



HEALTH & SAFETY POLICY AND **ARRANGEMENTS (inc. EYFS)**

Owner	Bursar, Deputy Head, Head of Primary
Authorised by	Head and Governors
Dated	September 2017
Review	September 2018

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1. H&S POLICY

The Governors have expressed their firm commitment to the provision of a safe and healthy working environment for all employees of the school, the pupils and all those who visit the School from time to time. All members of teaching and non-teaching staff have a duty to take all reasonable care for the health and safety of themselves and of the other persons who may be affected by their acts or omissions at work. They must display a positive attitude towards the requirements of the Health and Safety at Work Act (HSWA) 1974.

The key personnel in the line management structure are: The Head, the Bursar, the Deputy Head, Head of Primary and the Heads of Departments. The Bursar is the School Health & Safety Officer and is responsible for the practical implementation of the School's Health and Safety Policy. Other key personnel on the Health & Safety Committee (see part 5) are responsible for specific areas of the school. (see part 3).

Key personnel are responsible for all aspects of health and safety within their area of responsibility. They have a duty to ensure that any instructions issued in pursuance of the HSW Act are implemented without delay and maintained. Those key personnel with responsibilities of a specialist nature (marked with * in part 5) are to ensure that they draw up and maintain detailed arrangements for safe working practice within their area of responsibility.

Those members of the Staff who sit on the Health and Safety Committee have a particular responsibility for ensuring that the School's safety policy is implemented and that they are at all time aware of their duties in this respect. Members of Staff who are not designated members of the committee also have a responsibility to be ever conscious of the need to ensure that all activities with which they are involved are conducted safely.

The School's Health and Safety Committee, chaired by the Bursar, shall meet at least once per term. A meeting shall take place at least 14 days before the termly Governors' meeting. The Senior Leadership team has H&S as a regular item on the weekly agenda and reviews and acts on points of immediate concern.

Emergency incidents should be brought to the school office who will contact the appropriate personnel. Routine health and safety items or items of maintenance must be brought to the attention of the Bursar and caretakers by emailing the caretakers.

Deliberately breaking Health and Safety rules or any non-cooperation or conformity will be regarded as a disciplinary offence.

The School operates a no-smoking (this includes e-cigarettes) policy on the site (buildings and grounds). Staff should not smoke or use e-cigarettes in front of students at any time when away from the site.

2. H&S ARRANGEMENTS – WORKPLACE SAFETY (staff, pupils, visitors)

Risk assessment for equipment and areas in school: is the responsibility of the Health & Safety Officer (the Bursar) together with the relevant Head of Department, Head of Primary, the catering/domestic manager or the site staff.

- Copies of all risk assessments for equipment and areas in school are held by the Bursar's assistant (ADu).
- Risk assessments will be reviewed each year (prompted by the Bursar's assistant).
- If risks are identified, these will be notified to the Bursar, either immediately or via Health & Safety committee meetings, and steps taken to minimize or eliminate them.

Risk assessment for visits and trips: see Risk Assessment policy.

Hazards: Members of staff who consider an activity, piece of equipment or building to be hazardous should report the matter immediately to their Line Manager or in their absence to the Health & Safety Officer. Staff are to be aware of the necessity to remind pupils constantly of the need to be safety conscious.

Fire evacuation: The maintenance staff are responsible for ensuring that fire exits and means of escape are inspected at frequent intervals to ensure that they are correctly marked and that they provide free access at all times. Fire drills should take place at least once per term and in particular when there are a number of pupils new to the school. Records of fire drills are to be maintained by the Bursar and kept centrally in the Fire Tray. The Head Caretaker is the School Fire Officer and will carry out regular checks of all school buildings and alarm systems, and maintain a record of these inspections. (See Fire Safety Policy) New staff are given Fire training at the start of the Autumn term.

