

# Health & Safety Policy

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## **Section 1:**

### **Statement of Intent**

1.1 The Board of Directors of Heathcote Preparatory School and Nursery recognise that under the Health and Safety at Work etc Act 1974 (and all subsequent regulations including those implementing EC Directives), they have a legal duty to ensure, so far as is reasonably practicable, the health, safety and welfare of all their employees and that they have 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 Act.

1.2 The Directors accept these duties and it will continue to be their priority to promote standards of health, safety and welfare that comply fully with the terms and requirements of the above Act. It is considered by the Directors that health and safety is a responsibility at least equal in importance to that of any other function of the School.

1.3 All members of staff have a responsibility to

- take reasonable care of their own health and safety and that of others who may be affected by what they do at work;
- co-operate with their employers on health and safety matters;
- do their work in accordance with training and instructions; and
- inform the employer of any work situation representing a serious and immediate danger, so that remedial action can be taken.

1.4 The Directors will take all such steps as are reasonably practicable to meet its health and safety objectives, which are:-

- the creation of a positive health and safety culture which supports risk control at all levels within the School, particularly at Senior Leadership level;
- to systematically identify and control risk as an effective approach to injury, ill-health and loss prevention; to maintain safe and healthy working places and systems or work and to protect all employees, pupils and others including the public in so far as they come into contact with foreseeable work hazards;
- to provide and maintain a safe and healthy teaching environment for all employees and pupils with adequate facilities and arrangements for their welfare;
- to provide all employees and pupils with the information, instruction, training and supervision that they require to work safely and efficiently;
- to develop an understanding of risk control and safety awareness amongst all employees and pupils and, as a result of this, create individual responsibility for health and safety at all levels and be responsive to internal and external change;
- to provide a safe environment for all visitors to the School's premises bearing in mind that these visitors may not necessarily be attuned to certain aspects of the School's environment;

- to control effectively the activity of all outside contractors when on the school's premises.
- to encourage full and effective two-way consultation of health and safety matters by utilising the management structure of the School and the Committees already existing;
- to use health and safety to preserve and develop human and physical resources and hence contribute to the School's performance;
- to ensure that this Policy is used as a practical working document and that its contents are publicised fully; and this Policy are met.

1.5 Heathcote Preparatory School and Nursery is conscious of the external environment that may be affected by its activities and will pay full regard to the implications of the Environmental Protection Act 1990 and, in particular, the duty of care as regards waste.

1.6 The Directors and School are aware of, and will meet, the requirements under the Children Act 1989 regarding fire provisions and ensuring that staff and pupils are aware of the School's Health and Safety policies and practices. It is the intention of the School to follow the advice given in 'The Children Act Guidance and Regulations Volume 5'.

1.7 The Directors and School recognise the guidance contained in 'Managing Health and Safety in Schools' (Education Service Advisory Committee of the Health and Safety Commission) and "Health and Safety Advice on Legal Duties and Powers for Local Authorities, Headteachers, Staff and Governing Bodies 2013" (DfE) and intends to follow the good practice recommendations they make.

1.8 The School will provide and maintain a written Risk Assessment of the risks to the health and safety of its employees whilst they are at work and others who may be affected, as required by the Management of Health and Safety at Work Regulations 1999.

1.9 The Directors and School recognise the good practice contained in 'Health and Safety of pupils on Educational Visits', prepared by the DfE and intends to follow the recommendations it makes.

1.10 The Directors are committed to providing adequate resources to ensure its health and safety objectives

1.11 The Directors consider that this Health and Safety Policy is an integral element of the overall School Business Plan and other resource policies.

1.12 This policy will be brought to the attention of all employees and periodically reviewed and revised as necessary.

## **Section 2:**

### **Organisation and Responsibilities**

#### **2.1. The Board of Directors**

2.1.1 The Board of Directors are responsible for Health and Safety within the School. It is a standing agenda item for Board meetings. They monitor the effectiveness of the implementation of this Policy, and all Health & Safety matters. The Board will revise this policy document where and when necessary, and they will ensure that any changes are drawn to the attention of all employees.

