



HEALTH AND SAFETY POLICY 2017-18

**This policy forms part of the school's
overarching commitment to
Safeguarding and should be read in
conjunction with the school's
Safeguarding Policy.**

Part 1

General Statement of Policy

The governors recognise and accept their responsibility, as far as is reasonably practicable, as the employer for providing, in accordance with the law, workplaces and work practices which are safe and healthy for employees, for pupils, for visitors including contractors and for anyone else who might be affected by their work activities. In particular care will be taken to provide and maintain:

- Safe premises
- Safe places of work with safe access and egress
- Safe plant, and equipment
- Proper arrangements for the use, handling, storage and transport of articles and substances
- Information, instruction, training and supervision for safety and safe systems of work
- A safe and healthy working environment throughout
- Appropriate communication with employees
- Committee arrangements for the consideration of health and safety matters.

The day to day duty of ensuring health and safety rests with the Headmistress and without detracting from this primary duty health and safety matters will be administered by the Bursar who will work on behalf of the governors by providing and interpreting policy. The Bursar is expected to report to the governors at least termly on all significant health and safety matters. The governors will ensure appropriate communication with employees and committee arrangements for the consideration of safety matters.

The governors will seek competent professional health and safety advice and provide additional resource when required.

The Bursar must report to governors at least annually on all significant health and safety matters and as and when there is a major accident or incident.

Employees must be mindful of their own duties to take care of their own personal health and safety and that of fellow employees, pupils and other persons who might be affected by their work activities. All employees have the duty to co-operate with the employer to ensure good safety management and to comply with the health and safety policy.

Details of the organisation for health and safety management follows and the arrangements for policy compliance are contained in Part 3 of the Health and Safety Policy.

This policy will be reviewed annually and a copy will be available to all staff. The next review date is September 2018.

Signature

**Chair of
Governors**

Date

Part 2

Organisation for Health and Safety Management

Management Duties for Safety

The duty of the Headmistress is to ensure compliance with this health and safety policy. It is the duty of the Headmistress directly or through delegation as detailed below and in accordance with the law and any instructions from governors to:

- A Ensure compliance with this health and safety policy in each and every respect, to keep the senior management team and all employees informed of this policy and any changes to it, to ensure that the necessary resources for implementation are available and to report to governors at least annually.
- B Plan, organise, control, monitor and review arrangements for health and safety for employees, for pupils, for visitors including contractors and others affected by our work activities – this includes committing to writing local management arrangements for safety and stand alone management plans
- C Assess risks and commit assessments to writing
- D Ensure that work in all its aspects is safe and without risks to health
- E Ensure that information, training, instruction and supervision is provided and that systems of work are safe
- F Make proper provision for occupational and pupil health
- G Investigate and keep a record of accidents, occupational ill health, hazardous incidents and fires
- H Post warning signs and notices
- I Appoint first aid personnel and have first aid provision checked regularly

- J Ensure that the conditions of licences are observed
- K Ensure the safe disposal of hazardous wastes
- L Ensure that fire safety risk assessments are comprehensive, that their requirements are satisfied and in particular to:
 - Produce an emergency fire plan
 - Be responsible for fire safety training
 - Arrange practice fire drills
 - Check that any close down procedures are followed
 - Check the adequacy of fire-fighting equipment and ensure its regular maintenance
 - Check that fire escape routes and fire exit doors are kept unobstructed and that fire doors operate correctly
 - Ensure that fire detection, alarm and emergency lighting systems are properly installed, maintained and tested
 - Arrange fire safety inspections once each term and when there are changes to the fire safety risk assessment
 - Keep relevant records
 - Include fire safety in the regular health and safety reports to the governors.

A number of my duties are delegated to others. The paragraphs above and below describe the delegations and other arrangements which I have made. All those with health and safety duties will be provided with sufficient time to undertake their duties.

Delegated Duties

Each line manager is delegated the duty to comply with the policy and ensure in accordance with the law the health and safety of employees, pupils and other persons within their area of responsibility and also anyone else who may be affected by their work activities. In particular, the duties listed above **[B, C, D, E, F, G and H]** are delegated to these persons and written local management arrangements and stand alone management plans can be found with these persons and in the safety file.

Similarly, in the areas listed below, the employees named have the overall duty to comply and ensure safety and health:

- Roy Hill (Bursar) is responsible for premises including onsite traffic management.
- Roy Hill (Bursar) is the fire manager with duties.

The following employees have the duty to comply and to ensure safety and health as it applies to their special function:

- Drew Underwood (Deputy Head) is the educational visits co-ordinator.
- Bethan Coupland (Head of Careers) is the work experience co-ordinator.
- Roy Hill (Bursar) is responsible for asbestos management.
- Roy Hill (Bursar) is responsible for legionella management.

- Roy Hill (Bursar) is responsible for minibus/transport management.
- Robin Jacobs (Head of Physics) is the Radiation Protection Supervisor.
- Roy Hill (Bursar) in collaboration with the appropriate line manager and/or safety co-ordinator is responsible for duties [E], [J] and [K].
- Roy Hill (Bursar) is responsible for making arrangements for visitors (who may be contractors) and this will involve carrying out suitable risk assessments.

