



# Donhead Preparatory School

## Health & Safety Policy

### Introduction

*The Health and Safety at Work, etc. Act 1974 (HSWA 1974)* places duties on employers to safeguard, so far as is reasonably practicable, the health, safety and welfare of their employees and the health and safety of persons not in their employment but who may be affected by their work activities, such as pupils and visitors.

The employer may delegate certain tasks to employees. Employees have a duty to look after their own and others health and safety.

Employers, school staff and others have a duty under common law to take care of pupils in the same way that a prudent parent would.

The Policy is divided into three parts:

- Part 1 is the **'Statement of Intent'** and is the school's commitment to health and safety.
- Part 2 describes the **'Organisation for Health and Safety'** including how all the responsibilities for health and safety are delegated.
- Part 3 describes the school's **'Arrangements for Health and Safety'** and includes codes of practice and other procedures used by the school to comply with health and safety requirements.

### PART 1: General Statement of Intent

#### Governing Body

As Governors of Donhead Preparatory School, we fully recognise our collective responsibility for providing, a safe and healthy school for all our employees, pupils, parents and visitors. In our role as employer, we attach the highest priority to ensuring that all the operations within the school environment, both educational and support, are delivered in a manner that is safe and healthy for all. The Governors are committed to promoting the welfare of all in our community so that effective learning can take place.

To fulfil our responsibility as Governors of Donhead Preparatory School we have appointed **Mr Jan Quant** as the Governor with responsibility for overseeing health and safety.

Day to day responsibility for the operation of health and safety at the school is vested with the Headteacher and delegated to the Bursar. However, as Governors, we have specified that the school should adopt the following framework for managing health and safety:

- That a report on health and safety covering: statistics on accidents to pupils, staff and visitors, staff training, fire practices, and all new or revised policies and procedures is included in the Headteacher's Report to the Governors annually each summer.
- That the minutes of any discussion by the Senior Leadership Team (SLT) on health and safety are tabled at each meeting of the full Governing Body, together with any other issues on health and safety that the Bursar or Headteacher wishes to bring to the Governing Body's attention.

- That the external fabric of the school, its plant, equipment and systems of work are surveyed and inspected annually by qualified professionals.
- That their reports are considered by the FGPC and its recommendations (together with other defects) form the basis of the school's routine maintenance programmes.
- That the school's adherence to health and safety in catering and cleaning of the food preparation and eating areas is subject to external inspection by the EHO. The Bursar reports on all these aspects annually to the FGPC each Summer Term.
- That the school has a fire risk assessment, carried out by a Competent Person which is reviewed annually, or more frequently if significant changes are made to the interior of buildings, or new buildings are bought or added. SLT should review this risk assessment every time it is amended and submit a report to the FGPC.
- That an external health and safety consultant reviews the overall arrangements for health and safety, including fire safety, the general state of the school, and reports on actions required with recommended timescales. The progress of implementation should be monitored by the FGPC.
- That the school has a professional risk assessment for legionella, every 3 years, and that a water sampling and testing regime is in place.
- That the school has a comprehensive policy in place for the training and induction of new staff in health and safety related issues. Health and safety training that is related to an individual member of staff's functions, such as a PE Teacher, will be provided in addition to the "standard" induction training.
- First Aid training and minibus driver training as required are provided to teaching staff who are involved with trips and visits, where possible, and to selected members of support staff. The school ensures that a number of staff are trained in Paediatric First Aid, particularly in Early Years.

All members of staff are responsible for taking reasonable care of their own safety, as well as that of pupils, visitors, temporary staff, volunteers and contractors. They are responsible for cooperating with the Headteacher, Bursar and other members of the SLT in order to enable the Governors to comply with health and safety duties. Finally, all members of staff are responsible for reporting any risks or defects to the Bursar or Site Manager.

All employees are briefed on where copies of this policy can be obtained on the school's network. They will be advised as and when it is reviewed, added to or modified. Details of the organisation and arrangements for carrying out the policy are to be found in Parts 2 and 3 of this document.

