

Sponsor	DFO
Issue Date	Sep 2022
Next Review Date	Sep 2023
Committee	Estates



## 11. HEALTH AND SAFETY POLICY

*This policy which applies to the whole school inclusive of boarding is publicly available on the school's website and MIS. Upon request a copy (which can be made available in large print or other accessible format if required) may be obtained from the School Office.*

### 1. Introduction

The school is fully committed to providing a safe and healthy working environment for all its employees, and to providing a safe and healthy environment for the pupils in its care. As a minimum, the school seeks to meet the standards laid out in the Health and Safety at Work Act 1974 and all subsequent regulations.

The school governors bear ultimate responsibility to provide leadership; responsibilities are delegated to the head, who in turn has appointed the Director of Finance and Operations (DFO) to implement the school's health and safety policy.

The DFO, supported by the Senior Leadership Team (SLT), will take steps so far as is reasonably practicable to ensure that the workplace is a safe and healthy environment in which its employees, pupils, contractors and other persons affected by the school's operations can work.

The DFO, supported by SLT, will make the necessary assessments, identify safety training and provide information and supervision for employees at all levels. The school will consult on a regular basis with all employees/staff representatives with regards to health and safety issues. It will provide the necessary safety devices and protective clothing, provided that a safer working environment cannot be achieved by any other means.

### 2. Focus

The school's work programmes will, so far as is reasonably practicable, adopt good safety practices. These will include:

- the safe use, storage, handling and transport of articles and substances

- the provision of adequate information, instruction, training and supervision for employees including temporary employees and contractors
- the provision of safe machinery and equipment regularly maintained, including the operation and maintenance of plant and systems of work
- the provision of a safe and healthy place of work, including access and egress to and from the premises, and adequate facilities and arrangements for the welfare of employees at work
- consideration of the safety of pupils, parents, contractors and any others accessing the premises including those who hire or undertake leisure activities.

### **3. Co-operation**

All aspects of health and safety remain a management responsibility. However, a safe and healthy workplace can only be achieved with the full co-operation of every employee. Employees are duty bound to act responsibly and to do everything possible to prevent personal injury to themselves and to others. They must also safeguard all persons to whom the school owes a duty of care, namely people who may come into contact with their work, pupils, parents, visitors etc. To achieve this, employees must:

- Obey all the safety rules and procedures, including the wearing of protective clothing and the use of protective devices if they are specified by the school risk assessments.
- Exercise their awareness, alertness, self-control and common sense at work.
- Report promptly to a member of the Health and Safety Committee all hazards, potential hazards, defects in equipment and any shortcomings in the school's work systems or procedures.

Employees should not be in any doubt that the school will apply disciplinary procedures to any employee who is in breach of the school's health and safety policy. This includes any specific safe systems of work, instructions, training and procedures laid down for the protection of those involved in the school's operations, and for those who may become involved in them.

### **4. Policy Review**

This policy will be regularly revised, by the school as necessary (but at a minimum of one-year intervals). In conducting the policy reviews, due regard will be given to the following:

Planning	<p>The management of risks in the workplace by careful selection and design of facilities, equipment and processes, together with effective control measures and training for employees. If appropriate, the school will consider the risk to safety involved in:</p> <ul style="list-style-type: none"> <li>• dealing with physical, chemical and biological hazards, such as machinery safety, chemical safety, asbestos in the school building, water quality, and the use of radioactive material.</li> <li>• contractors working in the school.</li> </ul>
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	<ul style="list-style-type: none"> <li>• vehicle movements within the school grounds.</li> <li>• workplace arrangements, including housekeeping.</li> <li>• school trips.</li> <li>• centres licensed by the Adventure Activity Licensing Authority.</li> <li>• work experience arrangements.</li> <li>• violence to staff.</li> <li>• school security.</li> <li>• stress management</li> <li>• letting of school premises to outside bodies</li> <li>• pupils with special needs</li> <li>• any other site-specific issue, e.g. the swimming pool.</li> </ul>
Organisation	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.
Control	Ensuring that the safety requirements are implemented throughout the school by all employees and that training is regularly conducted in support of those standards.
Monitor and Review	All roles contain safety requirements and instructions will be issued highlighting health and safety responsibilities. Regular safety audits will be carried out and a safety report completed each term. These documents will form the basis for monitoring and review, to ensure that a credible standard of health and safety is achieved.

