

HEALTH AND SAFETY POLICY

1 STATEMENT OF INTENT

The Governing Body and the Head believe that ensuring the health and safety of staff, pupils and visitors is of paramount importance to the running of the School.

The Governing Body and the Head recognise and accept that they are responsible for complying with health and safety legislation and for ensuring the health, safety and welfare of their employees, pupils and others who may be affected by the school's activities.

The Head seeks to provide and maintain, so far as is reasonably practicable by the implementation of this policy, its arrangements and procedures, risk management through information, instruction and training:

- A positive culture and management system to ensure health and safety at work.
- Plant and systems of work that are made safe and without risks to health, through the appropriate implementation of this policy, arrangements and procedures to manage the associated risks.
- Arrangements for the safe use, handling, storage and transport of substances and articles.
- Information, instruction, training and supervision that is necessary to ensure adequate health and safety at work.
- A place of work that is safe and without risk to health, where everyone is aware of their accountabilities and responsibilities.
- Adequate resources for carrying out this policy.
- Systems for identifying and assessing all hazards and risks associated with the school's activities including putting in place adequate control measures.

We are committed to:

- Preventing accidents and work-related ill health.
- Compliance with statutory requirements as a minimum.
- Assessing and controlling risks from curriculum and non-curriculum work activities.
- Providing a safe and healthy working and learning environment.
- Ensuring safe working methods and providing safe working equipment. Providing effective information, instruction and training.
- Consulting with employees on health and safety matters.
- Monitoring and reviewing our systems and prevention measures to ensure they are effective.
- Setting targets and objectives to develop a culture of continuous improvement. Ensuring adequate welfare facilities exist throughout the school.
- Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.

A Health and Safety Management System has been created to ensure that the above commitments can be met. The Governing Body, the Head, staff and pupils all play their part in its implementation.

This policy is also applicable to the Early Years Foundation Stage (EYFS).



Bernard Manuel
Chairman of the Board
Dated : 24 August 2019



Pauline Prévot
Head of School
Dated : 24 August 2019

2 ORGANISATION

In order to achieve compliance with the Schools Statement of Intent the school's normal management structure will have additional responsibilities assigned to them as detailed in this part of the Policy.

An organisational chart for Health and Safety Management is attached at Appendix One.

2.1 THE GOVERNING BODY

The Governing Body has the following responsibilities to ensure:

- 2.1.1 A clear written policy statement is created which promotes the correct attitude towards safety of staff and pupils.
- 2.1.2 Responsibilities for health, safety and welfare are allocated to specific people and that persons are informed of these responsibilities.
- 2.1.3 Persons have sufficient experience, knowledge and training to perform the tasks required of them.
- 2.1.4 Clear procedures are created which assess the risk of hazards and produce safe systems of work.
- 2.1.5 Sufficient funds are set aside with which to operate safe systems of work.
- 2.1.6 Health and safety performance is measured both actively and reactively.
- 2.1.7 The School's health and safety policy and performance is reviewed annually.

The Governors have overall responsibility for:

- 2.1.8 Ensuring that the decisions they make take into account the school's health and safety policy and any applicable statutory provisions.
- 2.1.9 Appointing a governor as Health and Safety Advisor to have responsibility for monitoring the operation of the school's health and safety policy.
- 2.1.10 Ensuring that risk assessments are carried out in order to identify, evaluate and minimise any risk to staff, pupils and others.
- 2.1.11 Monitoring health and safety performance.
- 2.1.12 Ensuring the Head and the school management team, follow their responsibilities detailed within the school's health and safety policy, its arrangements and safe working procedures, holding them to account if they do not.
- 2.1.13 Providing a safe place to work for staff and pupils, including:
 - (a) Providing sufficient information, supervision and training to enable employees to carry out their duties in a safe manner;

- (b) Providing necessary safety equipment and clothing; and
- (c) Providing adequate welfare facilities.