## **PART 2: Organisation for Health & Safety**

### **Main Roles & Responsibilities**

The following is an overview of the main roles and responsibilities in school. Please note that these are indicative only and are not intended to be an exhaustive list. It is also understood that depending on the circumstances a number of the tasks may be interchangeable.

#### **Board of Governors**

- Ensure that the Health & Safety Policy is monitored and that revisions are made as necessary to reflect changes in legislation or school development.
- Ensure that the Health & Safety Policy is being adhered to and that appropriate actions are taken as required.
- Know the requirements of relevant statutory provisions and safe working practices and ensure that staff under their control are also conversant with them and have received adequate training in order to carry out their responsibilities.
- Make provision to ensure that adequate allowance is made for health, safety and welfare facilities and equipment as far as reasonably practicable.
- Ensure that all accidents and incidents are correctly reported and investigated, and to act on results of investigations.
- Set a good personal example with regard to all matters concerning health and safety at work.

### **Headteacher**

- The Headteacher has delegated overall responsibility for the day to day monitoring of the school's Health & Safety Policy to the Bursar.
- The Headteacher, along with staff with special responsibility and/or other competent persons, will administer a systematic assessment of the risks involved in order to carry out work safely, and ensure that written instructions are provided to establish working methods, to explain the sequence of operations, to outline the potential hazards at each stage and indicate the precautions to be observed.
- To ensure that systems are in place for communicating and consulting with staff on health and safety matters. For example, by making health and safety a standing agenda item at SLT and staff meetings.
- To ensure that all staff understand the school's Health & Safety Policy and appreciate the allocated responsibilities.
- Set a good personal example with regard to all matters concerning health and safety at work.
- To ensure that all new staff are directed to the school's Health & Safety Policy on the school's intranet.

### **Bursar**

- The Bursar must ensure that a School Disaster and Critical Incident Plan is established and maintained.
- The Bursar ensures that work is carried out as planned and the relevant legislation is complied with.
- The Bursar ensures that appropriate First Aid and firefighting equipment is readily available and properly maintained.
- The Bursar ensures that all contractors' plant and equipment on site is safe, guarded in accordance with relevant legislation and has the required certificates of inspection or examination.
- All equipment is operated by trained and competent personnel.
- All repairs to plant and equipment are carried out by competent persons.
- The First Aid coordinator ensures that any accidents are reported and investigated.
- The Bursar ensures that monies allocated for health and safety are used for this purpose and not reallocated to non-health and safety items.
- The Bursar ensures that necessary protective equipment is issued and used correctly when required.
- The Bursar ensures that contractors working on site are signed in and out. All health and safety implications must be covered with the contractor before major works are allowed to commence (referring contractors to the Site Manager where appropriate).

### **Subject Leaders**

- Subject Leaders will monitor, as appropriate, and ensure the implementation of the school's Health & Safety Policy within the sphere of their department.

### **Site Manager**

- The Site Manager will undertake regular checks of the school fire and evacuation arrangements to ensure that fire exits are not blocked and that all exit mechanisms are functioning correctly.
- The Site Manager will check playground areas regularly (before they are used by the children) for any dangerous items or other damage.
- The Site Manager will undertake regular informal and formal workplace inspections and ensure that defects are dealt with and where necessary reported to the Bursar.

### **Staff Responsibilities towards Pupils and others in their care**

All staff members are responsible for the health and safety arrangements in relation to staff, students, pupils and volunteer helpers under their supervision. In particular, they will monitor their own work activities and take reasonable steps to:

- Exercise effective supervision over all those for whom they are responsible.
- Be aware of and implement safe working practices and set a good example personally.
- Identify actual and potential hazards and introduce procedures to minimise the possibility of incidents or accidents.
- Ensure that any equipment or tools used are appropriate to the task and meet safety standards.
- Provide guidance, warning notices and signs as appropriate.
- Provide appropriate protective clothing and safety equipment as necessary and ensure that they are used as required.
- Minimise the occasions when an individual is required to work in isolation.
- Provide the opportunity for discussion of health and safety arrangements.
- Investigate any accident or incident whereby personal injury could have arisen and take appropriate corrective action.
- Provide adequate instruction, information and training in safe working methods.
- Ensure that child restraints and seats appropriate to the age of the children concerned are used where private vehicles are used to transport children to and from school functions.