## 5. Health and Safety Management

The governing body has overall responsibility for the implementation of the policy and will ensure that sufficient finance provision is made available 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 management team during management and board meetings.

A copy of the policy will be made available to all employees via the school's MIS. When changes have been made to the policy, staff will be notified.

## **SCHOOL HEALTH AND SAFETY POLICY – PROCEDURES FOR IMPLEMENTATION**

### **1. Introduction**

The school's Health and Safety Policy sets out how the school will deal with health and safety matters. In order to implement the policy, the following paragraphs set out the management structure and responsibilities within the school for health and safety. The policy has regard to the HMG publication Health and Safety: responsibilities and duties for schools (currently in force).

### **2. Management Structure**

The DFO is responsible to the Head for implementation of the school's health and safety policy

### **3. Health & Safety Committee**

The chair of the Governance and Compliance Committee is the governor nominated with health and safety responsibility. He/she will attend one of the H&S meetings on an annual basis. The Health and Safety Committee is the principal vehicle for ensuring that the school's health and safety policy is carried out and acts as a consultation vehicle for staff. Membership of the committee will include the Senior Deputy Head, Deputy Head Operations, the Head of Science, the Director of Sport, the Estate Manager, the Medical Centre Sister. The committee will normally meet once a term or more frequently if the situation demands it. The committee has the power to co-opt other members of staff who could assist them with their work. The duties of the individual members of the committee with specific responsibilities for health and safety will be found in the accompanying Annex A.

### **4. Responsibilities**

The DFO is responsible for implementing the school's health and safety policy, and for the preparation and/or collation of the risk assessments covering all relevant areas.

The Senior Caretaker acts as the school's Fire Officer and has overall responsibility for fire safety matters, including the maintenance of fire safety equipment, fire alarms, and fire safety signs. The Estates Manager arranges for fire risk assessments (FRAs) to be carried out and is responsible for the maintenance of emergency lighting. The Fire Officer is also responsible for periodic site inspections and, together with the Estates Manager, the promotion of good estate management.

The DFO is responsible for the emergency action plan including evacuation procedures. The Health and Safety Officer is responsible for fire training.

The Health and Safety Committee is responsible for bringing all H&S matters requiring action to the attention of the DFO and assisting where appropriate with corrective actions.

Housemistresses are responsible for the following:

- a) ensuring that equipment necessary for the work of the house and the areas in which that work is carried out are maintained in compliance with current regulations, that appropriate notices are displayed adjacent to specific hazards in liaison with the estates department and that defects are reported to them.
- b) ensuring that appropriate instructions and guidelines relating to any aspect of their activities have been issued to staff concerned and that the latter are aware of the contents.
- c) ensuring members of staff attached to the house are conversant with general school safety precautions and procedures.
- d) reporting to the DFO any accidents within the house and investigating same.
- e) ensuring that risk assessments relative to their area of responsibility are reviewed and followed.

Heads of Departments are responsible for the following:

- a) ensuring that equipment necessary for the work of the department and the areas in which that work is carried out are maintained in compliance with current regulations, that appropriate notices are displayed adjacent to specific hazards in liaison with the estates department and that defects are reported to them.
- b) ensuring that appropriate instructions and guidelines relating to any aspect of their activities have been issued to staff concerned and that the latter are aware of the contents.
- c) ensuring that where required, departmental staff have been trained in operating procedures, safe systems of work and procedures for handling hazardous substances
- d) ensuring members of staff attached to the department are conversant with general school safety precautions and procedures.
- e) reporting to the DFO any accidents within the department and co-operating with any investigation.
- f) ensuring that risk assessments relative to their area of responsibility are reviewed and followed.

