

## Health and Safety Policy

### 1. General

- 1.1 The Board of Governors recognises and accepts its duty as an employer to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all its employees as defined under the Health and Safety at Work, etc. Act 1974 (s.(1))
- 1.2 The Board of Governors notes the provisions of the Health and Safety at Work, etc. Act 1974 (s.3(1)), which states that it is the duty of every employer to conduct his or her business in such a way as to ensure, so far as is reasonably practicable, that persons who are not in his or her employment but who may be affected by it are not exposed to risks to their health and safety, and accepts that it has a responsibility to take all reasonably practicable steps to secure the health and safety of pupils, staff and others using the school premises or participating in school-sponsored activities. It believes that the prevention of accidents, injury or loss is essential to the efficient operation of the school and is part of the good education of its pupils.
- 1.3 The aim of the Board of Governors is, "To provide a safe and healthy working and learning environment for staff, pupils and visitors."
- 1.4 The arrangements outlined in this statement and the various other safety provisions made by the Board of Governors cannot prevent accidents or ensure safe and healthy working conditions. The Board of Governors believes that only the adoption of safe methods of work and good practice by every individual can ensure everyone's personal health and safety. The Board of Governors will take all reasonable steps to identify and reduce hazards to a minimum but all staff and pupils must appreciate that their own safety and that of others also depends on their individual conduct and vigilance while on the school premises or while taking part in school-sponsored activities.

### 2. The Duties of the Board of Governors

- 2.1 In the discharge of its duty the Board of Governors, in consultation with the Head and Bursar, will:
- Make itself familiar with the requirements of the Health and Safety at Work, etc. Act 1974 and any other health and safety legislation and codes of practices which are relevant to the work of the school, in particular the Management of Health and Safety at Work Regulations 1999 (SI 1992 No. 2051);
  - Ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school;
  - Periodically assess the effectiveness of this policy and ensure that any necessary changes are made;
  - Identify and evaluate all risks relating to:
    - (i) Accidents,
    - (ii) Health,
    - (iii) School-sponsored activities (including work experience).
  - Identify and evaluate risk control measures in order to select the most appropriate
  - means of minimising risk to staff, pupils and others;
  - Create and monitor the management structure.

2.2 In particular the Board of Governors undertakes to provide:

- A safe place for staff and pupils to work including safe means of entry and exit;
- Plant, equipment and systems of work which are safe;
- Safe arrangements for the handling, storage and transport of articles and substances;
- Safe and healthy working conditions which take account of all appropriate:
  - (i) Statutory requirements;
  - (ii) Codes of practice whether statutory or advisory;
  - (iii) Guidance whether statutory or advisory.
- Supervision, training and instruction so that all staff and pupils can perform their school-related activities in a healthy and safe manner. All staff will be offered the opportunity to receive health and safety training which is appropriate to their duties and responsibilities and which will be given before an employee commences any relevant work. Wherever training is required by statute or considered necessary for the safety of staff, pupils and others then the Board of Governors will ensure, within the financial resources available, that such training is provided. Pupils will receive such training as is considered appropriate to the school-related activities, which they are carrying out. All training will be regularly updated;
- Necessary safety and protective equipment and clothing together with any necessary guidance, instruction and supervision;
- Adequate welfare facilities.

2.3 So far as is reasonably practicable the Board of Governors, through the Head and the Bursar, will make arrangements for all staff, including temporary and voluntary staff and helpers and those on fixed-term contracts to receive comprehensive information on:

- This policy;
- All other relevant health and safety matters;
- The instruction and training that will be given to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk.

### **3. The Duties of the Head and Bursar**

3.1 As well as the general duties which all members of staff have (see 5.0), the Head and Bursar have responsibility for the day-to-day maintenance and development of safe working practices and conditions for teaching staff, support staff, pupils, visitors and any other person using the premises or engaged in activities sponsored by the school and will take all reasonably practicable steps to achieve this end through the heads of the appropriate departments, senior members of staff, teachers and others as appropriate.

3.2 The Head and Bursar are required to take all necessary and appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times.

