

Health & Safety Policy

<p>Date Approved: September 2020 Review Date: August 2021 This policy is for Bury Grammar Schools Author: A E Dennis</p>
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This policy has been written to meet the standards as set out in the Education (Independent Schools Standards) Regulations 2014 (ISSR) as amended under section 94 of the Education and Skills Act 2008 and has particular regard for the interpretation of these as set out in paragraphs 263 to 284 of the Commentary on the Regulatory Standards September 2019.

PART ONE GENERAL

- 1.1 This policy applies to all staff, pupils and parents including EYFS.
- 1.2 The Board of Governors notes the provisions of the Health and Safety at Work Act 1974, which states that it is the duty of every employer to conduct his or her business in such a way as to ensure, so far as is reasonably practicable, that persons who are not in his or her employment but who may be affected by it are not exposed to risks to their health and safety, and accepts that it has a responsibility to take all reasonably practicable steps to secure the health and safety of pupils, staff and others using the school premises or participating in school sponsored activities. It believes that the prevention of accidents, injury or loss is essential to the efficient operation of the school and is part of the good education of its pupils.
- 1.3 The aim of the Board of Governors is 'To provide a safe and healthy working and learning environment for staff, pupils and visitors'.
- 1.4 The arrangements outlined in this statement and the various other safety provisions made by the Board of Governors cannot prevent accidents or ensure safe and healthy working conditions. The Board of Governors believes that only the adoptions of safe methods of work and good practice by every individual can ensure everyone's health and safety. The Board of Governors 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.

PART TWO THE DUTIES OF THE BOARD OF GOVERNORS

2.1 In the discharge of its duty the Board of Governors, in consultation with the Headmistress/Headmaster, will:

- i. make itself familiar with the requirements of the Health and Safety at Work Act 1974 and any other health and safety legislation and codes of practice which are relevant to the work of the school, in particular the Management of Health and Safety at Work Regulations 1999.
- ii. Ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school.
- iii. Periodically assess the effectiveness of this policy and ensure that any necessary changes are made.
- iv. Identify and evaluate all risks relating to a) accidents b) health c) school-sponsored activities including work experience.
- v. Identify and evaluate risk control measures in order to select the most appropriate means of minimizing risk to staff pupils and others.
- vi. Create and monitor the management structure.

2.2 In particular the Board of Governors undertakes to provide:

- i. a safe place for staff and pupils to work including safe means of entry and exit.
- ii. Plant, equipment and systems of work which are safe.
- iii. Safe arrangements for the handling, storage and transport of articles and substances.
- iv. Safe and healthy working conditions which take account of a) statutory requirements b) codes of practice whether statutory or advisory c) guidance whether statutory or advisory.
- v. Supervision, training and instruction so that all staff and pupils can perform their school-related activities in a safe and healthy manner. All staff will be offered the opportunity to receive health and safety training which is appropriate to their duties and responsibilities and which will be given before an employee commences any relevant work. Whenever training is required by statute or considered necessary for the safety of staff, pupils and others then the Board of Governors will ensure, within the financial resources available, that such training is provided. Pupils will receive such training as is considered appropriate to the school-related activity, which they are carrying out. All training will be regularly updated.
- vi. Necessary safety and protective equipment and clothing together with any necessary guidance, instruction and supervision.
- vii. Adequate welfare facilities.

2.3 So far as is reasonably practicable the Board of Governors, through the Headmistress/Headmaster, will make arrangements for all staff, including temporary and voluntary staff and helpers and those on fixed-term contracts, to receive comprehensive information on:

- i. this policy.
- ii. all other relevant health and safety matters.
- iii. the instruction and training that will be given to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk.

PART THREE THE DUTIES OF THE HEADMISTRESS/HEADMASTER

3.1 As well as the general duties which all members of staff have (see part 5), the Headmistress/Headmaster has responsibility for the day-to-day maintenance and development of safe working practices and conditions for teaching staff, support staff, pupils and visitors and any other persons using the premises or engaged in activities sponsored by the school and will take all reasonable practicable steps to achieve this and through the Health and Safety Officer. Heads of appropriate Departments, Senior Teachers, teachers and others as appropriate.