Other teachers and members of the support staff are required to assist the Housemistresses and Heads of Department in the discharge of their responsibilities relative to safety, health and welfare.

Teachers will be responsible for:

- a) ensuring the safety of the pupils in their care as far as reasonably practicable and that defects which cannot be remedied by them are reported in a timely manner to the estates department.
- b) ensuring proper use by pupils of safety equipment and protective clothing where provided and that the pupils are not allowed to act in a way that is unsafe.
- c) ensuring that pupils are instructed in safety procedures in operation and processes involving known hazards.
- d) initiating aid in the event of an accident.

- e) ensuring that pupils know the fire exits and routes from the areas in which they are being taught, and that the fire exits are kept clear and the fire doors closed at all times.
- f) performing adequate risk assessments in advance of school trips/activities to ensure that hazards are reasonably anticipated and that reasonable actions to mitigate risks to pupils' and teachers' safety are taken in advance.

It is the duty of all members of staff, pupils and visitors to take reasonable care for the health and safety of themselves and of others. They must not misuse anything in such a way that it creates a hazard.

## 5. Health

With a large resident population in the school, it is essential that health, hygiene and first aid should be maintained at a high standard. Risk assessments take medical matters into account where needed e.g. when related to food preparation or allergies.

A qualified nurse serves as Health Centre Sister, with other staff, who can provide the cover required. Health related protocols e.g. for head injuries are well established and promulgated.

## 6. Hazards

Hazards are assessed through risk assessments, and mitigating actions are put in place to remove or reduce the risk of harm to an acceptable level. There are several areas which have been identified as containing specific hazards and these include the following:

<b>Area identified</b>	<b>Lead responsibility</b>
Science Department	Head of Science
Kitchens	Catering Contractor
Swimming pool	Director of Sport
Sports Centre	Director of Sport
Playing fields and other sports Estates	Director of Sport
Maintenance workshop and grounds	Estates Manager
Maintenance stores/garages	Estates Manager/Head of Grounds
Medical Centre	Health Centre Sister
Art Department	Head of Art
Home Economics Department	Deputy Head (Operations)
Boarding accommodation	Senior Deputy Head has overall responsibility which is discharged through the Head of Boarding and housemistresses acting in respect of their own houses

Individuals responsible for the above areas are to maintain them in a condition that is safe and without risks to health and to publish written instructions if necessary, for the guidance of the staff and pupils.

Risk assessments are to be reviewed by the Health and Safety Officer annually or after an accident or change of circumstances e.g. building works.

The science department maintains a separate file of risk assessments for storage of chemicals etc. and for the conduct of experiments which are based on advice from CLEAPPS.

## **7. The Swimming Pool**

The Director of Sport is responsible for the safe use of the pool by pupils. This includes the use during the school day and for matches, training and special events organised outside the school day.

The Head of Events is responsible for the safe use of the pool when it is being used by outside agencies and during the school holidays. The Head of Operations is responsible for the safety of the pool structure, the plant and the quality of the water.

## **8. Selecting and Managing Contractors**

When selecting a contractor for a particular job, consideration will be given to the proposed method of working, systems of work to be employed, training, experience and qualifications of the contractor. Contractors who cannot satisfy the school regarding the above matters will not be selected. Where licences or other accreditation are required in order to perform a job e.g. gas installations, the relevant documentation will be checked.

When on site, contractors are subject to periodic visits by the Head of Operations and/or Estates Manager and/or DFO to ensure that safe systems of work are being employed. The number and frequency of the visits will vary depending on the type, length and complexity of the job being performed.

For contractors with a permanent presence on site, the Head of Operations will inspect the contractor's risk assessments annually.

## **9. Hazard Monitoring**

It is the duty of anyone in the school (teaching and support staff) who becomes aware of a hazard or a potential hazard to report it to a member of the Health & Safety Committee, or if appropriate to the Maintenance Department. This is generally done through the Service Desk system but staff are also encouraged to report issues at weekly departmental meetings or by contacting the DFO or Health and Safety Officer directly.