Equipment inspection: The Bursar, Caretakers, Heads of Department and Technicians are to ensure that all machinery, plant and electrical equipment is inspected before being brought into use and inspected regularly thereafter to ensure that there are no obvious defects. Dangerous equipment is to be inspected regularly to ensure that all guards are in positions and that they are working effectively. Alarms and emergency cut-out mechanisms are also to be tested. Key personnel should monitor their staff using equipment to ensure that they are following the manufacturers instructions or common sense practice. Regular PAT testing is the responsibility of the Caretakers and Bursar.

Fume cupboards: are located in the Chemistry lab, Lab 1 and prep lab. These will be informally checked by the teacher every time they are used and a signature will be added to the log, which will be attached to the side of the fume cupboard. A formal check on the fume cupboards, using an anemometer, shall be done annually by the Senior Lab Technician, in accordance with official guidance, and a record kept.

Dust extraction system: The Head of Design Technology checks the dust extraction system visually before use. It is checked annually by an authorized specialist company.

Problems with fume cupboards or dust extraction: If a visual check reveals a problem or the annual meter readings fall outside Government guidelines: use of the equipment will be suspended, a notice will be attached to the equipment, the H&S Officer notified and an authorized company contacted.

New equipment and substances: Any new equipment is to be inspected by the key person responsible for it. He/she is to ensure that the equipment is fitted in accordance with the manufacturer's instructions and that staff are instructed on the correct methods of using it. Similarly, any substances introduced for the first time are to be accompanied by the relevant Health and Safety Data Sheet. A COSHH assessment is to be made for all new substances before taken into use and all staff who are to use it are to be instructed in the correct methods of usage and the action to be taken in the case of an accident. Any member of staff who requires advice on new equipment or the correct use of new or existing substances should request this from the appropriate key staff member. A programme for regular portable appliances testing (PAT) is carried out by the caretakers.

Science hazards: The Heads of Biology, Chemistry and Physics share responsibility for the School's Science Safety and the Head of Physics is the Radiation Protection Supervisor if sources above the legal minimum requirements are to be stored in school (training undertaken by the HoD in November 2015). The Heads of Chemistry, Biology, Physics, Design Technology and Home Economics are to ensure that they have instructed all their staff on the procedures for dealing with risks such as ionising radiations, noise, biological hazards, and the selection, secure storage, labelling and transport of gases and toxic chemicals and solvents. The Science Department should assess all experiments for risk. The Heads of Science Departments report any

concerns to the School Health and Safety Officer.

Eye/ear protection: All departments will ensure that pupils wear eye protection/goggles as necessitated by the specific activity. The Head of Design Technology is to ensure that pupils are not exposed to noise without wearing appropriate ear protection. Ear defenders are not routinely required but are available in the Design Technology area.

Cleaning, grounds, contractors:

The Bursar, Caretakers and Domestic Manager are to ensure that they and all their staff have been instructed in the correct way to store and handle hazardous substances. They are to ensure that all the staff for whom they are responsible have read and understood the Health and Safety Data Sheets. Any requirement for specialist advice on storage or disposal is to be referred to the Bursar. In addition, the Bursar and the Caretakers are to ensure that they and all their staff are alert to the need to reduce exposure to noise to the minimum and that on all occasions when their staff are exposed they wear appropriate ear protection.

The Bursar is responsible for ensuring that safe systems and methods of work are adopted for all maintenance work connected with the school's fabric and the services. The Bursar ensures that all equipment used by the maintenance staff is cleaned, inspected and serviced regularly and that the relevant protective clothing is provided and worn when necessary by staff. The Caretakers also ensure that all equipment is secured at the end of the working day to prevent unauthorised access or use.

The Bursar is to ensure that all contractors who are engaged to carry out work in the school are aware of the school's safety policy and that they are informed that all their work is to be in accordance with the HSW Act. During pre-contract meetings the Bursar ensures that contractors are aware of the need to fence off their site. Contractors are briefed carefully and their activities monitored closely by the Bursar especially when the site is in an area in which pupils and staff are present. The Bursar is to ensure that contractors use their own tools and equipment and that these are the responsibility of the contractors. The Bursar is to pay particular attention to the electrical supply used by contractors to ensure that it is not overloaded. The Bursar is also to monitor the use of scaffolding by contractors to ensure that there are no obvious irregularities.