2.2 THE HEAD

The Head has the following responsibilities:

- 2.2.1 To be fully committed to the Schools Statement of Intent for Health and Safety.
- 2.2.2 To take responsibility for a clearly written Policy for Health and Safety.
- 2.2.3 Ensure that the Health and Safety Policy is communicated adequately to all relevant persons.
- 2.2.4 Ensure appropriate information on significant risk activities is given to visitors and contractors
- 2.2.5 Ensure appropriate consultation arrangements are in place for staff.
- 2.2.6 Ensure that all staff are provided with adequate information, instruction and training on health and safety issues.
- 2.2.7 Make or arrange for risk assessments of the premises and working practices to be undertaken.
- 2.2.8 Ensure safe systems of work are in place as identified from risk assessments.
- 2.2.9 Ensure that emergency procedures are in place.
- 2.2.10 Ensure that equipment is inspected and tested to ensure it remains in a safe condition
- 2.2.11 Ensure records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, etc.
- 2.2.12 Ensure arrangements are in place to monitor premises and performance.
- 2.2.13 Ensure that all accidents are investigated and any remedial actions required are taken or requested.

2.3 SCHOOL HEALTH AND SAFETY CO-ORDINATOR

The School Health and Safety Co-ordinator has the following responsibilities:

- 2.3.1 To co-ordinate and manage the annual risk assessment process for the school.
- 2.3.2 To co-ordinate the annual general workplace monitoring inspections and to assist the HR Manager with the performance monitoring process.
- 2.3.3 To make provision for the visual inspection of work equipment throughout the school.
- 2.3.4 To manage the keeping of records of all health and safety activities.
- 2.3.5 To advise the Head of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors.

- 2.3.6 To ensure that staff are adequately instructed in safety and welfare matters in connection with their specific work place and the school generally.
- 2.3.7 Carrying out any other functions devolved to him/her by the Head.

2.4 STAFF HOLDING POSTS / POSITIONS OF SPECIAL RESPONSIBILITY

This includes Division Heads, Managers/Supervisors, Technicians and Caretakers. They will have the following responsibilities:

- 2.4.1 Apply the school's Health and Safety Policy to their own department or area of work and be directly responsible to the Head for the application of the health and safety procedures and arrangements.
- 2.4.2 Carry out regular health and safety risk assessments of the activities for which they are responsible.
- 2.4.3 Resolve health, safety and welfare problems that members of staff refer to them, or refer to the Head or Manager any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- 2.4.4 Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- 2.4.5 Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.
- 2.4.6 Investigate any accidents, which occur within their sphere of responsibility.
- 2.4.7 Advise the Head on the health and safety performance of his/her department or area of responsibility on a regular basis.

2.5 SPECIAL OBLIGATIONS OF CLASS TEACHERS

Class teachers are expected to:

- 2.5.1 Exercise effective supervision of their pupils and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out.
- 2.5.2 Follow the particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant Code of Practice, if issued, and to ensure that they are applied.
- 2.5.3 Give clear oral and written instructions and warnings to pupils as often as necessary.
- 2.5.4 Follow safe-working procedures personally.
- 2.5.5 Require the use of protective clothing and guards, where necessary.

- 2.5.6 Make recommendations to the Head, Division Heads on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- 2.5.7 Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety issues.
- 2.5.8 Avoid introducing personal items of equipment (electrical or mechanical) into the school without prior authorisation.
- 2.5.9 Report all accidents, defects and dangerous occurrences to the Head, Division Heads, as appropriate.

2.6 OBLIGATIONS OF ALL EMPLOYEES

Apart from any specific responsibilities, which may have been delegated to them, all employees must:

- 2.6.1 Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons.
- 2.6.2 Observe all instructions on health and safety issued by the School and any person delegated to be responsible for a relevant aspect of health and safety.
- 2.6.3 Act in accordance with any specific health and safety training received.
- 2.6.4 Report all accidents in accordance with current procedure.
- 2.6.5 Co-operate with other persons to enable them to carry out their health and safety responsibilities.
- 2.6.6 Inform the Head, Division Heads or Line Manager of all potential hazards to health and safety, in particular those which are of a serious or imminent danger.
- 2.6.7 Inform the Head, Division Heads or Line Manager of any shortcomings they consider being in the School's health and safety arrangements.
- 2.6.8 Exercise good standards of housekeeping and cleanliness.
- 2.6.9 Know and apply the procedures in respect of fire, first aid and other emergencies.
- 2.6.10 Co-operate, assist and support the Head, the appointed Health and Safety Co-ordinator and any authorised body i.e. the Enforcement Officers of the Health and Safety Executive in all areas relating to health and safety.