### **Employees**

The employee's health and safety responsibilities are to ensure that:

- A safe place of work is always maintained.
- He/she cooperates with the Board of Governors and Headteacher on all aspects of health, safety and welfare and complies with the requirements of the Health & Safety Policy.
- He/she or other persons are not endangered through their actions or omissions.
- The welfare facilities are not abused.
- He/she does not operate any equipment or machinery unless fully trained and instructed in its operation.
- The correct tools and equipment are used for the task.
- Report any defect affecting the safety of any machinery or equipment or any other safety concern to the Bursar or Site Manager.
- Conduct themselves in an orderly manner at all times and refrain from any form of horseplay.
- Wear the correct personal protective equipment when required.

### **Pupils**

All pupils are expected, within their expertise and ability, to:

- Exercise personal responsibility for the safety of themselves and their fellow pupils.
- Observe standards of dress consistent with safety and hygiene.
- Observe all the safety rules of the school and in particular the instructions of the staff in the event of an emergency.
- Use and not wilfully misuse, neglect or interfere with any item provided for safety purposes.

N.B. The Board of Governors and the Headteacher will make pupils (and, where appropriate, parents) aware of these responsibilities through direct instruction and notices.

### **Lines of Communication**

- Teachers and employees should refer health, safety and welfare matters through either the Subject Leader, Headteacher or Bursar as appropriate.
- Wherever possible, the Headteacher/Bursar will rectify unsatisfactory conditions, eliminate hazards or otherwise resolve problems referred to them.
- In instances where necessary action is beyond the resources of the Headteacher/Bursar, the matter will be referred through the normal reporting line to the Chair of the Governing Body.
- In all instances, employees must be informed of the action taken in respect of the matters they raise and if no action is to be taken they must be informed of this, together with the reasons. Where action will involve some delay, the employee should be given the details and kept informed of progress.
- All teachers and employees are encouraged to submit suggestions for better health and safety to the Headteacher/Bursar.
- The Health & Safety Policy is displayed on the staff room notice board and on the school's intranet.

Health and Safety is a standing agenda item at all Senior Leadership Team (SLT) and staff meetings. The role of the SLT is to:

- Discuss matters concerning health and safety, changes in regulations.
- Monitor the effectiveness of health and safety within the school.
- Review accidents and near misses. Discuss preventative measures.
- Review and update Risk Assessments.
- Discuss training requirements.
- Monitor the implementation of professional advice.
- Review the Health & Safety Policy guidance and update it.
- Assist in the development of safety rules and safe systems of work.
- Monitor communication and publicity relating to health and safety in the workplace.
- Encourage suggestions and reporting of defects by all members of staff.
- Ensure all Risk Assessments are available on the school's intranet.
- Ensure that Health and Safety is a standard agenda item at all Finance and Staffing meetings.
- Ensure the Health & Safety Policy and notices are on notice boards in the office and staff room and there is a maintenance system in place for staff to report any building maintenance issues.
- Ensure the Health & Safety Policy is referred to in the Staff Handbook.

### **PART 3: Arrangements for Health & Safety**

#### **Introduction**

This section identifies and gives an oversight to the main areas that apply to the school's activities. Please note that these are indicative only and are not intended to be an exhaustive list. Each section provides a brief description of how a specific issue affects either the Headteacher or staff.

#### **Accident Reporting**

- The Headteacher along with the Bursar are responsible for ensuring that all accidents and incidents reported by the First Aid Co-ordinator (including simple bumps and bruise type accidents, dangerous occurrences, near misses and acts of violence and aggression) are reported and investigated using the school reporting procedure.
- As part of the accident investigation process, risk assessments must be completed and/or reviewed and/or revised in order to establish the effectiveness of existing control measures and to identify further control measures that can be put in place to eliminate or reduce the hazards identified and prevent recurrence.

- The *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (as amended 2012)* require that certain incidents are reported to the Health and Safety Executive. RIDDOR reports will be created and actioned by the First Aid Coordinator, after consultation with all relevant parties. In the event of a serious accident it may be appropriate to consult the school's Health and Safety Consultant.

