous by non dangerous or less dangerous,
 - developing a coherent overall prevention policy which covers technology, organisation of work and the influence of factors relating to the working environment
 - giving collective protective measures priority over individual protective measures and
 - giving appropriate instructions to employees.
- 3.4 To make and give effect to such arrangements as are appropriate for the effective planning, organisation, control, monitoring and review of the preventative and protective measures and record them.
- 3.5 To ensure the risk to relevant persons related to the presence of dangerous substances is either eliminated or reduced by replacing the dangerous substance or the use of a dangerous substance with a substance or process which either eliminates or reduces the risk.
- 3.6 The Responsible Person(s) will ensure the premises are equipped with appropriate fire fighting equipment and with fire detection and alarms.
- 3.7 The Responsible Person(s) will ensure that routes to the emergency exits and the exits themselves are kept clear.
- 3.8 The Responsible Person(s) will:-

- (a) establish and give effect to appropriate procedures to be followed in the event of serious or imminent danger.
 - (b) nominate competent persons to implement these procedures in so far as they relate to evacuation of the premises.
- 3.9 The Responsible Person(s) will, in order to safeguard the safety of relevant persons arising from an accident or emergency related to the presence of a dangerous substance.
- 3.10 The Responsible Person(s) will ensure the premises and facilities, equipment and devices provided in respect of the premises are subject to a suitable system of maintenance.
- 3.11 The Responsible Person(s) have appointed the Headmaster, Bursar and the Estates Manager (the Health and Safety Officer) to assist in undertaking the preventative and protective measures.
- 3.12 The Responsible Person(s) will
- 3.12.1 Provide his employees with comprehensive and relevant information on
 - (a) risks to them identified in the risk assessment
 - (b) preventative and protective measures
 - (c) the procedures to be followed in the event of serious and imminent danger
 - (d) the identity of those persons nominated by them to implement the fire fighting measures and nominated by them to implement evacuation procedures.
- 3.13 The Responsible Person(s) will provide comprehensive and relevant information to employers and the self-employed from outside undertakings.
- 3.14 The Responsible Person(s) will ensure that employees are provided with adequate safety training.
- 3.15 Where two or more responsible persons share or have duties in respect of premises they must co-operate with each other and co-ordinate the measures they are taking to comply with the requirements of the Order.

General Duties of Employees

- 4.0 Every employee must, whilst at work, comply with the following general duties:-
- (a) take reasonable care for the safety of his/herself and of other relevant persons who may be affected by his/her acts or omissions at work.
 - (b) co-operate with the Governors and Headmaster to enable an duty or

responsibility imposed by the Order to be performed or complied with.

- (c) inform his/her employer of any work situation which a person would reasonably consider represented a serious or immediate danger to safety and of any matter which a person would reasonably consider represented a shortcoming in the School's protection arrangements for safety.