

Including Sandford, our Early Years Foundation Stage provision

## Health & Safety Policy

<b>Authorised by</b>	resolution of the Board of Governors
<b>Date</b>	Autumn 2010
<b>Reviewed</b>	Autumn 2011
	Autumn 2012
	Autumn 2013
	Autumn 2014
	Autumn 2015
	Autumn 2016 (1-0-0)
	Summer 2018 (1-0-1)
	Autumn 2019 (1-0-2)

### General

St Gabriel's recognises that under the Health & Safety at Work Act 1974, it has a legal duty to ensure, so far as is reasonably practicable, the Health Safety and Welfare of all its employees. In addition, it has certain duties towards pupils, the public and other people who use the premises of the School from time to time, these duties being implicit in the above Act.

The Governors of St Gabriel's accept these duties and will continue to promote good standards of Health, Safety and Welfare that comply fully with the terms and requirements of the 1974 Act, Regulations made under the Act and Approved Codes of Practice. The Governors consider that Health & Safety is a responsibility at least equal in importance to that of any other function of the School. It is their aim to provide a safe and healthy working and learning environment for staff, pupils and visitors.

The arrangements and procedures for health and safety made by The Governors cannot in themselves prevent accidents or ensure safe and healthy work conditions. The Governors believe that only the adoption of safe methods of work and good practice by every individual can ensure everyone's personal health and safety. The Governors will take all reasonable steps to identify and reduce hazards to a minimum but all staff, pupils and visitors 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.

### Duties Of:

#### The Governors

In consultation, with the Principal, the Governors will

- make themselves familiar with health and safety legislation and codes of practices which are relevant to the work of the School;
- ensure that there is an effective and enforceable policy for the provision of health and safety throughout the School;
- periodically assess the effectiveness of this policy and ensure that any necessary changes are made through examination of the Health and Safety reports made by the Bursar to the Governors;
- create and monitor the management structure.

Including Sandlesford, our Early Years Foundation Stage provision

The Governors will take such steps as are reasonably practicable:

- to maintain safe and healthy working places and systems and methods of work 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 working, teaching and learning 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. The Bursar (being the nominated School Health & Safety Officer) will provide all necessary information and this will be disseminated to all Supervisory Staff;
- to develop safety awareness amongst all employees and pupils and as a result of this create a climate for individual responsibility for Health & Safety at all levels;
- to provide a safe environment for all visitors to the premises of the School, bearing in mind that these visitors may not necessarily be attuned to certain aspects of the teaching and School environment;
- to control effectively the activity of all outside contractors when on School premises. The Governors will require that, apart from routine supervision and control of the contractors, copies of a contractor's safety policies be provided and approved before the commencement of any contracts;
- to encourage full and effective two-way consultation on Health & Safety matters by utilising the management structure of the School, the academic and other committee members active within the School, and the unique position of the Bursar. The provisions of Regulation 3 of the Health & Safety (Consultation with Employees) Regulations 1996 will be implemented by direct consultation with employees themselves
- to ensure that this Policy is used as a practical working document and that its contents are publicised fully throughout the School.

The Governors have appointed the Chairman of the Finance and General Purpose Committee as the Governor with responsibility for overseeing health and safety.

The Governors have appointed The Bursar as the School's Health & Safety Officer and she is considered a competent person in accordance with Section 6 of The Management of Health & Safety at Work Regulations 1999 (and subsequent amendments). She will ensure that the Leadership Teams are made aware of any changes of legislation that may affect Health & Safety within the School.

### **The Principal & Bursar**

The Principal and Bursar will collectively be responsible to the Governors for the implementation of this policy. They will constantly monitor the effectiveness of this Policy and its implementation at all levels and will bring to the attention of the Governors any necessary changes in legislation.

The Principal and Bursar will:

- be aware of the basic requirements of health and safety legislation and codes of practices relevant to the work of the School and shall take action to ensure that the requirements are met;
- ensure safe working conditions, practices and procedures throughout the School;
- Ensure that the school has procedures for dealing with Health and Safety emergencies, such as Fire or Health emergencies, including who to contact.
- consult with members of staff on health and safety issues and encourage all employees to promote health and safety and suggest ways and means of reducing risk;
- arrange systems of risk assessment to allow the prompt identification of potential hazards and implementation of appropriate measures to control risks;

Including Sandford, our Early Years Foundation Stage provision

- 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;
- collate accident and incident information and, when necessary, carry out investigations;
- monitor the standard of health and safety throughout the School, including first aid and welfare provision, and encourage all employees and pupils to achieve high standards of health and safety, and discipline those who consistently fail to consider their own, and/or others' health and safety.
- arrange access to occupational health services, when necessary, and manage work related stress should the need arise.