3.2 In particular the Headmistress/Headmaster will:

- i. Be aware of the basic requirements of the Health and Safety at Work Act 1974 and any other health and safety legislation and codes of practice relevant to the work of the School.
- ii. Ensure, at all times, the health, safety and welfare of staff, pupils and others using the School premises or facilities or services or attending or taking part in School-sponsored activities.
- iii. Ensure safe working conditions for the health, safety and welfare of staff, pupils and others using the School premises and facilities.
- iv. Ensure safe working practices and procedures throughout the School including those relating to the provision and use of machinery and other apparatus, so that each task is carried out to the required standard and so that the risks are controlled.
- v. Consult with members of staff, including the safety representatives, on health and safety issues.
- vi. Arrange systems of risk assessment to allow the prompt identification of potential hazards.
- vii. Carry out periodic reviews and safety audits on the findings of the risk assessment.
- viii. Identify the training needs of staff and pupils and ensure, within the financial resources available, that all members of staff and pupils who have identified training needs receive adequate and appropriate training and instruction in health and safety matters.
- ix. Encourage staff, pupils and others to promote health and safety.
- x. Ensure that defects in the premises, its plant, equipment or facilities which relate to or may affect the health and safety of staff, pupils and others are made safe without delay.
- xi. Encourage all employees to suggest ways and means of reducing risks.
- xii. Collate accident and incident information. When necessary, carry out accident and incident investigations.
- xiii. Monitor the standard of healthy and safety throughout the School, including all School-based activities, encourage staff, pupils and others to achieve the highest possible standards and discipline those who consistently fail to consider their own well-being or the health and safety of others.
- xiv. Monitor first aid and welfare provision.
- xv. Monitor the management structure, along with governors.

PART FOUR THE DUTIES OF SUPERVISORY STAFF

4.1 All supervisory staff (e.g. Heads of Departments, Co-ordinators, Technicians) will make themselves familiar with the requirements of the Health and Safety at Work Act 1974 and any other health and safety legislation and codes of practice which are relevant to the work in their area of responsibility.

- 4.2 In addition to the general duties which all members of staff have (see 5.0), they will be directly responsible to the Headmistress /Headmaster or the member of staff nominated by the Headmistress /Headmaster to have overall day-to-day responsibility for the implementation and operation of the School's Health and Safety Policy within their relevant departments and areas of responsibility.
- 4.3 They will take a direct interest in the School's Health and Safety Policy and in helping other members of staff, pupils and others to comply with its requirements.
- 4.4 As part of their day-to-day responsibilities they will ensure that:
- i. safe methods of working exist and are implemented throughout their department.
 - ii. health and safety regulations, rules, procedures and codes of practice are being applied effectively.
 - iii. staff, pupils and others under their jurisdiction are instructed in safe working practices.
 - iv. new employees working within their departments are given instruction in safe working practices.
 - v. regular safety inspections are made of their area of responsibility as required by the Headmistress /Headmaster or as necessary.
 - vi. positive, corrective action is taken where necessary to ensure the health and safety of all staff, pupils and others.
 - vii. all plant machinery and equipment in the department in which they work is adequately guarded and is in good and safe working order.
 - viii. all reasonably practicable steps are taken to prevent the unauthorized or improper use of all plant, machinery and equipment in the department in which they work.
 - ix. appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the department in which they work.
 - x. toxic, hazardous and highly flammable substances in the department in which they work are correctly used, stored and labelled according to COSHH regulations.
 - xi. they monitor the standard of health and safety throughout the department in which they work, encourage staff, pupils and others to achieve the highest possible standards of health and safety and discipline those who consistently fail to consider their own well-being or the health and safety of others.
 - xii. all the signs used meet the statutory requirements.
 - xiii. all health and safety information is communicated to the relevant persons.
 - xiv. they report, as appropriate, any health and safety concerns to the appropriate individual.

