

**FRIENDS'
SCHOOL**

HEALTH & SAFETY POLICY

Updated May 2011

FRIENDS' SCHOOL, SAFFRON WALDEN

HEALTH AND SAFETY POLICY

1. PREFACE

- 1.1 This policy statement has been approved by the Board of Governors and is subject to annual review at the June Meeting of the Governing Board.
- 1.2 This policy makes an unequivocal commitment to high standards of health and safety. Although the Head has ultimate responsibility for implementing the policy all employees have an important part to play in its successful implementation.
- 1.3 Every Manager and Supervisor is responsible for implementing the policy in their area of activity. Every employee must comply with the policy and co-operate with colleagues to achieve high standards of health and safety.
- 1.4 Responsibilities of staff are outlined in this document but the detailed arrangements for carrying out the policy are included in separate Codes of Practice.
- 1.5 This Policy is required under the Health and Safety at Work Act. Employees are reminded that they have duties under the Act and breach of these duties could lead to prosecution of the Board of Governors or individual employees. Failure to comply with safety requirements could also lead to disciplinary action.

Signed on behalf of the Governors -----

Date -----

2. STATEMENT OF INTENT

- 2.1 Friends School, Saffron Walden, Board of Governors will do all that is reasonably practicable to establish and maintain high standards of health, safety and welfare for all its employees.
- 2.2 The Board of Governors will ensure, so far as is reasonably practicable, that the health and safety of pupils and other non employees who may be affected by its work activities is not endangered.
- 2.3 The responsibility for implementing this policy lies directly and personally with line management from the Head through to every employee.

3. OBJECTIVES

To implement the policy the Board of Governors' objectives are:

- 3.1 To ensure that all activities are being carried out safely, without risk to health, so far as is reasonably practicable.
- 3.2 To ensure there are Codes of Practice covering work activities.
- 3.3 To ensure all staff are aware of and actively support the responsibilities of the Governors and accept their own personal responsibilities.
- 3.4 To ensure that all new employees are aware of the Governors' health and safety policy and the appropriate health and safety procedures.
- 3.5 To ensure all visitors, contractors and suppliers of goods and services comply with relevant health and safety requirements.
- 3.6 To ensure that consultative procedures facilitate the involvement and commitment of employees and their appointed representatives.
- 3.7 To promote awareness of health and safety issues.
- 3.8 To provide specialist professional support to managers on all health and safety matters.
- 3.9 To have and make readily available detailed health and safety information which may be required about or resulting from legislation, Approved Codes of Practice or British Standards.
- 3.10 To have and make readily available detailed health and safety information which may be required about substances, materials, articles, processes, plant and equipment employed by the Board of Governors.
- 3.11 To ensure suitable and sufficient assessments are carried out of the risks to health and safety of employees, pupils and others.
- 3.12 To keep the policy under review and revise it as required.
- 3.13 To monitor the implementation of the Health and Safety Policy.

4. ORGANISATION AND RESPONSIBILITIES

- 4.1** The Governing Body will oversee health, safety and welfare matters and will ensure the necessary resources are provided.

The Governing Body will monitor the implementation of the Policy by requiring the Minutes of the Health and Safety Committee to be sent to Board for consideration on a termly basis.

A governor is always a member of the Health and Safety Committee which meets once a term.

4.2 The Head

The Head is accountable to the Board of Governors for the implementation of the Health and Safety policy. He will also discharge the Board of Governors' overall duty as employer. The discharge of these duties will be through the Bursar. The Head will be responsible, in particular, for ensuring that:

- (a) the Safety Policy Statement is brought to the attention of all staff;
- (b) Codes of Practice are available for work activities carried out in the school: that a copy of each Code of Practice is kept in the administrative office of the establishment: that other copies are distributed to relevant staff and a record of distribution is maintained;
- (c) other health and safety information is communicated to relevant staff;
- (d) adequate first aid procedures exist, including the provision of sufficient first aiders and appointed persons, and that all staff are aware of the arrangements. This should include times when staff are present outside the normal hours of the establishment;
- (e) accidents are reported using the established procedures;
- (f) safety representatives can carry out their functions including inspections and accident investigations; and, where appropriate, that consultation takes place with safety representatives;
- (g) safety representative inspection report forms are dealt with in the appropriate manner;
- (h) training needs are identified and appropriate arrangements are made for training;
- (i) assessments are undertaken of all risks to health and safety as required by the Management of Health and Safety at Work Regulations and other legislation and that the significant findings are recorded;
- (j) new employees receive appropriate health and safety information including details of the safety policy, codes of practice, fire drill procedures and other safety procedures;

