

Health and Safety Policy Summary 2018 - 2019

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The full Policy document contains information on the following areas:

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- Construction “Projects”
- Consultation Arrangements with Employees
- Contractors
- Display Screen Equipment
- DT Woodworking Machinery
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Review: September 2019, Bursar/KR

General Statement of Policy

The **Governors** recognise and accept their responsibility as the employer for providing, in accordance with the *Health & Safety at Work Act 1974*, work places and work practices which are safe and healthy for employees, for pupils including those within the EYFS, for visitors including contractors and for anyone else who might be affected by their work activities. The Governors ensure that the premises of the School, including overall floor space and outdoor premises, are fit for purpose and suitable for the age of children cared for and the activities provided on the premises, and that the Health and Safety Policy and arrangements include suitable provision for the EYFS which comply with the requirements of current health and safety legislation including fire safety and hygiene requirements.

In particular care will be taken to provide and maintain:

- safe premises
- safe places of work with safe access and egress
- safe plant, and equipment
- proper arrangements for the use, handling, storage and transport of articles and substances
- information, instruction, training and supervision for safety and safe systems of work
- a safe and healthy working environment throughout
- appropriate communication with employees
- committee arrangements for the consideration of health and safety matters

There are various arrangements in place to monitor, establish and review measures needed to meet satisfactory health and safety standards.

The day-to-day duty of ensuring health and safety rests with the **Headmaster** at the site and without detracting from this primary duty health and safety matters will be administered by the **Bursar** who will work on behalf of the **Governors** by providing and interpreting the Policy.

The **Governors** will provide competent professional health and safety advice and additional resources when required. Due regard is made to the DfE's *Health and Safety: advice on legal duties and powers for local authorities, school leaders, school staff and governing bodies* (February 2014) as providing best practice guidance.

The **Bursar** must report to **Governors** at least termly on all significant health and safety matters and as and when there is a major accident or incident. A **Governor** will be nominated to visit the School each term to review the Health and Safety procedures and measures to counter significant risks that are in place. The **Bursar** is to ensure that the visit is documented.

Employees must be mindful of their own duties to take care of their own personal health and safety and that of fellow employees, pupils and other persons who might be affected by their work activities. All employees have the duty to co-operate with the employer to ensure good safety management and to comply with this Health and Safety Policy.

Details of the organisation for health and safety management and the arrangements for Policy compliance are to be found in the documents following.

Although the **Bursar** will review and update the Policy as necessary, Governors will undertake their own review every 3 years as a minimum. A copy of this statement is to be issued to all employees.

Organisation for Health and Safety Management

Management Duties for Safety

It is the duty of the **Headmaster** to ensure compliance with this Health and Safety Policy.

The Headmaster's duties, either directly or through delegation, are as detailed below and in accordance with the law and any instructions from Governors to:

- A. Ensure compliance with this Health and Safety Policy in each and every respect, to keep the SLT and all employees informed of this Policy and any changes to it, to ensure that the necessary resources for implementation are available and to ensure that a report is made to **Governors** termly. **This responsibility cannot be delegated.**
- B. Plan, organise, control, monitor and review arrangements for health and safety for employees, for pupils including those within the EYFS, for visitors including contractors and others affected by our work activities – this includes committing to writing local management arrangements for safety and standalone management plans
- C. Assess risks and commit assessments to writing
- D. Ensure that work in all its aspects is safe and without risks to health
- E. Ensure that information, training, instruction and supervision is provided and that systems of work are safe
- F. Make proper provision for occupational and pupil health where necessary
- G. Investigate and keep a record of accidents, occupational ill health, hazardous incidents and fires
- H. Post warning signs and notices
- I. Appoint first aid personnel and have first aid provision checked regularly
- J. Ensure that the conditions of licences are observed
- K. Ensure the safe disposal of hazardous wastes
- L. Ensure that fire safety risk assessments are comprehensive, that their requirements are satisfied and in particular to:
 - Produce an emergency fire plan
 - Be responsible for fire safety training
 - Arrange practice fire drills
 - Check that any close down procedures are followed
 - Check the adequacy of fire-fighting equipment and ensure its regular maintenance
 - Check that fire escape routes and fire exit doors are kept unobstructed and that fire doors operate correctly
 - Ensure that fire detection, alarm and emergency lighting systems are properly installed, maintained and tested
 - Arrange fire safety inspections once each term and when there are changes to the fire safety risk assessment
 - Keep relevant records
 - Include fire safety in the regular health and safety reports to the **Governors**

A number of the Headmasters' duties are delegated to others. The following paragraphs describe the delegations and other arrangements which are in place. All those with health and safety duties will be provided with sufficient time to undertake their duties.

Each Head of Department is delegated the duty to comply with this Policy and ensure in accordance with the law the health and safety of employees, pupils and other persons within their area of responsibility and also anyone else who may be affected by their work activities. They are responsible for compiling written local management arrangements and ensuring they are known by those working within their Department.

In particular, the duties **B - L** listed above are delegated to the **Bursar**.

The **Facilities Manager** is responsible for:

- The premises including onsite traffic management.
- Asbestos management.
- Legionella management.
- Minibus/transport management.
- making arrangements for visitors (who may be contractors) and this will involve carrying out suitable risk assessments.

The **Head of Co-Curricular and Trips** is the **Educational Visits Coordinator**.

Similarly, all employees should be aware that:

- Health and safety emergencies must be reported as soon as possible to the **Bursar** (ext. 402).
- Premises and equipment defects, e.g. trip hazards, must be reported as soon as they become apparent to the **Facilities Manager** (ext. 416).