2.1.2 The Board of Directors will, so far as is reasonably practicable, ensure the Health, Safety and Welfare of all Staff and pupils at the School. However, responsibility for the day-to-day implementation of the Policy rests with the Headmistress and with the Bursar who, in turn, will work in collaboration with the Staff to ensure compliance.

#### **2.2. The Headteacher**

The Headteacher will be responsible to the Board for the safe functioning of all School activities. She will:

2.2.1 Constantly monitor the effectiveness of the Policy as regards both academic and non-academic work and report back to the Board as appropriate;

2.2.2 Recommend changes in the Health and Safety Policy in the light of experience;

2.2.3 Ensure the co-operation of all staff at all levels as regards working to this Policy;

2.2.4 Be responsible for ensuring that all Key Stage Leaders and teaching staff recognise and fully understand their responsibilities and are given both the time and encouragement to pursue them effectively;

2.2.5 Take steps to ensure that any changes in the School curriculum and systems of work are considered for their Health & Safety implications;

2.2.6 Report hazards that cannot be rectified immediately or from within the resources of the school to the Director. Stop any practices or the use of any equipment etc. which she considers to be unsafe until satisfied as to its safety.

2.2.7 Arrange appropriate health and safety training for employees, with particular reference to induction training.

2.2.8 Delegate responsibility, to satisfy herself that appropriate arrangements have been made to ensure the safety of pupils, visitors and staff, e.g. on school journeys.

### **2.3. Employees with specific responsibilities with safety implications**

(The Health and Safety Officer/Bursar, Key Stage Leaders)

On a day-to-day basis the Headmistress's responsibility as regards the administrative side of Health and Safety in the School will be devolved to the Bursar who also assumes the role of Health & Safety Officer.

In particular, the Health and Safety Officer will:

2.3.1. Monitor the effectiveness of this policy and report back to the Headmistress as appropriate;

2.3.2. Have responsibility for obtaining, interpreting and disseminating all relevant Health and Safety information to the School via the normal line management structure;

2.3.3. Chair the School's Health & Safety meetings including the dissemination of information at staff meetings;

2.3.4. Establish a system for the reporting back of all accidents, incidents, near misses and damage to School property and investigate accordingly. The results of these investigations, as well as being dealt with by the line management function, should then be discussed at the School's Health & Safety meetings.

2.3.5. Initiate a termly safety inspection and to ensure that appropriate follow-up action is taken.

2.3.6. Ensure that accidents etc. are reported as required under RIDDOR Regulations.

2.3.7. Ensure that incidents are investigated and that appropriate corrective action is taken where necessary.

2.3.8. Ensure all staff are consulted and have a chance to put forward their ideas and concerns regarding Health and Safety.

2.3.9. Be responsible for the safe operation of all administrative, maintenance and janitorial staff;

2.3.10. Be responsible for ensuring that all maintenance contracts involving outside bodies which monitor certain aspects of the School's non-educational functions are fully used and kept up to date;

2.3.11. Where individual employees in the various operational functions listed above are given posts of intermediate responsibility, ensure that those individuals are given the necessary instruction, responsibility and encouragement to carry out the functions they have been given;

2.3.12. Following completion of work associated with the COSHH Regulations, ensure that the ordering of all substances is monitored so that decisions may be taken for additional assistance;

2.3.13. Be responsible for the selection of outside maintenance contractors and the monitoring of all activities on the School premises.

2.3.14. Ensure that appropriate arrangements to control the activities of contractors are in place.

2.3.15. Formulate financial plans which make appropriate provision for the maintenance, repair and replacement of furnishings, equipment and non-structural building elements and for the training of staff.

2.3.16. Make appropriate arrangements for the safe storage and disposal of waste as required by the Environmental Protection Act 1980.

2.3.17. Provide good housekeeping throughout the establishment.

2.3.18. Make arrangement for the testing of portable electrical appliances as required by the Electricity at Work Regulations 1989.

**Key Stage Leaders will:**

2.3.19. Be responsible for the application of the school's Health and Safety policy in his/her area of responsibility and be directly responsible to the Headmistress for the application of same.