### **The Principal**

The Principal will have the responsibility for the day-to-day maintenance and development of safe working practices and conditions for teaching staff, support staff, pupils, visitors and any other person using the premises or engaged in activities sponsored by the School in relation to academic/pupil function of the School. The Principal will take all reasonably practicable steps to achieve this end through the heads of the appropriate departments, senior members of staff, teachers and others as appropriate.

### **The Bursar**

The Bursar will have the responsibility for the day-to-day maintenance and development of safe working practices and conditions in relation to the non-academic function of the School. This will include ensuring that the appropriate staff complete risk assessments and required monitoring in areas such as Fire Risk, Catering and Food Preparation, Water Quality and Legionella.

The Bursar will provide all members of the public using the facilities of the School with sufficient information in order to allow them to avoid any risks to their Health & Safety. This will include ensuring that training and induction of new staff in Health and Safety related issues is comprehensive and completed by all. Additional Health and Safety training could include, as appropriate to each member of staff, manual handling, working at height, first aid training, minibus driving etc.

The Bursar will be responsible for collating records of accidents that occur to pupils, staff or visitors and reporting as necessary to RIDDOR

The Bursar will be responsible for bringing all new legislation, in respect of Health & Safety, to the attention of the Leadership Teams.

The Bursar will be available to advise on Risk Assessments in conjunction with the Compliance Coordinator and the HR and Operations Manager.

The Bursar will ensure that the Estate Manager and his staff organise or carry out maintenance and testing of plant and equipment such as electrical equipment, local exhaust ventilation, gas appliances, fire alarms and fire-fighting equipment.

The Bursar will chair the termly meeting of the Health and Safety Committee. This meeting will be attended by the Estate Manager, the HR and Operations Manager, the Compliance Coordinator and representatives from other areas of the school.

### **Supervisory Staff**

All supervisory staff (Heads of Departments, co-ordinators etc.) will make themselves familiar with the requirements of health and safety legislation relevant to the work of their area of responsibility.

Including Sandford, our Early Years Foundation Stage provision

They will be responsible to the Principal/Bursar and have overall day-to-day responsibility for the implementation and operation of the School's health and safety policy within their relevant departments.

They will ensure, in particular, that:

- health and safety procedures are followed correctly;
- suitable and sufficient risk assessments are carried out within the department, for which they are responsible, and that all necessary actions to remove hazards or control risk are implemented. They will record risk assessments in an appropriate manner and review annually;
- staff, pupils and others, including new employees, under their jurisdiction, are instructed in safe working practices and all health and safety information is communicated to the relevant persons;
- all plant, machinery and equipment in their department is adequately guarded; in safe working order and that measures are taken to avoid improper or unauthorised use;
- toxic, hazardous, and highly flammable substances in the department in which they work, are correctly used, stored and labelled, with COSHH regulations followed as appropriate;
- appropriate protective clothing, equipment first aid and fire appliances are provided and readily available in the department in which they work.

Supervisory staff are responsible for reporting any health and safety concerns, within their department, to the appropriate person.

### **All Members of Staff**

All staff will make themselves familiar with the requirements of health and safety legislation relevant to the work of their area of responsibility.

They will take reasonable care of their own health and safety and any other persons who may be affected by their acts or omissions at work.

They will co-operate with their colleagues to enable health and safety duties to be met and high standards achieved

They will be familiar with the School health and safety policy and procedures and comply with the requirements of these and ensure they are applied effectively by staff and pupils.

All staff have a responsibility to report any defects in the premises, plant, equipment and facilities which they observe.

### **Health & Safety Consultants**

The School will have reference to an external health and safety consultancy which will provide support in health and safety within the School. They will, in particular, advise on changes in legislation and assist in the monitoring of health and safety performance in the School. They may be contacted through the Bursar.

### **Hirers, Contractors & Others**

When the premises are used for purposes not under the direction of the Principal, then the principal person in charge of the activities for which the premises are in use will have responsibility for safe practices.

The Bursar will advise hirers, contractors and others who use the School premises that they must conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times.

Including Sandleford, our Early Years Foundation Stage provision

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 organiser of that activity, even if an employee, will be treated as a hirer and will comply with the requirements of this section.

When the premises are hired to persons outside the employ of the 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 Governors and that they will not, without the prior consent of the Governors:

- introduce equipment for use on the School premises;
- alter fixed installations;
- remove fire and safety notices or equipment;
- take any action that may create hazards to persons using the premises or to the staff or pupils of the School.