- (k) the overall procedures for safety are monitored;
- (l) fire drills are carried out and a fire register is maintained;
- (m) arrangements are in place for liaising with contractors (cleaning, catering, grounds maintenance and building work) to ensure appropriate co-operation and co-ordination between the school and the contractor as required by the management of Health and Safety at Work Regulations; all reasonable steps are taken to inform contractors of risks to their employees arising out of or in connection with the operation of the school; and contractors are aware of any special risks to children which might arise out of their work;
- (n) health and safety matters which cannot be resolved appropriately are raised with the Board of Governors.
- (o) a copy of Appendix 1 is completed, posted on notice boards in a prominent position and updated at regular intervals.

4.3 Deputy Head

The Deputy Head is responsible for carrying out the Head's duties in his/her absence.

4.4 Bursar

The Bursar is the Health and Safety Co-ordinator for the school. In addition he has line-management responsibilities for all non teaching staff.

As safety co-ordinator specific duties include:

- (a) Establishing arrangements for dealing with health and safety matters such as:
 - dissemination of health and safety information to all staff;
 - first aid;
 - accident reporting;
 - emergency evacuation procedures;
 - ensuring accidents are investigated;
 - ensuring health and safety matters raised by staff are dealt with;
 - maintaining a central file of Codes of Practice.
- (b) Co-ordinating all aspects of Health and Safety Policy and practice.
- (c) Liaising with the Catering and Cleaning departments.
- (d) Ensuring the implementation of the Health and Safety Policy is monitored.
- (e) Supervising maintenance staff and monitoring health & safety standards in their area of activity.
- (f) Ensuring premises defects are dealt with.

- (g) Liaising with building/engineering contractors to ensure appropriate 'co-operation' and 'co-ordination' between the school and the contractor as required by the Management of Health and Safety at Work Regulations; to ensure all reasonable steps are taken to inform the contractor of the risks to their employee's health and safety arising out of or in connection with the operation of the school; and to ensure contractors are aware of any special risks to children which might arise out of their work.

As the Line Manager of all non-teaching staff responsibilities include:

- (a) ensuring activities under his/her control are carried out, so far as is reasonably practicable, safely and without risk to health;
- (b) monitoring the implementation of the Safety Policy in his/her area of responsibility;
- (c) carrying out inspection of the workplace and equipment;
- (d) ensuring individual employees are aware of their responsibilities for health and safety;
- (e) making suitable arrangements for consultation with employees' safety representatives;
- (f) ensuring employees under his/her control are adequately trained, informed, instructed and supervised;
- (g) ensuring Codes of Practice appropriate to the work areas are brought to the attention of all staff in the work areas;
- (h) ensuring Codes of Practice are complied with and appropriate safety signs or notices are displayed;
- (i) ensuring relevant health and safety information is communicated to staff;
- (j) ensuring first aid procedures are complied with;
- (k) ensuring all accidents occurring in the work areas are reported and an accident report form is completed;
- (l) ensuring reasonable arrangements for allowing safety representatives to carry out their functions are complied with;
- (m) ensuring staff are aware of fire procedures;
- (n) ensuring new employees receive all appropriate health and safety information/training including safety procedures.

4.5 Heads of Department and Head of Junior School

Heads of Department and Head of Junior School are responsible, so far as is reasonably practicable, for implementing the safety policy within their Department.