Major injuries and dangerous occurrences will be reported to the Health and Safety Executive immediately online. In addition, the Police, RIDDOR and LADO will be notified as appropriate.

For accidents that result in more than three days off work, an on-line report must be completed and sent to the Health and Safety Executive within ten days.

Occupational diseases e.g., asbestosis, vibration white finger, leptospirosis etc will be reported to the Health and Safety Executive once a diagnosis has been received.

For all major accidents and dangerous occurrences an accident investigation will be carried out, led by the Bursar.

Records of accidents will be retained for three years after the person concerned has left the school.

### **Competency and Training**

- All employees will be competent to carry out their specific tasks. Competency will be achieved through experience and training which will take various forms from formal training courses to inductions and toolbox talks.
- All persons will be inducted before starting work; this will include an explanation of the school's Health & Safety Policy, awareness of their safety responsibilities, emergency procedures, site safety rules, welfare etc. All employees will also be made aware of the risks and instructions given on safe working practices.
- Records will be kept of all training and qualifications.

### **Consultation with Employees**

The *Health and Safety (Consultation with Employees) Regulations 1996* require that all employees shall be consulted on any matters which may affect their health and safety whilst at work. This will include the following:

- The appointment of persons to provide health and safety assistance and coordinate emergency procedures.
- The planning and organising of health and safety training.
- Any health and safety information the school is required to provide to employees under statutory provisions.
- The introduction of any new technologies into the school which may have health and safety consequences.
- Consultation shall be via staff meetings and the SLT.

### **Contractors**

- Only approved contractors are employed by the school. Prior to award of the contract they are assessed to ensure that they are competent to carry out the work. This assessment will include an evaluation of their Health & Safety Policy, relevant insurances and training and competence records.
- Prior to starting work Risk Assessments and Method Statements shall be reviewed by the Bursar.
- All contractor personnel shall be inducted before starting work by the Site Manager – the induction shall include general Site Safety Rules and specific hazards associated with their operations. The Contractors H&S Sheet will be signed by the senior contractor present.
- The nominated Point of Contact for all contractors working on school premises is the Site Manager.
- In accordance with the *Provision and Use of Work Equipment Regulations 1998* all plant and equipment used by contractors working for the school shall be fit for use and properly maintained and inspected.
- No school plant or equipment shall be used by contractors.

## **COSHH – Hazardous Substances in Schools**

- The principal requirement of the *Control of Substances Hazardous to Health, (COSHH) Regulations 2002* is that an assessment be made of the use at work of substances which are classified as hazardous to health, and that steps are taken to prevent or, where this is not reasonably practicable, to adequately control exposure to such substances. This assessment will be based on the way the substance is used at the school, drawing from the information provided on the Safety Data Sheet applicable to the substance, provided by the retailer. Where possible, hazardous substances will be substituted by other, less harmful, substances.

The COSHH assessment will specify First Aid precautions, fire precautions and personal protective equipment to be used. It will be copied so that it is available to anyone who may use or come into contact with the substance, with master copies held by the Bursar.

- There is one main area of the school, namely the Art & Design Technology area, where hazardous substances could be or are used.
- General day-to-day use for maintenance around the school

A suite of COSHH assessments is held by the Site Manager.

### Cleaning

Where cleaning is not sub-contracted, the rules and procedures in the corporate guidance on the COSHH Regulations 2002 apply.

## **Display Screen Equipment**

- Assessments of all workstations and employees engaged in the use of Display Screen Equipment (DSE) shall be carried out in accordance with *The Health and Safety (Display Screen Equipment) Regulations 1992*. The first step is to identify those who are defined as “users” under the regulations. Those who are will be requested to undertake a Self-Assessment that will be checked by a Competent Person (arranged by the Bursar) to assess whether there are any risks from their use of DSE at the school. Where risks are identified the school shall take steps to reduce them so far as is reasonably practicable. Under the regulations Teachers are not classified as DSE users.
- The school shall ensure that all workstations, equipment and furniture meet statutory requirements and are suitable for the task.
- Any special needs of individual employees shall be taken into account and their views sought during assessments.

