

HEALTH & SAFETY POLICY

Introduction

This policy has been compiled with reference to the Health and Safety Act 1974, the Department for Education advice document to schools and other sources such as HSE and the Health and Safety guidance from the ISI Regulatory Handbook. The policy is structured as follows:

Part 1: General Statement of Health and Safety Policy - a general statement of policy;

Part 2: Organisation - who is responsible to do what;

Part 3: Health and Safety Related Policies and Arrangements - arrangements to monitor, establish and review measures needed to meet satisfactory health and safety standards.

Part 1: General Statement of Health and Safety Policy

Health and safety law requires the employer to assess the risks to the health and safety of staff and others affected by their activities. The terms risk assessment and risk management are used to describe the process of thinking about the risks of any activity and the steps taken to counter them. Sensible management of risk does not mean that a separate written risk assessment is required for every activity.

School employers should always take a common sense and proportionate approach, remembering that in schools risk assessment and risk management are tools to enable children to undertake activities safely, and not prevent activities from taking place. Sensible risk management cannot remove risk altogether but it should avoid needless or unhelpful paperwork.

Some activities, especially those happening away from school, can involve higher levels of risk. If these are annual or infrequent activities, a review of an existing assessment may be all that is needed. If it is a new activity, a specific assessment of significant risks must be carried out. Headteachers should ensure that the person assigned with the assessment task understands the risks and is familiar with the activity that is planned. Where a risk assessment is carried out the employer must record the significant findings of the assessment.

However, schools need not carry out a risk assessment every time they undertake an activity that usually forms part of the school day, for example, taking pupils to a local venue which it frequently visits, such as a swimming pool, park, or place of worship. Any risks of these routine activities should already have been considered when agreeing the school's general health and safety policies and procedures. A regular check to make sure the precautions remain suitable is all that is required.

The Trustees of Holy Cross Prep School fully recognise the collective responsibility for providing, so far as is reasonably practicable, a safe and healthy school for all employees, pupils, contractors, visitors (including parents) and others who could be affected by our activities.

The school also adheres to EYFS health and safety regulations. Thorough risk assessments have been undertaken for the locations that EYFS frequent. Staff ensure that they have read and understood the risk assessments, and that reasonable checks have been made to control and prevent risks. In the case where the children are taken to a location they do not usually frequent on the premises, staff must check the risk assessment, or write one if there is not one in place. Staff will indicate they have referred to risk assessments in their planning when using a different location. An example may include when using the Hayes room for cooking or the Pond for pond dipping. At least one paediatric first aider on site at all times and on educational visits if EYFS children are present.



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Day-to-day responsibility for the operation of health and safety at the school is vested with the Headteacher. However, the Trustees have approved that the school adopt a framework for managing health and safety including:

- An advisory body member is identified to oversee health and safety matters.
- A school health and safety group meets termly.
- A report on health and safety is provided to each term's Buildings/Health and Safety Committee.
- The minutes of the Committee's discussion on health and safety are provided at each Advisory Body meeting.
- The external fabric of the school, its plant, equipment and systems of work are surveyed and inspected regularly by competent professionals.
- The school's adherence to health and safety in catering and cleaning of the food preparation and eating areas is subject to external inspection.
- The school has a fire risk assessment and a fire risk policy.
- External consultants review arrangements for specialist areas of health and safety, such as fire safety, legionella and asbestos.
- The school has a policy in place for the training and induction of new staff and for all staff ongoing in health and safety related issues.

All members of staff are responsible for taking reasonable care of their own safety, that of pupils, visitors, temporary staff, volunteers and contractors. They are responsible for co-operating with the Head, the Bursar and other members of the Senior Leadership Team ("SLT") in order to enable the Trustees to comply with health and safety duties. Finally, all members of staff are responsible for reporting any significant risks or issues to the Headteacher, Premises Manager or Bursar.

Certain work-related injuries to a member of staff or a child must, by law, be recorded and reported. The employer is responsible for this, but staff may be asked to prepare the report.

All employees are informed where copies of this policy can be obtained on the school's computer network.

Part 2: Organisation

This part of the Policy deals with the organisation, planning, implementation, operational monitoring and management review of the Policy. An organogram has been prepared to assist in the understanding of the health and safety structure within the School, which is shown at the end of this section.

The Trustees are responsible for health and safety, although tasks have been delegated to staff. Employees also have a duty to look after their own and others' health and safety. Employers, school staff and others have a duty under the common law to take care of pupils in the same way that a prudent parent would do so.