2.3.20. Where necessary, establish, maintain and monitor safe procedures within the area of responsibility, e.g. the use, handling, storage and transport of articles and substances.

2.3.21. Act on reports of health and safety problems that staff may refer to him/her and refer to the Health and Safety Officer any matter for which he/she cannot achieve a satisfactory solution within the resources available to him/her.

2.3.22. Carry out regular safety inspections of their area of responsibility as directed by the Health and Safety Officer.

2.3.23. Ensure so far as it is reasonably practicable the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety and that of others.

2.3.24. Ensure adequate supervision for pupils both inside the School during normal teaching activities, and outside the School during external trips;

2.3.25. Ensure that the teaching staff for whom they are responsible co-operate fully with any fire practices and emergency drills.

**The Class Teacher should:**

2.3.26. Check that classroom/work area and equipment is safe before use,

2.3.27. Exercise effective supervision of the pupils and be aware of the emergency procedures and carry them out when necessary,

2.3.28. Be aware of safe systems of work to be adopted in his/her teaching area and to ensure that they are applied,

2.3.29. Give clear instructions and warning of hazards and safety measures before work starts and to remind pupils of them as and when necessary (notices, posters, work sheets, etc. are not enough on their own),

2.3.30. Ensure personal protective equipment is used.

2.3.31. Report promptly all hazards, potential trip, slip or other hazards, defects in equipment and any shortcomings in the school's health and safety systems and procedures.

*N.B. These rules apply also to students who are allocated to the school for teaching practice/observation. They must be made aware of their responsibilities for health and safety when they arrive as part of their induction.*

**Maintenance Staff should:**

2.3.33. Ensure that the premises and access to it is safe and without risk to health and to report any deficiencies to the Bursar.

2.3.34. Ensure the safe use, handling and storage of articles and substances for which they are responsible and report any deficiencies to the Bursar.

2.3.35. Ensure the secure storage and correct selection and use of equipment for which s/he is responsible and that this equipment is regularly inspected and a record of these inspections

is kept and any equipment found to be unsafe is taken out of service until it has been properly repaired or replaced.

2.3.36. Ensure that the toilet facilities are in a clean and hygienic condition and maintained to comply with our duties relating to the control of legionella , adequately ventilated and disinfected and supplied with adequate supplies of soap and towels (if warm air drying is not available)

2.3.37. Ensure that the school site, including playgrounds and garden, are kept in a safe condition free of broken glass, animal fouling and other hazards to health and safety,

2.3.38. Carry out regular visual inspections of trees and inform the Bursar should they have any concerns or need professional advice

2.3.39. Supervise the delivery and safe portorage and storage of supplies,

2.3.40. Ensure that storage areas and cupboards under his/her control are maintained in a tidy and safe condition with uncluttered floors and appropriate access equipment to enable shelves to be reached without danger,

2.3.41. Undertake regular fire alarm tests and enter record in the fire procedures book and carry out appliance testing and record these annually.

2.3.42. Carry out regular checks in accordance with the safe management of asbestos and ensure that contractors read and sign our Asbestos Register

2.3.43. Follow training when using dangerous equipment, working at heights or manual handling

2.3.44. Carry out expected protocols to control hazardous substances

## **2.4. All Employees**

It shall be the duty of every employee while at work:

2.4.1. To take care of the health and safety of himself/herself and of other persons who may be affected by his/her acts or omissions,

2.4.2. To co-operate with the employer in all matters of health and safety as to enable the law to be complied with,

2.4.3. To contact the Bursar or their Line Manager should they notice an unhealthy or dangerous situation. (i.e. tripping hazards or items with the potential to cause harm).

2.4.4. Not to recklessly or intentionally interfere with or misuse anything provided for health and safety at work.

2.4.5. It is important that employees do not under any circumstances carry out operations which could cause danger to themselves or compromise the safety of other persons

2.4.6. To observe training on manual handling when moving items or deliveries.

2.4.7. To attend safety training courses as and when arranged. No person should undertake to do any hazardous job for which they have not been trained.