## **Drug, Alcohol and Smoking Policy**

- The school operates a strict policy of no smoking, drugs or alcohol in the work place. Any person who arrives at work under, or apparently under, the influence of drugs or alcohol will be refused entry to the school.
- If any personnel are taking prescribed drugs that may affect safety performance, they should inform the school management.

## **Employment of Young Persons**

- *The Management of Health and Safety at Work Regulations 1999* defines a young person as being under eighteen years of age.
- Before a young person starts work a risk assessment shall be carried out which will specifically take into account the young person’s lack of experience and maturity as well as the workplace, activities, materials etc.
- Various regulations prevent young people carrying out specific tasks e.g., operating plant or tasks that expose them to specific hazardous substances.

## **Fire Precautions**

- In accordance with *The Regulatory Reform (Fire Safety) Order 2005* the school must have a Fire Safety Policy, together with arrangements for the safe evacuation of the school in the event of a fire occurring. This is assessed by the carrying out of a Fire Risk Assessment at the school. Control measures shall be implemented to reduce the risk of fire to as low a level as possible. The Fire Risk Assessment will be reviewed annually internally, and by a Competent Person (arranged by the Bursar) every three years.
- The Bursar shall ensure that there is adequate and suitable firefighting equipment available and that personnel are trained in its use.

- The school has regular fire drills – at least once per term. Details of the drills, including the time it took to fully evacuate are recorded.
- The emergency evacuation procedures and designated assembly point are displayed throughout the school. This information is located in each classroom plus one at each fire alarm call point.
- The school has procedures for the maintenance, testing and recording of fire safety equipment, e.g., call point testing, inspection and maintenance of the fire alarm system, extinguishers, emergency lighting and monthly checks by the Site Manager.

### **First Aid**

- Adequate numbers of trained First Aiders and Paediatric First Aiders, First Aid equipment and facilities are provided to meet current regulations.
- The level of First Aid provision for school trips must be determined as part of the overall school trip risk assessment.
- All persons will be made aware of the location of the First Aid kit and the First Aider. The location of the First Aid kit and the names of the First Aiders will be displayed in the office in the main building and in each classroom. The First Aid Coordinator is responsible for ensuring that the First Aid kit remains fully stocked.
- Any injury requiring First Aid will be recorded appropriately.
- Separate advice on the use of medication is given in the “First Aid Policy”.

### **Manual Handling**

- *The Manual Handling Operations Regulations 1992* apply at the school. Manual handling means any transporting or supporting of a load, including the lifting, putting down, pushing, pulling, carrying or moving by hand or bodily force.
- Any load which is to be handled and poses a risk of injury must be risk assessed and where appropriate records identifying the significant risks and control measures kept on file.
- The Bursar is responsible for ensuring manual handling assessments are completed. Assessments must be carried out at the introduction of any task involving manual handling and must be reviewed regularly.
- The Bursar must ensure that teachers and staff are trained to make proper use of equipment and systems of work provided for them.

### **Monitoring**

- School Safety Inspections shall be carried out at regular intervals. These will generally be undertaken by the Bursar and the Site Manager and shall include a check on all health, safety and welfare issues on site. The inspection shall be documented and actions recorded if required.
- The Health and Safety Consultant shall carry out an annual Site Inspection and Audit. The Bursar shall ensure that all actions recommended are carried out.
- Records of all inspections and audits shall be maintained in order that the school can monitor the school’s health and safety performance.

### **New and Expectant Mothers at Work**

- *The Management of Health and Safety at Work Regulations 1999* requires employers to assess the risks to the health of pregnant workers, those who have recently given birth and those who are breast feeding, ensuring that the health and safety of those employees is not put at risk. Current advice is available from <http://hse.gov.uk.mothers/> which gives entrance to a wide range of publications, and the school complies with its recommendations.

### **Personal Protective Equipment (PPE)**

- *The Personal Protective Equipment Regulations 1992* require the school to ensure that suitable personal protective equipment is supplied to all employees and pupils who may be exposed to a risk to their health or



safety except where the risk has been controlled by other means which are equally or more effective. It should be remembered that PPE is the last resort in the Hierarchy of Control for risk assessment.