## **10. Accident Investigation Reports and Records**

It is the DFO's duty to review all accident reports termly (including fire incidents) and they should recommend action as appropriate to be taken to prevent recurrence.

All accidents to pupils, employees and visitors are to be reported using the accident and near miss form which are found on the school's MIS.

The DFO is responsible for reporting notifiable incidents to the Health and Safety Executive, including those under RIDDOR.

## **11. Training**

Heads of departments and housemistresses are to ensure that staff joining their departments or houses are given instructions on how to use machinery and equipment safely including advice on potential hazards, the procedure to be taken in case of an accident and the regulations concerning the utilisation of safety clothing and safety equipment.

Training, if required on specific matters, should be booked through the head of department or housemistress. Training in performing risk assessments is provided for those staff who require it. Boarding houses are to carry out fire drills in their houses as directed by the Fire Officer.

The Fire Officer is to liaise with the fire authorities to ensure the operational fire units remain familiar with the school premises, hydrants and other appliances as well as those buildings containing items of an explosive or dangerous nature.

**12. Off site visits.** Offsite educational visits are the subject of a separate policy.

## **13. Emergencies**

Staff will be expected to use their professional judgment in summoning emergency assistance and should call 999 if in their opinion the situation warrants it. In the event of a major emergency, including if it occurs overnight where the premises need to be evacuated, staff should also refer to the Crisis Management Policy. Contact numbers can be obtained from the crisis management policy.

**14. First Aid.** This is the subject of a separate First Aid Policy.

## **15. Occupational Health and Work-Related Stress**

The school can call on the services of an occupational health specialist. Details may be obtained from the Head of HR.

If staff believe they are suffering from work related stress, they should in the first instance discuss the situation with their head of department who will, if appropriate, raise the matter with the relevant member of SLT. A range of potential responses can be considered depending on the cause and severity of the stress.

## **16. Display Screen Equipment (DSE)**

It is the policy of the school to comply with the Health and Safety (Display Screen Equipment) Regulations as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002. The school will provide for a suitable and sufficient analysis of all workstations to assess the health and safety risks to exposed persons.



The school will encourage the activities of "users" to allow periodic breaks or changes of activity.

The school will arrange for appropriate eye and eyesight tests to be carried out on "users" by an optician, on request, and at appropriate regular intervals as recommended by the optician.

All "users" will be involved in appropriate workstation analysis assessments; the arrangements for work interruption, where necessary, and be trained in the use of their workstation.

#### **17. School Security**

Security is dealt with through the Security, Access and Workplace Safety Policy and related risk assessment.

#### **18. Violence towards Staff**

Please consult the Rewards and Sanctions and Behaviour Policy and the Anti-Bullying – Staff policies.

#### **19. Manual Handling**

Manual handling issues typically arise in roles where there are sustained requirements to lift heavy or bulky loads. Potential issues are noted in the relevant risk assessments. Training is offered to all who request and require it and is proactively monitored for high-risk roles such as maintenance.

#### **20. Slips and Trips**

Slips and trips are a common cause of accidents at work. The risk of slips and trips is noted on relevant risk assessments and action taken accordingly to reduce the risk of these kinds of incidents.

#### **21. On Site Vehicle Movements**

Pupils wishing to drive to school must use the designated car park, in order to segregate vehicles driven by inexperienced drivers from younger children.

#### **22. Management of Asbestos and Legionella**

An asbestos register is kept by the Estates Manager and actions taken accordingly. Asbestos will always be removed where recommended by specialists, however removal will not always be necessary provided the asbestos is in sufficiently good condition, poses only minor risk and can be maintained as such and monitored. Removal or handling of asbestos is always performed by licensed contractors and reoccupation certificates are obtained before personnel are allowed back into the affected area.