In particular they are responsible for ensuring:

- (a) That activities under their control are carried out, so far as is reasonably practicable, safely and without risk to health.
- (b) The implementation of the safety policy is properly monitored in their area of responsibility; carrying out inspections of the workplace and equipment.
- (c) Individual employees are aware of their responsibilities for health and safety.
- (d) Suitable arrangements are made for consultation with employees safety representatives.
- (e) Employees under their control are adequately trained, informed, instructed and supervised.
- (f) Codes of Practice appropriate to the Department are brought to the attention of all staff in the Department.
- (g) Codes of Practice are complied with and appropriate safety signs or notices are displayed.
- (h) Relevant health and safety information is communicated to staff.
- (i) First aid procedures are complied with.
- (j) All accidents occurring in the Department are reported and an accident report form is completed.
- (k) Reasonable arrangements for allowing safety representatives to carry out their functions are complied with.
- (l) Training needs of staff within the Department are identified.
- (m) Staff are aware of fire procedures.
- (n) New employees receive all appropriate health and safety information/training including departmental safety procedures.
- (o) Ensuring assessments are undertaken of all risks to health and safety as required by the Management of Health and Safety at Work Regulations and other legislation and that significant findings are recorded.

4.6 Heads of Boys and Girls Boarding Houses and the Head of the 6th Form Boarding House

The Heads of the Boys and Girls Boarding Houses and the Head of the 6th Form Boarding Houses are responsible for the implementations of the Policy in the Residential Area of the School. They are responsible for the supervision of pupils outside normal school hours.

4.7 Class Teachers

The safety of students in classroom, laboratories and workshop is the responsibility of the class teacher. If for any reason this responsibility cannot be accepted it must be discussed with the Head of Department before any activities take place. These rules also apply to student teachers who must be made aware of their responsibilities by their subject mentor.

A class teacher is expected to:

- (a) know the emergency procedures in respect of fire and first aid and the special safety measures to be adopted in his/her own teaching areas and to ensure that they are applied;
- (b) exercise effective supervision of students and ensure that they know of the general emergency procedures in respect of fire and first aid and the special safety measures of the teaching area;
- (c) give clear instructions and warnings as often as necessary (notices, posters, handouts are not enough);
- (d) ensure that students' coats, bags, cases etc., are safely stowed away;
- (e) integrate all relevant aspects of safety into the teaching process and if necessary give special lessons on safety;
- (f) follow safe working procedures personally;
- (g) call for protective clothing, guards, special safe working procedures etc., when necessary;
- (h) make recommendations on safety matters to the head of subject or team leader;
- (i) be familiar with risk assessments appropriate to the work activity (and the consequent protective and preventative measures). If there is no risk assessment for work activities where there is a risk to anyone's health and safety. the teacher must raise the matter with the appropriate head of department. (N.B. In many cases the risk assessment will be implicit in the Codes of Practice).

4.8 Catering Manager

The Catering Manager is responsible for:

- supervising other catering staff, ensuring they are provided with relevant health and safety information including the Safety Policy and Codes of Practice;

- liaising with contract catering staff;
- reporting premises defects to the Bursar, through regular inspection of appliances and the working areas;
- training the catering staff in health and safety measures required in the department;
- arranging regular independent audits of food hygiene, storage and meal preparation and keeping a record of these;
- arranging for regular deep cleaning and pest control services and reporting to the Bursar on these matters.

4.9 Grounds Manager

The Grounds Manager is responsible for supervising other grounds maintenance staff and for ensuring the Health and Safety policy is implemented when carrying out grounds maintenance work. He has the following specific responsibilities:

- checking sports play areas and advising the Bursar if these are not in a safe condition;
- following the Grounds Maintenance Code of Practice.

4.10 Senior Nurse

The Senior Nurse is responsible for the Medical Centre, ensuring it is equipped to administer first aid and that provision is made when the Centre is closed. She is also responsible for supervising the other Medical Centre staff. She advises the Senior Leadership team on medical matters and offers training to staff in First Aid or in dealing with special pupil needs where these arise.

She reports to the Bursar on any maintenance requirements and regularly inspects the Medical Centre to ensure proper standards of hygiene.

4.11 All Line Managers and Supervisors

All Managers and Supervisors are responsible for ensuring the Health and Safety Policy and arrangements that have been made are implemented in their areas of activity. As a general rule Managers' direct responsibility for Health and Safety is determined by the extent to which they have authority to take executive action. In other words, if they have the responsibility to make the general decision about some aspect of their work, they are responsible for the health and safety implications of that decision.

In addition to ensuring work activities under their control are carried out, so far as is reasonably practicable, safely and without risk to health, Managers' and Supervisors' responsibilities include:

- monitoring the implementation of the Health and Safety Policy in their area of responsibility, carrying out inspections of workplaces and equipment; and ensuring accidents are investigated;
- ensuring individual employees are aware of their responsibilities for health and safety;
- making suitable arrangements for consultation with employees' safety representatives;
- ensuring employees under their control are adequately trained, informed, instructed and supervised.