3.3 In particular, the Head and Bursar will:

- Be aware of the basic requirements of the Health and Safety at Work, etc. Act 1974 and any other health and safety legislation and codes of practices relevant to the work of the school;
- Ensure, at all times, the health, safety and welfare of staff, pupils and others using the school premises or facilities or services or attending or taking part in school-sponsored activities;
- Ensure safe working conditions for the health, safety and welfare of staff, pupils and others using the school premises and facilities;
- Ensure safe working practices and procedures throughout the school including those relating to the provision and use of machinery and other apparatus, so that each task is carried out to the required standards and so that all risks are controlled;
- Consult with members of staff, including the safety representatives, on health and safety issues;
- Arrange systems of risk assessment to allow the prompt identification of potential hazards;

- Carry out periodic reviews and safety audits on the findings of the risk assessment;
- Identify the training needs of staff and pupils and ensure, within the financial resources available, that all members of staff and pupils who have identified training needs receive adequate and appropriate training and instruction in health and safety matters;
- Encourage staff, pupils and others to promote health and safety;
- Ensure that any defects in the premises, its plant, equipment or facilities which relate to or may affect the health and safety of staff, pupils and others are made safe without delay;
- Encourage all employees to suggest ways and means of reducing risks;
- Collate accident and incident information and, when necessary, carry out accident and incident investigations;
- Monitor the standard of health and safety throughout the school, including all school-based activities, encourage staff, pupils and others to achieve the highest possible standards and discipline those who consistently fail to consider their own well-being or the health and safety of others;
- Monitor first aid and welfare provision;
- Monitor the management structure, along with the Board of Governors.

#### **4. The Duties of supervisory Staff**

- 4.1 All supervisory staff (e.g. housemasters, heads of departments, co-ordinators, science technicians) will make themselves familiar with the requirements of the Health and Safety at Work, etc. Act 1974 and any other health and safety legislation and codes of practice, which are relevant to the work of their area of responsibility.
- 4.2 In addition to the general duties which all members of staff have (see 5.0), they will be directly responsible to the Head or Bursar or the member of staff nominated by the Head or Bursar to have overall day-to-day responsibility for the implementation and operation of the school's health and safety policy within their relevant departments and areas of responsibility.
- 4.3 They will take a direct interest in the school's health and safety policy and in helping other members of staff, pupils and others to comply with its requirements.
- 4.4 As part of their day-to-day responsibilities they will ensure that:
- Safe methods of working exist and are implemented throughout their department;
  - Health and safety regulations, rules, procedures and codes of practice are being applied effectively;
  - Staff, pupils and others under their jurisdiction are instructed in safe working practices;
  - New employees working within their department are given instruction in safe working practices;
  - Regular safety inspections are made of their area of responsibility as required by the Head or Bursar or as necessary;
  - Positive, corrective action is taken where necessary to ensure the health and safety of all staff, pupils and others;
  - All plant, machinery and equipment in the department in which they work is adequately guarded;
  - All plant, machinery and equipment in the department in which they work is in good and safe working order;
  - All reasonably practicable steps are taken to prevent the unauthorised or improper use of all plant, machinery and equipment in the department in which they work;
  - Appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the department in which they work;
  - Toxic, hazardous and highly flammable substances in the department in which they work are correctly used, stored and labelled;
  - They monitor the standard of health and safety throughout the department in which they work, encourage staff, pupils and others to achieve the highest possible standards of

health and safety and discipline those who consistently fail to consider their own well-being or the health and safety of others;

- All the signs used meet the statutory requirements as prescribed under Health and Safety (Safety Signs and Signals) Regulations 1996;
- All health and safety information is communicated to the relevant persons;
- They report, as appropriate, any health and safety concerns to the appropriate individual.

## **5. The Duties of all Members of Staff**

5.1 All staff will make themselves familiar with the requirements of the Health and Safety at Work etc. Act 1974 and any other health and safety legislation and codes of practice, which are relevant to the work of the department in which they work. They should:

- Take reasonable care of their own health and safety and any other persons who may be affected by their acts or omissions at work;
- As regards any duty or requirements imposed on his or her employer or any other persons by or under any of the relevant statutory provisions, co-operate with him or her so far as necessary to enable that duty or requirement to be performed or complied with.