It is obligatory for the school to assess the risk of legionella and to produce an action plan to mitigate the risk of legionella occurring. The school has engaged an independent contractor to assess the risk and produce a plan. The school engages the contractor to perform regular testing and carry out preventative actions. The school's own maintenance team also carry out basic preventative measures such as running taps and showers.

### **23. Control of Hazardous Substances**

These are normally dealt with under the Control of Substances Hazardous to Health Regulations (COSHH). Substances covered by the COSHH regulations may be used in cleaning, maintenance, the science department or the art department.

Cleaning and maintenance: a separate file is held on these containing risk assessments and MSDS sheets. The file is kept by the Cleaning and Logistics Manager.

Science department: the science department handles specialist items and have suitable qualified and trained personnel. They prepare their own COSHH assessments which are kept in the science department.

Art department: the art department use specialist items, for example photographic chemicals. COSHH assessments are prepared and kept in the art department.

### **24. Maintenance of Plant and Equipment**

Maintenance routines are carried in accordance with the manufacturer's recommendations, or where there are none in accordance with guidance issued by the relevant authority. Electrical items will be PAT tested on a routine cycle.

### **25. Fire Safety**

Fire Safety is the responsibility of the Fire Officer. The school complies with the Regulatory Reform (Fire Safety) Order 2005 and ensures alerting systems are accessible and there are clear evacuation plans for all children subject to their needs. Weekly tests of the fire alarm system are carried out. The fire detection, emergency lighting and firefighting equipment are all covered under maintenance contracts with competent outside suppliers. Records of all maintenance of equipment are held in the caretaking department.

Fire drills, both day and night evacuations, are held termly.

### **26. Cycling**

Staff and girls should wear a properly fitting cycle helmet when riding round the school. This reduces the risk of injury in the event of an accident.

## **27. Working at Height**

Working at height must not be carried out without a written risk assessment tailored to the circumstances of the proposed work.

## **28. Unauthorised Access to Areas within School of Higher Risk**

Access control within the site to the following areas is secured by locked and/or keypad access:

- Swimming pool
- Maintenance workshops
- Design and Technology Workshop
- IT server rooms
- Plant rooms
- Chemical stores

The main kitchens are manned throughout the day and during the evenings when food preparation and serving takes place. At all other times, they are secured by lockable access.

The Health Centre is similarly manned during the day and locked when staff are not present in the building.

Access to the fitness suite is available during opening hours for the Sports Centre. At other times, it is secured by lockable access.

## **Annex A**

### **Duties of Members of the Woldingham School Health & Safety Committee**

#### **DFO**

Adviser to the head on all aspects of the Health and Safety at Work Act and fire prevention. Specific responsibilities include:

- a) Review of all accident reports termly including fire incidents to both staff and pupils and recommend action to be taken to prevent their recurrence.
- b) The maintenance of records of all accidents including fire incidents and the preparation of reports where necessary to the head and any other authority required by law. Make any appropriate claim to the insurance company.
- c) Liaison with the Health and Safety Executive.

#### **Head of Operations**

- a) Liaise with the local fire brigade and in particular the fire safety department of the local Council.
- b) Maintain fire equipment in adequate and serviceable condition
- c) Ensure that there is adequate fire alarm system, emergency lighting, fire equipment and fire safety signs in the school, that they are regularly checked and properly maintained.

#### **Health Centre Sister**

Apart from her normal duties as resident SRN, the Medical Centre Sister is to:

- a) Serve on the Health and Safety Committee.
- b) Ensure that first aid boxes are provided throughout the school and are fully equipped.
- c) Inspect medical hazard areas at frequent intervals (not less than once per term) to ensure that they are clean and hygienic.

#### **Health and Safety Committee Members**

- a) Attend Health & Safety Committee meetings.
- b) Investigate complaints of hazards by employees in the area they represent and report to DFO who will decide on the action to be taken. Assist the DFO with actions as appropriate.
- c) Liaise with the DFO during periodic inspections.
- d) Be aware of the safety rules for staff and the requirements for protective clothing and safety equipment where appropriate.
- e) Recommend safety procedure changes to the DFO.