1. Trustees and Advisory Body

Under the Health and Safety at Work etc. Act 1974, the employer in a school must take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. For example:

- assess the risks to staff and others affected by school activities;
- introduce measures to manage those risks (risk management);
- ensure that adequate training is given to employees for their job.

The Trustees and Advisory Body have overall collective responsibility for health and safety within the School. It has a responsibility to ensure that health and safety issues are considered and addressed and that the Policy is implemented throughout the School. They will also make adequate resources available so far as is reasonably practicable, to enable legal obligations in respect of health and safety to be met. Where appropriate, advice from a Competent Person will be sought to advise the School and tasks will be delegated to suitable employees in order to assist the Trustees in carrying out its duties.

2. Headteacher

The Headteacher assists the Advisory Body in directing the overall management and development of the Policy, defining the aims of the Policy and communicating the responsibilities associated with the management of health and safety within the School. The Headteacher reports to the Advisory Body on health and safety matters and assists the Advisory Body in implementing changes in the Policy which the Advisory Body have approved.

Specific duties include:

- ensure compliance with this health and safety policy in each and every respect, to ensure that the necessary resources for implementation are available and to report to governors at least annually;
- plan, organise, control, monitor and review arrangements for health and safety for employees, for pupils and for visitors including contractors;
- assess risks and commit assessments to writing;
- ensure that work is safe and without risks to health;
- ensure that information, training and instruction is provided;
- provide occupational health surveillance;
- investigate and keep a record of accidents, occupational ill health, hazardous incidents and fires;

- appoint first aid personnel and have first aid provision checked regularly;
- ensure that the conditions of licences are observed;
- ensure that fire safety risk assessments are comprehensive and that their requirements are satisfied.

3. Bursar

The Bursar will have day to day management responsibility for ensuring that, so far as is reasonably practicable, arrangements are in place including:

- safety and security;
- fire safety;
- electrical safety;
- gas safety;
- water quality;
- asbestos;
- emergencies;
- staff induction arrangements;
- COVID19

They will also act as the School Safety Co-ordinator, whose duties include:

- to be familiar with the contents of the policy and ensure it is readily available to staff;
- advising the Headteacher on maintenance requirements;
- co-ordinating advice from specialist safety advisors and producing associated action plans;
- monitoring health and safety within the School and raising concerns with the Headteacher;
- compliance with the Construction (Design and Management) Regulations;
- supporting the Buildings/Health and Safety Committee;
- chairing the School Health & Safety Committee;
- ensure the policy is reviewed annually;
- together with others, identify health and safety training needs and co-ordinate as necessary;
- monitor that managers, heads of department and supervisors prepare and review risk assessments, check, inspect and thoroughly examine as necessary;
- monitor the defect reporting procedure;
- monitor that accident, illness and incident reports are made to HSE and monitor that these happenings are properly investigated;
- liaise with HSE, EHO and Fire Service as appropriate.

4. The Senior Leadership Team (SLT) and Heads of Department

The SLT recognise their responsibility under the Health and Safety at Work Act 1974, maintain a close interest in all the health and safety matters and promote sound safety, health and welfare practices.

The Heads of Department and Subject Co-ordinators will ensure, so far as is reasonably practicable, the health and safety of those affected by activities under their control. They are

responsible for maintaining up to date risk assessments for areas under their control. Specific risk assessments include:

- science (including harmful substances and flammable materials) – Science Co-ordinator;
- sports activities - Head of PE;
- trips and visits - Deputy Head.

They will also be responsible for identifying, organising (and maintaining records) of training that is relevant to their area of control.

5. Premises Manager

The Premises Manager will assist the Bursar with the implementation of health and safety arrangements including the following:

- building security;
- prevention of unsupervised access by pupils to potentially dangerous areas;
- registration and control of visitors;
- site traffic movements;
- testing arrangements, maintenance and records, including fire, electrical, gas, equipment, water quality, asbestos;
- good standards of housekeeping, including drains, gutters etc;
- control and safe disposal of hazardous substances;
- conduct a regular (at least half-termly) health and safety inspection and summarise the findings to the Buildings/Health & Safety Committee;
- bring any site management issues to the attention of the Head and Bursar immediately;
- ensure that all cleaning staff are aware of any implications of the Health and Safety Policy as it affects their work activities eg storage arrangements for materials, equipment, substances etc;
- inform the Bursar whenever contractors are due to enter the school to undertake maintenance, service or works contracts;
- ensure all COVID19 control and preventative measures are in place and promote good health and safety practices to reduce the spread of coronavirus and keep the school community safe;
- staff induction.