2.5.7 To carry out annual risk assessments for their environment and their activities.

2.5.8 To report any undue stress to their line-manager so that this can be alleviated.

2.5.9 To attend an Occupational Health Assessment if required.

2.5.10 Not to take any risks if faced with a violent aggressor but to summon help and remain calm.

Each employee is also responsible for co-operating with their Line Manager and obeying instructions and advice on health and safety matters. There is a general duty on every employee to report, either to his/her Line Manager or safety representative, all matters which he/she considers a hazard to health and safety in the workplace and to take such immediate action as is necessary, where this is reasonably practicable (e.g. erect a clear written notice to render the hazard safe).

## **2.5. Responsibilities of Pupils**

Pupils should be informed of and required to comply with the following health and safety rules:

2.5.1. Exercise personal responsibility for the safety of themselves and others with whom they work.

2.5.2. Observe all the health and safety rules of the school.

2.5.3. Observe standards of dress that are consistent with high standards of health, safety and hygiene.

2.5.4. Listen to and follow the instructions of any member of staff, especially in an emergency.

2.5.5. Use and not wilfully misuse, neglect or interfere with equipment and notices provided for their health and safety.

## **2.6. Responsibilities of Visitors**

Visitors should be informed of and required to comply with the following health and safety rules:

2.6.1. Visitors are required to report to the School Office so that staff are aware of their presence on site and appropriate safety arrangements, e.g. in connection with contractors work, can be made.

2.6.2. Visitors are required to comply with health and safety directives issued by the member of staff responsible for liaising with them.

2.6.3. Visitors should report any unsafe practice to the Office

## **Section 3:**

### **Monitoring Arrangements and Policy Review**

3.1 Each term Health and Safety points are discussed at the Board meeting, Health and Safety is a standard item on SLT and staff weekly meeting agendas.

3.2 Termly safety audits will be carried out by the Health and Safety Officer and a safety report completed each term. These documents will form the basis for monitoring and review, to ensure that an appropriate standard is maintained.

3.3 This policy will be regularly reviewed by the Health and Safety Officer, as necessary (but at least annually).

3.4 A review of the school's organisation including changes to ensure that responsibilities for health and safety are clearly defined at all times to all employees at every level.

3.5 Ensuring that the safety requirements are implemented throughout the school by all employees and that training is regularly conducted in support of those standards.

3.6 All job descriptions will contain safety requirements and instructions highlighting health and safety responsibilities of health and safety is achieved.

3.7 The school receives updates from ISBA, ISA, and ISI regarding changes to Health and Safety legislation.

## Section 4

### Vehicle Maintenance

4.1 The school maintains 1 minibus. The person responsible for all vehicles is the Bursar. She insures that they are roadworthy, serviced, taxed and for the payment of any road charges (e.g. Dart charge). The bus is maintained on a regular basis and the signing in /out protocols include reporting of any defects and fuel levels by each driver. The drivers are trained using ECC approved instructors. The bus contains First aid equipment which is taken on each journey. The maintenance and servicing records are also kept in the school office. Prior to use, drivers carry out a visual inspection and sign the vehicle in and out. The visual check identifies any defaults or damages. There is a diagram on the reverse of the log where damages / faults such as dents, scratches can be recorded / drawn on the diagram and reported to either the Estates Team Manager or the Director of Finance at their earliest Convenience.

## Section 5:

### Health & Safety Management

The school's Board of Directors have overall responsibility for the implementation of the policy and will prioritise financial decision making to support the policy. In order to achieve the aims and objectives of the health and safety policy these issues will be brought regularly to the attention of the school's leadership team during leadership and board meetings. A copy of the policy will be given to all employees when they join the school. When changes have been made to the policy, copies will be placed on the school's notice boards and/or intranet.

Signed ..... Signed .....

(Director)

(Headteacher)

Date .....

Date .....

### Related Documents, Policies and Guidance

- Working at Heights fact sheet
- Manual handling fact sheet
- E-safety policy
- Near miss procedure
- Safeguarding Policy
- First Aid Policy

- Fire Safety Policy
- Legionella policy
- Security and Lone Working Policy
- Educational Trips and Visits Policy
- Critical Incident Management Plan
- Control of Hazardous Substances
- Administration of Medicines Policy