The Caretakers are to ensure that they are aware of the correct methods of using all grounds equipment, and that protective clothing is provided and worn on all occasions when hazardous work is being done. They are to ensure that all grounds equipment is secured at the end of each working day to prevent unauthorised access or use.

Training:

Training is provided in school to ensure that specific/potential hazards are identified and employees are advised of correct procedures and handling techniques as required by their department.

POSITION	COURSE	RENEWED
Radiation Protection Supervisor	Radiation Protection Training	Every 5 years
Caretakers	Manual handling	Every 3 years
Cleaners	Manual Handling; COSHH; Slips & Trips	Every 3 years
Kitchen Staff	Level 2 Food Safety; Manual Handling; Allergen Awareness; COSHH; Slips & Trips	Every 3 years
Catering Officer	Level 2 Food Safety; First Aid	Every 3 years
Lunchtime Supervisors	First Aid Food Safety Training	Every 3 years
First Aid team	First Aid; Epi Pen training	Every 3 years
Head caretaker	Legionella Training – Completed	

	DT Machines – Machine Specific Training First Aid	Every 3 years Every 3 years
Primary Extra Time	First Aid Food Safety Training	Every 3 years
Minibus drivers	D1 licence if required RoSPA Minibus awareness course	
All staff	Fire Safety Health and Safety	

Subject areas – training:

Science: The Head of Science ensures all new science teaching staff and lab technicians are shown where the department stores relevant safety publications and ensures that they are aware of good health and safety practice in labs. New Lab technicians are sent on H&S science specific training as appropriate.

Design Technology:

DT staff are trained and accredited under the DATA scheme. The Head of DT is trained in safety to do with ceramics and the operation of kilns and wheels (no specific renewal needed).

DT staff are trained and accredited for machine safety (renewed every five years) to meet suggested guidelines set by DATA, NAAIDT and the HSE. Last training - Mon. 12th January 2015.

The department Health and safety folder is scrutinised every five years for DATA to be certified under their Secondary core health and safety policy. This is not compulsory. Next renewal planned- 2018.

Home Economics:

HE staff are trained according to the DATA recommendations every 5 years (this is good practice not national guidelines).

On-site vehicle movements:

To minimize risks from vehicles on site: kitchen delivery vans come to a delivery space next to the kitchen; caretakers monitor skip delivery or removal visits; parents are requested not to enter the site except for the designated 'drop off' zone between 8.00am and 5.00pm, unless they have an appointment; pupils should not enter the front car park during the day except to exit the grounds, or when a fire evacuation route is in operation via the front car park.

Security on site:

Visitors: All visitors must report to Senior or Primary Reception.

All entrances have coded security locks. Visitors will only be admitted through the Main Reception Door in Seniors and through the Junior building Reception door for Primary. They must report to reception, sign in and receive an identification badge. Visitors sign out and leave their identification badge when they leave. A blue badge indicates that the individual has been DBS checked by the school and can, therefore move about the school unaccompanied. A red badge indicates that the individual has not been DBS checked by the school and must be accompanied by an employee of the school at all times. Green badges indicate peri teachers and black badges indicate Governors; both these categories have been DBS checked. See also 'Visitors to School policy'

Staff and pupils know the code and should not pass this knowledge onto anyone not associated with the school. Security codes are changed at least once a term; more often if this is deemed necessary.

Pupils are reminded not to allow visitors into the school at entrances other than Primary and Senior Receptions.

If senior school pupils leave early or arrive late they must sign in/out in the book in the school office; primary pupils would report to primary reception if arriving late or leaving early, to ensure they are collected safely.

Primary children (up to Years 3 and 4) are dismissed by staff once parents are visible at the end of the day. (See separate policy on dismissal of Primary pupils)

Primary pupils who come to the Senior school for music lessons do so via a designated 'safe route'; initially,

younger pupils are fetched by their teacher until they are deemed able to make their own way across and parents have agreed to this.