6. External Health and Safety Advisors

The Bursar will arrange as appropriate for external consultants to advise on matters of health and safety within the School. This is detailed in the Premises Maintenance Schedule such as structural surveyors for advice on the external fabric of the school and engineers to monitor and service the school's plant, equipment, including boilers, lifts and hoists. External Health & Safety Advisors are deployed across the school including the following:

- the school's adherence to health and safety in catering and cleaning is subject to external inspection by the Environmental Health Department. In addition, the school's external catering contractor's procedure provides for an independent hygiene and safety audit of food storage, meal preparation and food serving areas, together with regular external deep cleaning and pest control services;

- the school has a suitable and sufficient fire risk assessment which is kept under review for progress on items in the action plan and updated every three years, or when significant changes are made to the interior of buildings, or new buildings are bought or added;
- in addition to the weekly fire alarm tests, the alarm system, together with all smoke detectors, emergency lighting, extinguishers are tested periodically (and at least annually) by a qualified contractor;
- the school has a suitable and sufficient risk assessment for legionella and a water sampling and testing regime in place;
- the school maintains an asbestos register and the Bursar is responsible for ensuring that it is kept up-to-date and for any sampling or removal before major works takes place. There is an asbestos management plan.

7. Buildings / Health and Safety Committee

The Committee meets once a term, and is chaired by a member of the Advisory Body and its remit includes a report on health and safety.

- the minutes of the Committee's discussion are provided at each Advisory Body meeting together with any other issues on health and safety that the committee chairman wishes to bring to the Advisory Body's attention;
- the external fabric of the school, its plant, equipment and systems of work are surveyed and inspected regularly by competent professionals;
- these reports are considered by the Buildings/Health and Safety Committee and its recommendations (together with other defects) form the basis of the school's routine maintenance programmes.

8. School Health & Safety Committee

The role of the Committee is to:

- discuss matters concerning health and safety, including any changes to regulations;
- monitor the effectiveness of health and safety within the school;
- review accidents and near misses, and discuss preventative measures;
- review and update risk assessments as appropriate;
- discuss training requirements;
- monitor the implementation of professional advice;
- review the 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 work place;
- encourage suggestions and reporting of defects by all members of staff.

The Committee membership (which can be varied as required) will typically include the following:

Position	Responsibility
Head	Responsibility for Health & Safety throughout the school
Bursar / Chair	Health & Safety coordination
Premises Manager	Day to day Health & Safety on site, implementation and monitoring / Fire Officer, school security
Head of PE	PE
EYFS representation	EYFS

PA to Headteacher	First Aid / accident and incident procedures
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Other staff may be co-opted, for instance, from the teaching staff or events management.

9. The School Office

The School Office responsibilities include:

- checking that all first aid boxes are replenished;
- organise first aid cover at lunchtime, break times and during other school activities;
- send out annual medical alert questionnaires to parents and compile a school list to be held by staff;
- ensure pupil Accident / Incident forms are completed and actioned for any serious incidents.

10. Staff: Duties as an Employee

The co-operation of all staff is essential to the success of the Policy and the School requests that staff should notify their Head of Department or Line Manager of any hazards to health and safety which they notice and of any suggestion they wish to make regarding health and safety. In summary, staff are required to:

- follow the Health and Safety policy and procedures;
- take reasonable care for the health and safety of themselves and others who may be affected;
- follow requirements imposed on the school or any other person under health and safety law and co-operate fully so as to enable the duties upon them to be performed;
- do their work in accordance with training and instructions;
- inform the employer of any work situation representing a serious and immediate danger so that remedial action can be taken;
- if staff feel that the procedure is inappropriate (eg it is too bureaucratic) they should discuss this with their employer and request that it is reviewed;
- the school has a 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 Science and DT co-ordinators, first aid, minibus driver, is provided in addition to the 'standard' induction training.

Holy Cross Prep School is committed to ensuring the health, safety and welfare of its employees, and it will, so far as is reasonably practicable, establish procedures and systems necessary to implement this commitment and to comply with its statutory obligations on health and safety.