All contractors who work on the School premises are required to ensure safe working practices by their own employees to comply with legislation.

In instances where the contractor creates hazardous conditions and is unable to eliminate them or to take action to make them safe, the Principal/Bursar will take such actions as are necessary to prevent persons in his/her care from suffering risk of injury.

The Governors draw to the attention of all users of the School premises that they must not intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare.

## **Staff Consultative Arrangements**

The Governors, through the Principal and Bursar will make arrangements for proper and efficient channels of communication are established throughout the school to allow the rapid exchange of information on all health and safety issues. Regular briefings are held at the start of term, and throughout the term as necessary. Any member of staff can raise Health and Safety issues either through the online reporting system, or through a representative at the termly Health and Safety Committee meetings.

## **Codes Of Practice & Safety Rules**

In consultation with the Governors (where appropriate) the Bursar will approve codes or practice/procedures for the observation of safety requirements in the School.

## **Risk Assessment & Site Audit**

The Principal and Bursar will make sure that risk assessments, a safety audit of the premises, a review of safe working systems and a safety assessment of all school-sponsored activities is conducted/reviewed at least once a year. The survey will identify defects and deficiencies, together with the necessary remedial action or risk control measures. The management of asbestos and control of hazardous substances will be included. The results of all such surveys will be reported to the Governors.

## **Emergency Plans**

The Principal and Bursar will make sure that an emergency plan (containing procedures and contacts to be used in an emergency) is prepared to cover all foreseeable major incidents which

Including Sandford, our Early Years Foundation Stage provision

could put at risk the occupants or users of the School. This plan will indicate the actions to be taken in the event of a major incident so that everything possible is done to:

- save life;
- prevent injury;
- minimise loss.

## **First Aid**

The arrangements for first aid will be adequate to cope with all foreseeable major incidents. The school has a dedicated medical room staffed by a full time School Nurse. In addition, the number of certificated first aiders will not, at any time, be less than the number required by law.

At the discretion of the Governors, other staff may be trained in basic first aid as appropriate.

Supplies of first aid material will be held at various appropriate locations (as listed in the First Aid Policy) throughout the School, as determined by the School Nurse. They will be prominently marked and all staff will be advised of their position. The materials will be checked and replenished, as required, and appropriate records kept.

The School holds an Illness and Medication Policy which gives details of support offered to pupils or staff for medical needs.

Adequate and appropriate first aid provision will form part of the arrangements for all out-of-school activities. The School Nurse will provide first aid supplies for events and trips.

A record will be made of each occasion any member of staff, pupil or other person receives first aid treatment either on the School premises, or as part of a school-related activity.

## **Staff Training**

The school has a comprehensive induction programme for all new staff that includes Health and Safety matters such as Safeguarding, Fire Safety, Online Safety, Whistleblowing procedures etc. In addition, staff are periodically required to complete Health and Safety training modules such as Manual Handling, Working at Height, Preventing slips and trips, Fire Safety refresher training, and First Aid. Risk assessment training will be provided to ensure effective assessment of the risks of activities in and out of school.

The HR and Operations Manager is responsible for overseeing and holding the records of this.

## **Trips and Visits**

The Compliance and Educational Visits Coordinator will be responsible for ensuring staff complete comprehensive risk assessments for activities that take place on site or for trips and visits off site. The Risk Assessment policy found on the school website and Trips and Events procedure contains further details.

## **Workplace Safety and School Security**

All parts of the school have an access control system and protocols are in place for the supervision of visitors to ensure effective School security.

The school has a Behaviour policy which gives details of expectations and responses to any violence to pupils or staff.

Including Sandford, our Early Years Foundation Stage provision

On site vehicles are subject to a one-way system and pupil access to car parks is controlled. Site staff supervise vehicle movements at busy times, such as at the end of the school day or at events.

## Associated Policies

This policy should be read in conjunction with the First Aid Policy, Behaviour Policy, Fire Safety Policy, Risk Assessment Policy, Water Quality (including Legionella) Policy, Staff Handbook, departmental policies and procedures, and relevant health & safety guidance documents.

## Review

The Governors will review the policy periodically and update, modify or amend it as necessary for the health, safety and welfare of staff and pupils.

Date	Version	Changes
June 2018	1-0-1	Formatting Changes
Autumn 2019	1-0-2	Risk assessment now in conjunction with Compliance Coordinator and HR & Operations Manager Details of Health and Safety Committee added Details of routine risk assessment and checks added Details of training added