Security Alarm: All buildings are guarded by P.I.R. systems. The Caretakers and Bursar are registered key holders. If an alarm is triggered a central reporting station is alerted and they will call the police.

Security Cameras and Lighting: Most parts of the school are protected by CCTV and security lighting.

The Caretakers check the boundary fences weekly for damage and carry out repair work. For their safety Primary children are instructed to stay within the markings of the hockey pitches or athletics tracks. Lunch time supervisors are responsible for monitoring this. Senior pupils are advised to keep away from the boundary fences. Primary pupils are instructed not to walk through the car park unaccompanied. Guidance is given to relevant staff and lunch supervisors on what to do if suspicious behaviour at the school boundary is noticed. Senior school pupils are advised to report anything they are concerned about to main reception. In brief: caretakers will be alerted, the office will dial 101 to report the incident, note will be taken of the pupil(s) reporting the incident, the Head of Primary or Deputy Head will handle the pupils, keep parents informed and report to SLT. Subsequent action taken will depend on the seriousness of the incident and advice from the police. The Head will keep the Chair of Governors informed.

Trips:

All members of staff responsible for organising expeditions and field trips are to ensure that the health and safety aspects are examined before setting out and that the procedures to be followed in case of any mishap are thoroughly understood by all those taking part. A risk assessment must be completed and signed by the Head. Staff responsible should remind pupils constantly of the need to be safety conscious.

Members of staff responsible for Duke of Edinburgh's Award expeditions or activities are to ensure that these are conducted in accordance with the procedures laid down by these organisations. Members of staff taking parties on climbing or any activities in which rope work or water are involved are to be particularly alert to the potential dangers and are to ensure that those supervising the activity are qualified to do so and that all those involved are thoroughly briefed before starting.

Staff briefing pupils should bear in mind:

- a. The correct clothing and footwear to be taken.
- b. The equipment to be taken and the need to ensure that there is sufficient competence within the group trained in the use of the equipment.
- c. First aid cover.
- d. Procedures for dealing with emergencies.

The school reserves the right to send home any pupil who, despite warnings, deliberately disobeys a safety instruction and jeopardizes their own safety or that of others. This will be at parents' expense and no refunds will be given. The party leader will write a written report on the incident.

See also Visits and Trips Policy

First Aid and accidents (see also First Aid Policy)

All key personnel are to ensure that first aid facilities are readily available in their Departments and that these are checked and re-stocked when necessary. Advice in first aid equipment to be kept for areas where there is a risk peculiar to that area should be sought from the First Aid staff in the school office, who will seek further advice if necessary.

Reporting of accidents: All fatal and major accidents are to be reported in accordance with the detailed procedure in part 4. Major accidents are defined in detail in part 4.

Monitoring and dissemination:

The Health & Safety Officer will review current procedures on a regular basis and will ensure that information on health & safety matters and any new requirements are disseminated as necessary. An annual review of the policy and practices is conducted by the Health and Safety Committee.

The Health & Safety Committee will meet termly at least 14 days before the next Governors' Meeting and as necessary at other times. A record of the meetings will be maintained with notes of action required and remedial measures to be taken. Copies of the record of meetings will be circulated to the Head and all key personnel within 7 days of the meeting. The Committee will review all health and safety requirements and the need for the staff training and will ensure that these are disseminated to the appropriate areas.

Visits by specialist officials (eg Environmental Health Officers) will take place periodically. All visitors of this nature will report in the first instance to Reception before starting their tour of inspection and will be accompanied by the Domestic Manager or relevant member of staff. All staff are to co-operate fully with specialist consultants who may visit their area of responsibility. These arrangements for carrying out and monitoring the school's safety policy will be reviewed periodically.

3. AREAS OF RESPONSIBILITY

Head of Departments are responsible for: those teaching areas, corridors, storerooms which are normally used by their departments. The access to a door, fire escape. The equipment, furniture and general maintenance of their areas. The teachers who teach in the subjects defined by the Department; their training and instructions in Health and Safety matters.