- if an employee is unsure how to perform a certain task or feels it would be dangerous to perform a specific job or use specific equipment, then it is the employee's duty to report this as soon as possible to their line manager, or their health and safety representative. Alternatively, an employee may invoke the school's formal grievance procedure;
- disciplinary action under the school's disciplinary procedure may be taken against any employee who violates health and safety rules and procedures or who fails to perform their duties under health and safety legislation. Depending on the seriousness of the offence, it may amount to potential gross misconduct rendering the employee liable to summary dismissal;

The school will provide and maintain a healthy and safe working environment with the objective of minimising the number of instances of occupational accidents and illnesses.

General

- all employees should be aware of and adhere to the School's rules and procedures on health and safety;
- all employees must immediately report any unsafe working practices or conditions to the Premises Manager;
- any person whose levels of alertness are reduced due to illness or fatigue will not be allowed to work if this might jeopardise the health and safety of any person;
- employees must not adjust, move or otherwise tamper with any electrical equipment or machinery in a manner not within the scope of their job duties;
- all waste materials must be disposed of carefully in the receptacles provided and in such a way that they do not constitute a hazard to other workers;
- no employee should undertake a job which appears to be unsafe;
- no employee should undertake a job until they have received adequate safety instruction and they are authorised to carry out the task;
- all injuries must be reported to the School Office in the case of pupils, and to the Bursar if it involves a member of staff or a visitor;
- all materials must be properly and safely used and when not in use properly and safely secured;
- work should be well-planned to avoid injuries in the handling of heavy materials and while using equipment;
- suitable clothing and footwear must be worn at all times. Personal protective equipment must be worn where appropriate;
- work stations and work sites must be kept clean and tidy and any spillage must be cleaned up immediately;
- employees should use handrails when going up and down stairs, should never read while walking, must close filing cabinet drawers when not in use and must keep all floor areas free of obstruction.

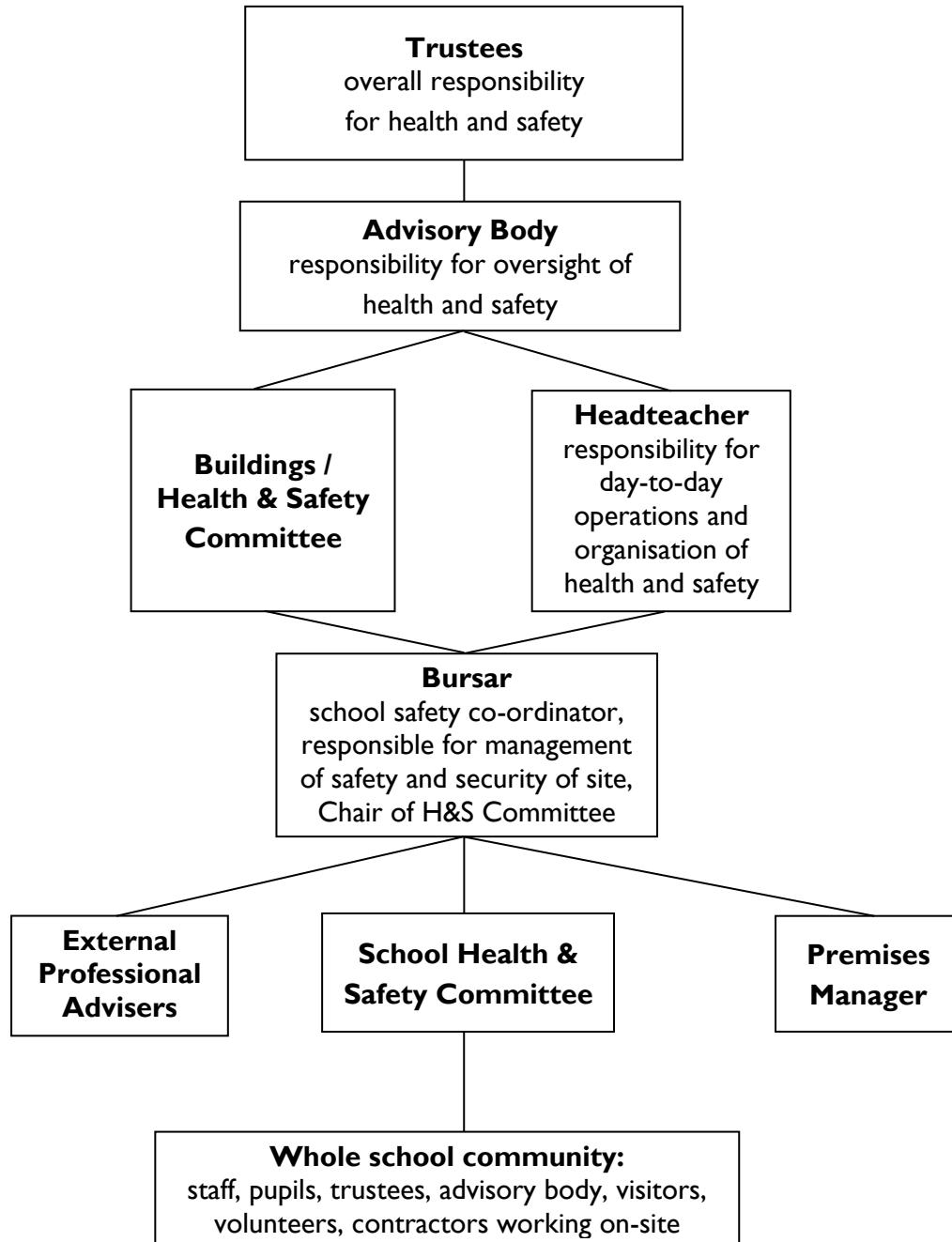
Pupils are expected to:

- exercise personal responsibility for the safety of themselves and classmates;
- observe standards of dress consistent with safety and / or hygiene;
- follow the safety rules of the school and in particular the instructions of teaching staff given in an emergency;
- use and not willfully misuse, neglect or interfere with things provided for their safety.

Parents are expected to:

- support the school in any health and safety matters reported to them.

Organisation for Health & Safety



Part 3: Health and Safety Related Policies and Arrangements

Accessibility Policy	See Accessibility Plan
Administering Medication	See Administration of Medicines Policy including EYFS
Anti-bullying Policy	See Anti-Bullying Policy
Asbestos Management	See Asbestos Management Policy
Child Protection and staff behaviour policy	See Safeguarding and Child Protection Policy
Competent Advice	See Competent Advice Provision Policy
Construction Work (CDM)	See Construction (Design and Management) (CDM) Policy
Consultation Arrangements with Employees	See Consultation Arrangements with Employees Policy
Control of Hazardous Substances	See Control of Hazardous Substances to Health Policy
Crisis Management (dealing with Health and Safety emergencies)	See Crisis Management Policy and Lockdown Procedure
E-Safety	See Acceptable Use of Technology and E-Safety Policy
EYFS	See Early Years Foundation Stage Policy
Fire safety, including testing of alarms and evacuation procedures	See Fire Risk and Fire Safety Policy and Procedures and Fire Risk Assessment completed by external professional
First Aid / medical needs	See First Aid Policy
General Workplace Safety (Slips and trips)	See General Workplace Safety Policy
Hot Works	See Hot Works Policy

Human Flu Pandemic	See Human Flu Pandemic Policy
Infection Control	See First Aid Policy
Letting and Hiring	See Letting and Hiring Policy
Maintenance of Plant and Equipment	See relevant policy: Display Screen Equipment Electrical Safety Policy including PAT Gas Safety Policy Lightning Protection Water Quality (including Legionella) Policy
Manual Handling	See Manual Handling Policy
Minibus Use	See Minibus Safety Policy
New and Expectant Mothers	See New and Expectant Mothers Policy
Noise	See Noise Policy
Occupational Health	See Occupational Health Policy
Off-Site Visits: policy and procedures	See Educational Visits Policy including EYFS
On-site vehicles movements	See Traffic Movements on Site Policy
Pupil Supervision	See Supervision of Pupils
Recording and Reporting Accidents (including RIDDOR)	See Recording and Reporting Accidents (including RIDDOR) Policy
Risk Assessment	See Risk Assessment Policy and individual risk assessments on Teachers Communal
Security and Workplace Safety	See Security and Workplace Safety Policy
Selecting and Managing Contractors	See Contractor Management Policy
Smoking	See Staff Behaviour Policy

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Special Educational Needs and Disabilities (SEND)	See Special Educational Needs and Disability Policy
Stress	See Stress Management Policy
Sun Protection	See Sun Protection section in Staff and Parent Handbooks
Training of staff in health and safety including risk assessment	See Safety Instruction and Training Policy
Work at Heights	See Working at Height Policy and Ladder Policy
Violence to staff	See Behaviour Policy including EYFS and Exclusions and Anti-Bullying Policy

This is a public policy which is published on the school website and is reviewed annually by the Advisory Body.

Last reviewed November 2020. Next review November 2021.