4.12 All Employees

Although prime responsibility for health and safety rests with the Board of Governors all employees have responsibilities:

- To take reasonable care of their own health and safety and that of all persons affected by their acts or omissions.
- To co-operate with the Board of Governors so far as is necessary to enable it to meet its responsibilities for health and safety.
- To use work equipment provided correctly in accordance with instructions and training.
- To inform the Board of Governors (through line managers) of any work situations which represent a serious and immediate danger to health and safety.

All employees are reminded of the need to report any accidents which occur at work. Failure to do so may lead to difficulties when claiming industrial injury benefit.

Any employee having a problem concerned with health and safety or identifying any hazardous situation should raise the matter with the Bursar.

4.13 Pupils

Pupils have no responsibility in the implementation of the school's Health and Safety Policy, but are nevertheless expected to:

- exercise personal responsibility for safety of themselves and others through adherence to the school's Behaviour Policy and the Anti-Bullying Policy;
- observe the safety rules of the school and in particular the instructions of staff given in an emergency;
- abide by the school's Behaviour Policy when on school trips off site and to conduct themselves in a manner which does not compromise the safety of the trip;

- respect areas declared out-of-bounds or areas which may never be entered without staff supervision, such as the laboratories, workshops, kitchens, Food Tech rooms;
- behave considerately towards others, to help create a safe working and living environment for the whole school community;
- use and not wilfully misuse, neglect or interfere with any item provided for safety.

5. HEALTH & SAFETY AT WORK / SECURITY COMMITTEE

The Board of Governors will provide for effective joint consultation on health and safety and security matters and has established a committee, which normally meets termly to discuss these issues.

Representatives of each area within the school attend the meetings (see the composition of the committee detailed at the end of the policy); minutes of the meetings are reported to the Board of Governors three times a year.

6. HEALTH AND SAFETY ADVICE

Essex County Council Learning Services Health and Safety Advisory Service has been appointed to assist in undertaking protective and preventative measures.

7. GENERAL ARRANGEMENTS FOR HEALTH AND SAFETY

7.1 Codes of Practice and related school policies

The school has Codes of Practice for different areas of work in the school; these are the arrangements for carrying out the safety policy and should therefore be read in conjunction with the safety policy. In some cases the school has adopted Essex County Council Codes of Practice.

There are also policies and procedures relating to Health and Safety in specific areas, such as Educational Visits, First Aid, Medications, Fire Risk, Learning Support, SENDA, Behaviour and Anti-Bullying.

7.2 Accident Reporting

All staff should enter accidents in the Accident Book, which is kept in the Bursar's Office. Accident forms for both staff and pupils should be completed by Medical Centre staff or other staff in their absence. Our practice is in line with the recommendations of RIDDOR.

7.3 Risk Assessment

Under the Management of Health and Safety at Work Regulations there is a requirement for all risks to health and safety to be assessed and for significant findings to be recorded. For most activities existing Codes of Practice indicate

the 'preventative and protective' measures and the assessment form will refer to the particular code.

Different parts of the school site are risk assessed on a regular basis with the following hazards in mind:

Hazards

Fire: The Bursar coordinates the inspections by the Fire Officer, who advises on signage, equipment and safe procedures and provides a written report to the school. Fire risk assessments are reviewed and updated if there are significant changes to the interior of the buildings or if new buildings are added. Fire alarms and equipment are tested regularly. (See the Fire Prevention Policy).

Legionella: The Bursar will seek professional advice on water samples and measures to prevent Legionella.

Fumes from experiments in laboratories and workshops: Potentially dangerous fumes are safely extracted by means of fume cupboards which are inspected annually by a professional. Reports are given to the Bursar and these are copied to the Science Dept and logged there. If action is advised, the recommendations of the report are followed.

Electrical equipment: PAT testing is carried out on a regular basis. Equipment is switched off when not in use and unplugged, if appropriate, at the end of the working day. The computer system is programmed to shut down at 20.00 every evening. Correct practice is adopted to ensure that electrical circuits are not overloaded and there are electricity shut-off points strategically located around the school site.