PART FIVE THE DUTIES OF ALL MEMBERS OF STAFF

- 5.1 All staff, in accordance with the Health and Safety at Work Act 1974, are expected to make themselves familiar with health and safety legislation and codes of practice which are relevant to the work of the department(s) in which they work. They should:
- i. take reasonable care of their own health and safety and any other person who may be affected by their acts or omissions at work.
 - ii. as regards any duty or requirements imposed on his or her employer or any other persons by or under any of the relevant statutory provisions, co-operate with him or her so far as necessary to enable that duty or requirement to be performed or complied with.

- 5.2 All staff are expected to familiarize themselves with the health and safety aspect of their work and to avoid conduct which would put them or anyone else at risk.
- 5.3 In particular all members of staff will:
- i. be familiar with the safety policy and any and all safety regulations as laid down by the Board of Governors.
 - ii. ensure health and safety regulations, rules, routines and procedures are being applied effectively by staff and pupils.
 - iii. see that all plant, machinery and equipment is adequately guarded.
 - iv. see that all plant, machinery and equipment is in good and safe working order.
 - v. not make unauthorized or improper use of plant, machinery and equipment.
 - vi. use the correct equipment and tools for the job and any protective equipment or safety devices which may be supplied.
 - vii. ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled according to COSHH regulations.
 - viii. report any defects in the premises, plant, equipment and facilities which they observe.
 - ix. take an active interest in promoting health and safety and suggest ways of reducing risk.

PART SIX HIRERS, CONTRACTORS AND OTHERS

- 6.1 When the premises are used for purposes not under the direction the Headmistress/Headmaster then the principal persons in charge of the activities for which the premises are in use will have responsibility for safe practices as indicated in paragraph 3.0 of this document.
- 6.2 The Headmistress /Headmaster or the coordinator will seek to ensure that hirers, contractors and others who use the School premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times.
- 6.3 When the School premises or facilities are being used out of normal School hours for a School-sponsored activity then, for the purposes of this policy, the organizers of that activity, even if an employee, will be treated as a hirer and will comply with the requirements of this section.
- 6.4 When the premises are hired to persons outside the employ of the Board of Governors, it will be a condition for all hirers, contractors and others using the School premises or facilities that they are familiar with this policy, that they comply with all safety directives of the Board of Governors and that they will not without prior consent of the Board of Governors:
- i. introduce equipment for use on the School premises.
 - ii. alter fixed installations.
 - iii. remove fire and safety notices or equipment.
 - iv. take any action that may create hazards for persons using the premises or the staff or pupils of the School.
- 6.5 All contractors who work on School premises are required to ensure safe working practices by their own employees under the provision of the Health and Safety at

Work Act 1974 and must pay due regard to the safety of all persons using the premises in accordance with ss.3-4 of the Health and Safety at Work Act 1974.

6.6 In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe the Headmaster/Headmistress will take such actions as are necessary to prevent persons in his/her care from risk of injury.

6.7 The Board of Governors draws the attention of all users of the school premises (including hirers and contractors) to s.8 of the Health and Safety at Work Act 1974, which states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interest of health, safety or welfare in pursuance of any of the relevant statutory provisions.

PART SEVEN PUPILS AND PARENTS

Parents are given copies of the school regulations when their son/daughter joins the School. Updates are given as required. The responsibility for updates lies with the Headmistress/Headmaster.

Pupils are expected:

- i. to observe all the safety rules of the School stated in the Pupils' Code of Conduct.
- ii. To exercise personal responsibility for the safety of self and others.
- iii. To observe the instructions given by teaching staff in an emergency.
- iv. To use and not wilfully misuse or interfere with things provided for their safety.
- v. To observe standards of dress consistent with safety and/or hygiene (this could include unsuitable footwear, hairstyles and other items considered dangerous).

Parents are expected:

- i. to be aware of the points (i) – (v) made above.
- ii. not to send their child to School if they are known to be suffering from a contagious disease or are not well enough to cope with a day at School.
- iii. To make the School aware of any medical problems as they arise.
- iv. To drive with utmost caution along Tenterden Street and Bridge Road and not to drive onto school premises unless special arrangements have been made.