All those with line management responsibility should notify me and the safety co-ordinator and any other persons affected of any planned, new or recently identified significant risks in their areas and also of the control measures needed and should report to me any significant breach of safety arrangements.

When line managers are absent for significant periods, adequate delegation of duties must be made.

- Tasnim Franklin/Chantal Cooper (School Nurses) are responsible for first aid. For members of staff holding a First Aid at Work qualification please refer to the First Aid Policy.
- The School Nurses are responsible for checking the first aid facilities, usually first aid kits and eyewash stations, at least termly.
- The School Nurses are responsible for accident recording and investigation. All accidents, occupational ill health, dangerous occurrences and near misses, should be reported promptly on the forms available on the Shared Area or from the Nurses Office or the Bursar. Notification to the enforcing authority at the HSE Incident Contact Centre is the responsibility of the Bursar.

Advisory Arrangements

The Bursar is the health and safety coordinator and his duties are to:

- 1 Be familiar with the contents of the policy and ensure that the policy and a safety compliance file is readily available to all employees
- 2 Ensure that the 'Organisation for Health and Safety Management' is reviewed annually, that a copy is provided for the Governor with responsibility for health and safety early in each academic year and that a copy plus is emailed to all employees early in each academic year.
- 3 Together with others, identify health and safety training needs and co-ordinate as necessary. A safety training needs survey must be carried out annually.
- 4 Together with others monitor that line managers prepare and review local management arrangements, stand alone management plans, prepare and

review risk assessments and carry out thorough examinations, test and inspections. (The 'Annual Checklists' in the Appendix and the "Requirements" identified in the policy are designed as internal audit tools to assist.)

- 5 Monitor the formal defect reporting procedure
- 6 Monitor that accidents, illnesses and incidents are reported and investigated and proper notifications are made to HSE
- 7 Liaise with HSE/EHO/Fire Service as appropriate
- 8 Act as clerk to the health and safety committee.

He must advise those with delegated duties on the measures needed to comply with the policy, co-ordinate any advice given by specialist safety advisors and those with enforcement powers and monitor health and safety matters.

Oxford Safety and Risk Management (OSRM) provide professional health and safety advice.

Health and Safety Committee

The Bursar will chair the meetings of the safety committee that will meet termly. The members are the Bursar, the fire officer, the Deputy Head, the Head of PE, the Head of Art, the Head Science Technician, the Head of Drama, the Facilities Manager, representative from Junior School, the School Nurse and others as required or as relevant.

The purposes of the Committee are to consult with employees on matters concerning health and safety; to discuss any significant accidents, incidents, cases of ill health, or defects including 'RIDDOR' reports; to monitor progress on recommendations from an authoritative source; to monitor the effective implementation of the health and safety policy and annually update the contents of the safety policy. Recommendations for the agenda are:

- Minutes of last meeting
- Matters arising
- Fire Safety
- Accidents/incidents/ill health (summary sheet to be completed) and discussion if there have been significant events.
- Departmental Heads Report (see appendix)
- Report on Facilities Matters
- Matters raised by employees/others
- Policy compliance, recommendations of consultants/others – progress report
- Any other business
- Date of next meeting.

Detailed minutes must be kept and a set of minutes must be forwarded to the Headmistress within seven days of each meeting.

Consultation with Employees

Employees who wish to consult their representatives should contact the Bursar.

Individual Responsibility

All employees, all pupils and all other persons entering onto school premises or who are involved in school activities are responsible for exercising care in relation to themselves and others who may be affected by their actions. Those in charge of visitors (including contractors) must ensure that the visitors adhere to the appropriate requirements of this health and safety policy.

Each individual must:

- Make sure that work is carried out in accordance with this policy, procedures and risk assessments
- Protect his or herself and others by using any guards or safety devices provided and by wearing the personal protective equipment provided and never interfering with or disconnecting safety devices
- Adhere to training and instructions
- Inform their immediate line manager, head of department or supervisor of any new hazards identified
- Give their visitors (including contractors) a named contact with whom to liaise
- Offer any advice and suggestions that they think may improve health and safety
- Report all accidents, ill health, fires, incidents and defects as soon as practicable
- Be familiar with the location of fire alarm points, fire escape routes, fire procedures and fire fighting equipment

If any individual is in doubt about any safety matter they must consult their line manager, the Bursar, or if necessary, me.

Cross References

Other school documents address health and safety issues. Examples are plans and policies concerning: dealing with health and safety emergencies; first aid policy – supporting pupil medical needs including administration of medicines; accessibility; pupil behaviour and sanctions; anti-bullying; whistle-blowing; physical restraint; supervision of pupils; and drugs and substance abuse. These may be found in the Staff Handbook on the Shared Area. This policy **must** be read in conjunction with the School Safeguarding Policy.

Signature
Headmistress

Date

Endorsed by
Chair of Governors

Date