The Bursary are responsible for: all the non-teaching staff, to include the office staff. All areas of the school not specifically covered elsewhere.

Caretakers are responsible for: the school's wiring, plumbing, heating and alarm systems, to include fire/burglar alarms. General evacuation areas, stage areas, and areas outside the school buildings, including fencing and the perimeter boundary fencing/hedging.

Specialised areas: Departments where specific hazards are present will produce their own detailed arrangements for the implementation of the HSWA in their area. Such Departments are:

Science Department

Design Technology Department

PE/Games Department

Home Economics Department

School Kitchens

The Office/Offices

Those areas used by the maintenance staff where hazardous substances or machinery are kept and used.

4. H & S REPORTING OF ACCIDENTS

The Bursary is to report accidents to employees of the School, visitors to the School and fatal and major accidents to pupils, with reference to and in accordance with RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 1995).

Employee Accidents

Any accident to an employee resulting in a fatal or major injury (see below for definition of major injury) must be reported to the Health and Safety Executive (HSE) immediately by telephone. The telephone number to ring is **0845 3009923**

If the accident does not result in fatal or major injury but the employee is incapacitated from normal work for more than 3 working days (excluding the day of the accident) there is no need to telephone but Form F2508 must be sent to HSE within 7 days of the accident.

Accidents to pupils and visitors to the School

All **fatal and major injuries** (defined below) to pupils on School premises and occurring on school sponsored activities away from School (eg. Field Trips, sporting events, Duke of Edinburgh's Award Scheme expeditions etc.) must be reported as detailed above. If a pupil's accident does not result in a fatal or major injury as defined below, the accident is not reportable to the HSE but must be reported in school.

Accident book

All other injuries to pupils or staff, whatever the cause, **which require first aid or further treatment, must be recorded in the accident book.** If a pupil leaves a class or activity through injury or accident the teacher in charge must check up on the treatment received and make a full report in the accident book. The accident form must then be counter-signed by the pupil/member of the staff involved in the incident. For minor injuries where the immediate notification of the parents is not required, a copy of the accident/treatment form should be given to the pupil to take home. A note home for the parents may be necessary to explain the incident.

Accident reports are stored by the School Secretary. They are also given to the Head for review before each Health & Safety Committee Meeting (termly).

Loss of consciousness: If a pupil loses consciousness he/she should be taken to the nearest hospital for observation.

MAJOR INJURIES Major injuries are defined as follows:

- a. Fracture of the skull, spine or pelvis.
- b. Fracture of any bone in the arm or wrist, leg or ankle (but not a bone in the hand or foot).
- c. Amputation of a hand or foot or a finger, thumb or toe or part thereof if the joint or bone is completely severed.
- d. The loss of sight of an eye, a penetrating injury to an eye or a chemical or hot metal burn to an eye.
- e. Any injury requiring immediate medical treatment or loss of consciousness resulting from electric shock or lack of oxygen.
- f. Decompression sickness requiring immediate medical attention.
- g. Acute illness requiring medical treatment or loss of consciousness resulting from absorption, ingestion or inhalation of any substance.
- h. Acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a pathogen or infected material.
- i. Any other injury which results in immediate hospitalisation for more than 24 hours.

5. Health and Safety Committee



HEALTH & SAFETY COMMITTEE

Health & Safety Officer) Chairman of Committee) Offices representative)	Bursar
Governor Representative	Ms H Barton
Secretary	Mrs E Sharp
Senior School Representatives	Head and Deputy Head
Primary Department	Head of Primary
* Hall/Stage	Head of Drama
* Laboratories	Head of Science
* Design & Technology	Head of DT
* Home Economics	Head of HE
* Sixth Form Centre & Information Technology	Head of ICT
* PE and Field	Head of PE
* Music Suite	Director of Music
* Kitchens	Mrs C Rainbow
School Grounds/Gardens	Mr D Taylor

*Key personnel responsible for a specialist area for which detailed arrangements for safe working practice must be drawn up and maintained.

Updated Sept. 2016