- The required personal protective equipment, to be used on site by employees, and pupils will be specified by the Risk Assessment and will be provided at no cost.
- Training in the proper use of personal protective equipment will be given.
- Personal protective equipment should be stored and used correctly; any equipment that is damaged should be replaced.

### **Portable Electrical Equipment**

- A large and varied amount of portable electrical equipment is used throughout the school. All of this equipment must be identified, assessed, tested and inspected and maintained as necessary and adequate records maintained. The Site Manager is responsible for organising PAT tests.
- **NOTE!** No portable electrical equipment is to be brought into the school unless it has been subjected to a Formal Visual Inspection and/or Combined testing and inspection as necessary. Breaches of this instruction may lead to disciplinary action.

### **Risk Assessments**

- *The Management of Health and Safety at Work Regulations 1999* places a responsibility on the Governors to provide a comprehensive system of health and safety 'Risk Assessment' to be carried out by competent person(s) in every workplace for staff, pupils, visitors and contractors.
- The duty to carry out such assessments and follow the risk assessment procedure has been delegated to Subject Leaders. Training in risk assessment will be given as required.
- The purpose of risk assessment is to enable the school to identify hazards, evaluate the risk and take appropriate measures to control that risk. By doing this the school will not only comply with statutory provisions but also create a safe working environment for employees, pupils and visitors.
- As Health and Safety Officer the Bursar manages the premises risk assessments, although it is the responsibility of Subject Leaders to keep their risk assessments up to date. Risk Assessments will be checked as part of the annual check by the Province and Termly by Governors through the Health & Safety Committee. All risk assessments should be recorded on line so that a comprehensive database may be built up in school. This database should be accessed frequently by any member of staff requiring information on hazards or risks.

### **School Critical Incident Plan**

- The school's Critical Incident Management Team (CIMT) is the SLT with the addition of such relevant persons as may be deemed appropriate.
- The Disaster and Critical Incident Policy will be reviewed regularly by SLT. It will ensure all members of staff know what to do in an emergency.

### **School Trips**

- School trips and outings require specific risk assessments to be carried out.
- The member of staff booking the trip is responsible for coordinating the risk assessment procedure.
- The Headteacher signs off on all trip risk assessments.

### **Site Security**

- Access and egress at the school grounds is controlled by Intercom to a) prevent unauthorised access and b) unauthorised egress by pupils. Opening and closing of the school gates is controlled by staff located in the main building. All school buildings remain locked when out of school time. Intruder alarms are installed.
- The school's Site Security Risk Assessment is managed by the Bursar.
- The school's perimeter is covered by a CCTV system.

### **Snow and Ice**

- The school is required by the *Workplace (Health, Safety and Welfare) Regulations 1992* to ensure that adequate arrangements are in place to minimise the risks from snow and ice on pedestrian and vehicle traffic routes. The clearing of snow and ice will be managed by the Bursar, delegated to the Site Manager.

### **Utilities**

- The hazards associated with electricity, gas and water arise through faulty installations, lack of maintenance and abuse of equipment. Most accidents are caused when people work on or close to equipment that is assumed to be dead but is in fact live or they have not received adequate information or training. Hazards associated with electricity and gas include electric shock, burns, fire or explosion.
- The school has a duty to provide water at all times for staff and pupils, and this is done by a variety of outlets.
- The school also has a duty to ensure that the risk of the legionella virus forming in the school's water systems is minimised which it achieves by following safe procedures in HSE publication L8 and its associated supplements.
- N.B. Any work on electric services must be carried out by a competent electrician under a Permit to Work system.
- Further details are available from the Bursar.

### **Welfare Facilities**

- Adequate welfare facilities are provided. These include suitable and sufficient sanitary conveniences which are regularly cleaned and adequately ventilated and lit.
- Adequate and suitable facilities are provided to store employee's own clothing and special clothing. Changing facilities will be provided for employees who change into special work clothing and these will ensure the privacy of the user.
- Suitable and sufficient, readily accessible, rest facilities are provided. Rest rooms are large enough, and have sufficient seats with backrests and tables, for the number of employees likely to use them at any time. Eating facilities are provided, including the means for preparing hot drinks and the heating of food.