Corridors and exits: are kept clear of property or rubbish at all times, so that escape from the building in an emergency is as easy as possible.

Catering: procedures are in place to ensure the hygienic preparation and storage of food to the required standards. Inspections are regular and recorded. The Bursar liaises regularly with the Catering Manager to monitor good practice.

Cleaning: procedures are in place to ensure good standards of cleanliness and hygiene across the school. Critical points are identified. The Bursar liaises regularly with the Cleaning Supervisor and at weekly meetings with key staff, including the Heads of the Boarding Houses and the Catering Manager, cleaning requirements are made clear.

Substances hazardous to health: where these are used in departments or by grounds or cleaning staff, they are stored according to the recommendations of COSHH.

Gas appliances: are regularly inspected and serviced by qualified gas technicians.

Grounds: the Groundsman reports regularly to the Bursar. Equipment is stored safely and not left unattended and its use is governed by safe working

practices, such as appropriate protective clothing and not working alone on the school site. Parts of the grounds are identified as 'out-of-bounds' to pupils and these areas are made clear in maps in pupils planners.

Maintenance Work on site: the Bursar liaises with the Maintenance team on a regular basis. Maintenance priorities are identified and staff can report requirements through a book kept at Reception. Safe working practices are reviewed and updated and staff are required to abide by these (safe procedures for working at heights, the use of power tools, manual handling, the safe use of electricity).

The Bursar also liaises with all outside contractors, to ensure the safety of the site, by closing off any potentially hazardous areas; assessing the risk of any work to be done and its possible impact on the running of the school, through consultation with appropriate staff; clear signage and the use of reputable contractors.

Asbestos: a register of asbestos checks is kept by the Bursar.

Reprographics machines: are regularly serviced by qualified engineers. The Bursar liaises with the provider.

Risk Assessments are maintained and updated for different departments / classrooms around the school and the Head of department undertakes to train staff within the subject area. Health and Safety advice is displayed on the walls of laboratories and Technology Rooms and pupils are regularly reminded of this.

The school subscribes to CLEAPSS and receives regular advice through bulletins and the CLEAPSS website.

The use of the **Sports Facilities**, including the Swimming Pool is strictly controlled. No unsupervised access is allowed. The PE staff regularly update their risk assessments and safety procedures in the department handbook.

Educational Visits are risk assessed and signed off by the Educational Visits Coordinator (the Deputy Head or Head of the Junior School) and guidelines for the safe conduct of Educational Visits has been drawn up in a separate policy.

School Events are also risk-assessed and where these involve inviting pupils from other schools to attend, the risk assessments are made available to the other school(s).

7.4 SITE SECURITY

All visitors are required to sign in at Reception, indicate the purpose of their visit and wear a named badge while they are in school.

Doors and gates are locked in the evening; if staff need to gain access they are provided with codes or keys. Times of locking and unlocking are notified to staff and reviewed from time to time but every effort is made to restrict unsupervised access to the building.

At weekends and in the Evenings boarding and some teaching staff are on a Duty Rota. If a member of staff needs to work at school after normal hours, (s)he should inform the Boarding Staff and sign in and out.

Lone working on the site is discouraged.

Electronic security gates are in operation at the rear of the site and the security of other entry points is under review, along with other security issues, by a Working Party.

7.5 VEHICLES

All staff or sixth formers who bring a vehicle to school must obtain a parking permit. There are designated parking areas and the parking permit must be displayed while the vehicle is on site. Any changes must be notified to the Bursar's PA.

Guidelines are laid down for parental permission for pupils to bring a vehicle or bicycle to school. Permission must be obtained in advance from the Deputy Head.

The School minibuses are regularly serviced and maintained in good, clean condition by a designated member of staff. All minibus drivers take a test and a list is kept in school of those who have done the test and are qualified to drive. Bus routes are clearly described to parents and pupils and any variation in routine, eg owing to bad weather, is communicated quickly to parents. There are clear procedures for checking which pupils are using the buses each day; lists are kept in school and updated regularly.

In the evening when parents are collecting their children and traffic on the drive is heavy, duty staff or members of SLT are at the front of school to supervise.