All staff who authorise work to be undertaken or authorise the purchase of equipment will ensure that the health and safety implications of such work or purchase are considered.

Staff entrusted with responsibilities for specific aspects of health, safety and welfare must satisfy themselves that those responsibilities as appropriate are re-assigned in their absence. Such re-assignments must be approved by the Head, Division Heads or Line Manager, as the case may be.

2.7 PUPILS

Pupils, in accordance with their age and aptitude, are expected to:

- 2.7.1 Exercise personal responsibility for the health and safety of themselves and others.
- 2.7.2 Observe standards of dress consistent with safety and/or hygiene.
- 2.7.3 Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
- 2.7.4 Use and not wilfully misuse, neglect or interfere with items and equipment provided for their health and safety.

3 PROCEDURES AND ARRANGEMENTS

The following procedures and arrangements have been adopted to ensure compliance with the Schools Statement of Intent:

- **Emergency Procedures**
- **Security Procedures**
- **Administration of Medicines**
- **Provision of First Aid**
- **Consultation and Training**
- **Inspection and Testing of Equipment and Plant**
- **Inspection of School Premises**

Staff can access further information concerning the School's Emergency & Security procedures on BambooHR, the School's HR management platform, under the Files Tab.

4 TRAINING OF STAFF

The School makes arrangements, where appropriate, for the training of various persons to assist in carrying out the requirements of the School's Health and Safety Policy and Procedures. This may include training in how to carry out risk assessments or PAT Testing, training in First Aid (including Paediatric First Aid), Fire Safety or COSSH. The Head and Health & Safety Coordinator will review training needs as appropriate.

Staff who have not received training in manual handling should not attempt to lift heavy loads.

5 Working with contractors

All contractors who work on the premises are required to ensure safe working practices by their own employees under the provisions of the Health and Safety at Work Act 1974 and must pay due regard to the safety of all persons using the premises in the accordance with this Act. In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Chair of the Board of Governors will take such actions as are necessary to prevent persons in their care from a risk or injury. The Chair of the Board of Governors will draw the attention of all users of the premises (including hirers and contractors) to Section 8 of the Health and Safety at Work etc Act 1974, which states that no person shall intentionally or recklessly interfere with, or misuse, anything which is provided in the interest of health, safety or welfare in pursuance of any of the relevant statutory provisions.

The procedures for the selection, appointment and monitoring of contractors working within the school premises take into account:

- the Construction (Design and Management) Regulations 1994 – Assessment of Competence and Provision for Health and Safety along with building Contracts undertaken on Educational Premises (from the Education Service Advisory Committee)

For Health and Safety purposes the school must be notified by the person arranging the Works, at least two weeks in advance, of the following:

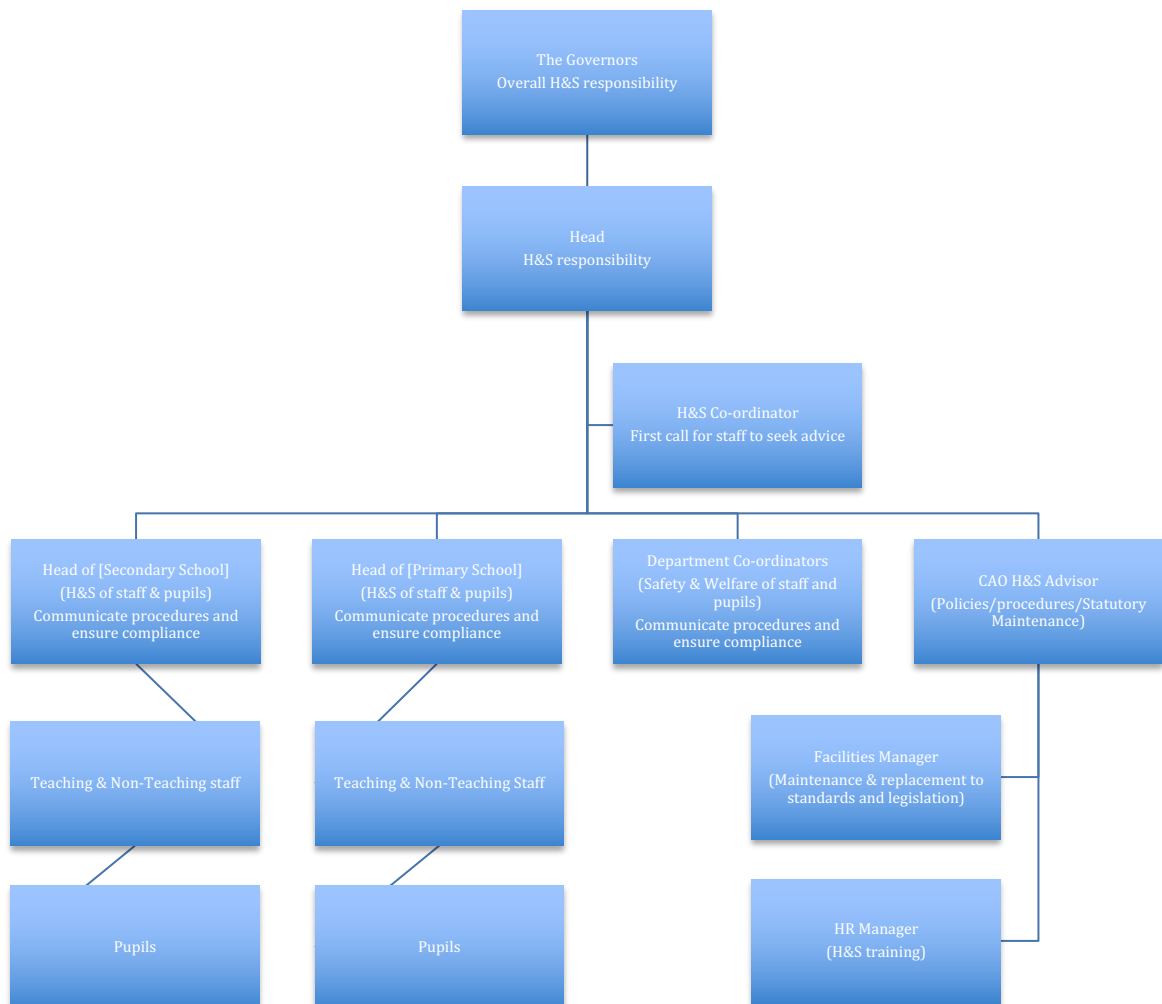
- the delineated area of the Works – including the associated adjacent area which, for Health and Safety reasons, forms the operating area of the contractor – hereafter and for the purposes of the contract termed ‘the site’;
- the scope of the Works, the name of the Contractor undertaking the Works, the dates and times of operations at the school.

For the duration of the Works the cleanliness of the site and the Health and Safety of all persons affected by the operations on the site are the responsibility of the Contractor undertaking the Works who must ensure that the school is indemnified against the Works. Access to and from the site is the responsibility of the Contractor undertaking the Works.

6 ACCIDENT REPORTING

Please refer to the First Aid Policy for further details concerning Accident Reporting, including when the School will report to RIDDOR and other Health & Safety authorities.

Appendix One: Health and Safety Organisation Chart



1. All staff are responsible for the pupils in their care
2. Visitors are the responsibility of the staff they are meeting
3. Teachers and Non-Teaching staff are responsible for:
 - Their own safety
 - Pupils safety
 - Mindful of colleagues' safety
 - Compliance with Policies/Safe Systems of work/School Rules