PART EIGHT ARRANGEMENTS

8.1 HEALTH AND SAFETY COMMITTEE

- i. The Governors, through the Headmistress /Headmaster will make arrangements for the establishment of a Health and Safety Committee. Representation on this committee will cover all appropriate areas of work or special hazards. The committee will include representatives from each recognised teaching union.
- ii. The Health and Safety Committee will meet each term to consider training needs, communication of information and consideration of suggestions and issues relating to health and safety matters.

8.2 ACCIDENT REPORTING

- i. If any member of staff, pupil or other person on the premises should become ill or suffer an injury as a result of an accident, details must be recorded on an accident report form. These forms are available from the Nurse, Health Support Worker, or the Health and Safety Officer, Deputy Head Teacher Mr A Dennis.
- ii. If the accident is notifiable under the requirements of Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), the Nurse or Health Support Worker and the Safety Officer will together ensure that the correct procedure is followed in reporting to the HSE.
- iii. Copies of all accident reports should be sent the Headmaster/Headmistress and the Safety Officer. The Safety Officer will investigate the circumstances of any accident so reported.
- iv. The Safety Officer will inform the Headmaster/Headmistress of any steps to be taken to avoid recurrence of an incident.
- v. A notifiable accident occurring on a school activity away from school must be notified to the Headmaster/Headmistress immediately and to the HSE on return to school.
- vi. Minor accidents and incidents should be recorded, and the School Nurse or Health Support Worker notified.

8.3 FIRST AID

- i. The arrangements for first aid provision will be adequate to cope with all foreseeable major incidents. The Nurse has primary responsibility for first aid and will normally deal with all first aid matters, although emergency first aid may be administered by anyone so qualified, but only so far as knowledge and skill permits.
- ii. The number of certified first aiders will not, at any time, be fewer than the number required by law.
- iii. Other staff will be given such training in first aid techniques as is required to give them a basic, minimum level of competence.
- iv. First aid boxes containing the statutory items will be held at various locations throughout the school. Maintenance of these boxes is the responsibility of the Head of Department in the first instance who must report any items missing to the School Nurse or Health Support Worker who will check the contents every year. The School Nurse or Health Support Worker will provide a laminated sign for each First aid box to act as a checklist.
- v. For out of school activities the Group Leader is responsible for the first aid kit as soon as it is taken from the Nurse's/Health Support Worker's office; on returning it the Group Leader should inform the Nurse or Health Support Worker of anything that has been used and she will replenish the missing items.
- vi. A record will be made of each occasion any member of staff, pupil or other person receives first aid treatment either on the premises or as part of a school-related activity.

8.4 EMERGENCY PROCEDURE

- i. The Headmistress/Headmaster will ensure that an emergency procedure is prepared to cover all foreseeable major incidents which could put at risk the occupants or users of the School. This procedure will indicate the actions to be taken in the event of a major incident so that everything possible is done to: a) save life b) prevent injury c) minimize loss.
This sequence will determine the priorities of the emergency procedure. It is the duty of all members of staff to be aware of the procedures to be followed in case of emergency and they must ensure that the pupils in their charge are aware of the procedure.
- ii. The procedure will be regularly rehearsed by staff and pupils.

8.5 RISK ASSESSMENT

- i. The Headmistress/Headmaster will ensure that a risk assessment survey of the premises, methods of work and all sponsored school activities is conducted annually (or more frequently, if necessary). This survey will identify all defects and deficiencies, together with the necessary remedial action or risk control measures.
- ii. The Headmaster/Headmistress will ensure that written records are maintained and updated monthly of the fire risk assessments.

8.6 ELECTRICAL SAFETY

- i. Electrical equipment will be used in accordance with The Electricity at Work Regulations 1988.
- ii. All electrical equipment will be constructed, maintained and used so as to prevent danger.
- iii. Staff will visually check the state of electrical equipment they are using and report immediately any defect in cable, plug or socket and take all steps to ensure that the apparatus is not used until the faults have been rectified.
- iv. A register of all electrical equipment will be kept, and each item subjected to an annual test, the results of which will be recorded in the register.

Signed _____ Chairman of Governors

Signed _____ Bursar Date _____

Appendix A: References

Reference should be made to the following policies for operational guidance:

- First Aid
- Educational Visits
- Fire
- Minibus
- Risk Assessment
- Emergency Procedure