7.6 MEDICAL CENTRE

The responsibilities of the Senior Nurse are described in 4.10 above. The Medical Centre is available to all pupils and staff at the school but no unsupervised access is allowed. Medications are all securely stored. If the Medical Centre is needed by a sick pupil after the working hours of the nurse, appropriate staff supervision is organised and details of medical staff on call are provided.

7.7 RADIATION PROTECTION ADVICE

The school uses radioactive sources at a level which will require the services of:

- (a) a Radiation Protection Adviser (RPA);
- (b) a Radiation Protection Supervisor (RPS).

The RPA will be provided through Essex County Council Learning Services Health and Safety Advisory Service. The school is serviced on a Gold Contract.

The role of RPS will be provided by a specialist member of the school's Science Department who has undergone proper training.

7.8 EMERGENCY PLANNING

This is detailed in the School's 'Disaster Strategy', which is updated annually with all emergency procedures and contacts of all staff and pupils. Minor amendments are sent out during the year as appropriate. It is circulated to the Clerk of Governors, the Senior Management Team, the Boarding Staff and the Maintenance Supervisor, each of whom has two copies, one for home and one for school. The Main Office also keeps a number of copies.

8. HEALTH AND SAFETY MONITORING

- (a) Inspections of the school will be carried out six-monthly by the Bursar.
- (b) An internal review of health and safety arrangements and procedures will be carried out annually by the Bursar using a check list provided by Essex County Council Learning Services Health and Safety Advisory Service. A report will be made to the Board of Governors.
- (c) All accidents will be investigated, as appropriate, to identify any failures in the management of health and safety. Where necessary reports will be submitted to the Board of Governors.
- (d) The Bursar will consider accident and incident records to identify any causes that might be remedied. (Recurring events might highlight a problem not highlighted by a single event).
- (e) Records of all external inspections of Health and Safety arrangements are retained in school by the Bursar or member of staff responsible.
- (f) The Health and Safety Committee is representative of all areas of school work and provides a forum for all relevant issues or concerns and it reports to the Board of Governors three times a year.

9. TRAINING

In order to promote the welfare, health and safety of all who work and live at Friends' School, regular training in Health and Safety issues is provided and a record is kept.

10. OUTSIDE LETS

During holidays or weekends, some other groups or organisations hire the school premises. A designated member of staff coordinates the lets. Groups are invited to see the school's risk assessments and safety procedures before

they arrive. Fire drills and evacuation procedures are practised in the usual way.

11. ACCESS TO POLICY STATEMENT

All staff and parents have access to this policy through the Staff Handbook or the School website. Parents may request to see a hard copy of the policy if they ask at Reception.

This updated policy will be presented at the May Meeting of the Finance Committee, for ratification by the Board of Governors in June 2011.

Signed on behalf of the Governors -----

Date -----

HEALTH AND SAFETY AT WORK POLICY

(Copies to be displayed on notice boards in prominent positions)

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|-------|---|--|
| 1. | <u>Name of Senior Member of Staff with responsibility for Co-ordinating Health and Safety:</u> | David Wood |
| <hr/> | | |
| 2. | <u>Location of Central File of Codes of Practice:</u> | Bursar's Office |
| <hr/> | | |
| 3. | <u>Location of Fire Register:</u> | Bursar's Office |
| <hr/> | | |
| 4. | <u>Location of central file of Health and Safety Information Bulletins:</u> | Bursar's Office |
| <hr/> | | |
| 5. | <u>Procedure for Accident Reporting:</u> | |
| | (a) Name of member of staff to report accident to | Nurse on duty in Medical Centre |
| <hr/> | | |
| | (b) Who should complete accident form: | Bursar |
| <hr/> | | |
| | (c) Who should telephone HSE in case of notifiable incidents: | Bursar |
| <hr/> | | |
| 6. | <u>Name(s) of Members of School's Safety Committee</u> | Barry Melhuish (Cleaning), Matthew Wright (Grounds), Dionne McCreery (Catering), Anna Chaudhri (Deputy Head), Barbara Askew (Boarding), Christine Sleight (Teaching Staff), Graham Wigley (Head), Andrew Holmes (Head, Junior School), David Wood (Bursar), Louise Burgess/Sarah Penman (Medical Centre), Anne Fear (Reception), Stephen Staerck (Boarding), Ashley Daley (Maintenance), Tim Holding (Governor). |

May 2011