All those with Head of Department responsibility should notify the Headmaster and the Bursar and any other persons affected of any planned, new or recently identified significant risks in their areas and also of the control measures needed and should report to the Headmaster any significant breach of safety arrangements.

When Heads of Department are absent for significant periods, adequate delegation of duties must be made.

The **School Nurse** is responsible for first aid and for checking the first aid facilities, first aid kits and eye wash stations, at least termly.

The **Bursar** is responsible for accident recording and investigation. All accidents, occupational ill health, dangerous occurrences and near misses, should be reported promptly on the forms provided to the **School Nurse**. Notification to the enforcing authority at the HSE Incident Contact Centre is the responsibility of the **Bursar**.

Advisory Arrangements

The **Bursar** is the Health and Safety Coordinator whose duties are to:

- A. Be familiar with the contents of this Policy and ensure that the Policy and a Health & Safety folder is readily available to all employees on the school's intranet.

- B. Ensure that the 'Organisation for Health and Safety Management' is reviewed and updated as necessary (at least annually), that a copy is provided for the **Headmaster** early in each academic year and that a copy is available to all employees early in each academic year.
- C. Together with others, identify health and safety training needs and co-ordinate as necessary. A Safety Training Needs Audit must be carried out annually.
- D. Monitor that Head of Department prepare and review local management arrangements, standalone management plans, prepare and review risk assessments and carry out thorough examinations, tests and inspections as part of the Active Monitoring programme.
- E. Monitor that accidents, illnesses and incidents are reported and investigated and proper notifications are made to the HSE.
- F. Liaise with the HSE/EHO/Fire Service as appropriate.
- G. To delegate the role of Secretariat to the Health and Safety Committee to the **HR & Compliance Officer**.

The **Bursar** must advise the **Headmaster** and those with delegated duties on the measures needed to comply with this Policy, co-ordinate any advice given by specialist safety advisors and those with enforcement powers, monitor health and safety matters and report back to **Headmaster**.

Oxford Safety and Risk Management (OSRM) provide professional health and safety advice to the School.

Health and Safety Committee

The Bursar will chair the meetings of the Health and Safety Committee which will meet termly. The members include the Headmaster, the Facilities Manager and a selection of Heads of Departments – including those from Science, PE & Games, Music, Activities and DT who may have significant contributions to make.

The purposes of the Committee are to consult with employees on matters concerning health and safety; to discuss any significant accidents, incidents, cases of ill health, or defects including 'RIDDOR' reports; to monitor progress on recommendations from an authoritative source; to monitor the effective implementation of, and annually update the contents of this Health and Safety Policy.

Detailed minutes are kept and are available to staff on the School's intranet.

Consultation with Employees

Mr Joe Stephenson is nominated as the staff representative and is invited to attend the Health and Safety Committee and represent any non-departmental concerns of the staff. At any time, employees are invited to raise health and safety concerns with the **Bursar**.

Individual Responsibility

All employees, all pupils and all other persons entering onto school premises or who are involved in school activities are responsible for exercising care in relation to themselves and others who may be affected by their actions. Those in charge of visitors (including contractors) must ensure that the visitors adhere to the appropriate requirements of this Health and Safety Policy. Contractors must receive a SAFESTART briefing prior to the commencement of work.

Each individual must:

- Make sure that work is carried out in accordance with this Policy, procedures, risk assessments and associated documents.
- Protect his or herself and others by using any guards or safety devices provided and by wearing the personal protective equipment provided and never interfering with or disconnecting safety devices.
- Adhere to training and instructions.
- Inform their Head of Department of any new hazards identified.
- Give their visitors (including contractors) a named contact with whom to liaise.
- Offer any advice and suggestions that they think may improve health and safety.
- Report all accidents, ill health, fires, incidents and defects as soon as practicable.
- Be familiar with the location of fire alarm points, fire escape routes, fire procedures and firefighting equipment.

If any individual is in doubt about any safety matter they must consult their Head of Department, the Bursar, or if necessary, the Headmaster.

Local Management Arrangements

Departmental Health and Safety Policy Guidance

All Managers with responsibility for staff and/or pupils are required to commit to writing their own specific local management arrangements for safety.

All Managers and in particular the Facilities Manager, Catering Manager, Heads of Art, DT, Music, Drama, Games, Science, EYFS, and Activities must ensure that their specific local management arrangements are written in plain English and include relevant items from the following checklist.

- Each employee who works in a Department and every pupil must adhere to the parts of these arrangements which are relevant to them. A formal review of the contents will take place annually at the beginning of each academic year.
- The duties of the Head of Department and all associated delegations (which must be clearly defined) plus a statement that the Head of Department will appraise adherence to the local management arrangement by colleagues.
- Departmental health and safety induction training which is required.
- Job specific health and safety training, refresher training and competencies which are required.
- Legal compliance matters such as for thorough examinations, inspections, risk assessments and safe working procedures. Risk assessments must cover relevant work activities, work equipment, hazardous and flammable substances, security matters, electrical items, DSE, manual handling, failures and emergencies, personal protective equipment and any special needs of individuals which may be medical, educational or behavioural. Explain precisely how and by whom written risk work is to be prepared and used and, if further action is required, that an action plan must be detailed in writing.
- Any rules for staff and others.
- Any restrictions, which might be imposed by the School or the Head of Department.
- Methods for colleagues to identify premises defects.
- A requirement to include health and safety as a standing agenda item at meetings.
- Any other safety advice and good practices with recommendations.
- Routines for monitoring the safety of spaces where work is taking place, equipment safety and the like.
- Arrangements for regular audits of activities and safety documentation via the Active Monitoring programme where applicable.
- Provision of first aid.
- Accident reporting arrangements.