5.2 All staff are expected to familiarise themselves with the health and safety aspects of their work and to avoid conduct which would put them or anyone else at risk.

5.3 In particular all members of staff will:

- Be familiar with the safety policy and any and all safety regulations as laid down by the Board of Governors;
- Ensure health and safety regulations, rules, routines and procedures are being applied effectively by both staff and pupils;
- See that all plant, machinery and equipment is adequately guarded;
- See that all plant, machinery and equipment is in good and safe working order;
- Not make unauthorised or improper use of plant, machinery and equipment;
- Use the correct equipment and tools for the job and any protective equipment or safety devices which may be supplied;
- Not use plant, machinery and equipment for which they have not received appropriate training;
- Ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled;
- Report any defects in the premises, plant, equipment and facilities which they observe;
- Take an active interest in promoting health and safety and suggest ways of reducing risks.

## **6. Hirers Contractors and Others**

- 6.1 When the premises are used for purposes not under the direction of the Head or Bursar then the principal person in charge of the activities for which the premises are in use will have responsibility for safe practices as indicated in paragraph 3.0 of this document.
- 6.2 The Head or Bursar or the co-ordinator will seek to ensure that hirers, contractors and others who use the school premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times.
- 6.3 When the school premises or facilities are being used out of normal school hours for a school-sponsored activity then, for the purposes of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and will comply with the requirements of this section.
- 6.4 When the premises are hired to persons outside the employ of the Board of Governors, it will be a condition for all hirers, contractors and others using the school premises or facilities that they are familiar with this policy, that they comply with all safety directives of the Board of Governors and that they will not without the prior consent of the Board of Governors:
- Introduce equipment for use on the school premises;
  - Alter fixed installations;
  - Remove fire and safety notices or equipment;
  - Take any action that may create hazards for persons using the premises or the staff or pupils of the school.
- 6.5 All contractors who work on the school premises are required to ensure safe working practices by their own employees under the provisions of the Health and Safety at Work, etc. Act 1974 and must pay due regard to the safety of all persons using the premises in accordance with ss. 3-4 the Health and Safety at Work, etc. Act 1974.
- 6.6 In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe the Head or Bursar will take such actions as are necessary to prevent persons in his or her care from risk of injury.
- 6.7 The Board of Governors draws the attention of all users of the school premises (including hirers and contractors) to s.8 of the Health and Safety at Work Act, etc. 1974, which states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.

## **7. Staff Consultative Arrangements**

- 7.1 The Board of Governors, through the Bursar, will make arrangements for the establishment of a safety committee by incorporating agenda items on health and safety matters into existing consultative groups. Representation on this committee will cover all appropriate areas of work or special hazards. As a group, the nominated safety representatives of each accredited trade union or staff association will be offered a number of places on this committee and should decide amongst themselves, which individuals should sit on the committee.

## **8. Codes of Practice and Safety Rules**

- 8.1 In consultation with the Board of Governors (where appropriate) and taking into account the requirements of this statement the safety committee will approve (where necessary) codes of practice for the observation of safety requirements in school.

8.2 From time to time the Department for Education and Employment, the Health and Safety Executive and other regulatory or advisory bodies will issue codes of practice on particular topics for the guidance of Heads and others who are in control of educational premises, who will normally incorporate such codes into their health and safety policy and procedures. If the Bursar considers the inclusion of all or any such documents into this policy to be inappropriate, he or she will be required to demonstrate to the satisfaction of the Board of Governors that he or she has already introduced codes of practice and methods of working which achieve a similar or higher standard of health and safety.

## **9. Risk Assessment**

9.1 The Head and Bursar will ensure that a risk assessment survey of the premises, methods of work and all school-sponsored activities is conducted annually (or more frequently, if necessary). This survey will identify all defects and deficiencies, together with the necessary remedial action or risk control measures. The results of all such surveys will be reported to the Board of Governors.

## **10. Emergency Plans**

10.1 The Head and Bursar will ensure that an emergency plan is prepared to cover all foreseeable major incidents which could put at risk the occupants or users of the school. This plan will indicate the actions to be taken in the event of a major incident so that everything possible is done to:

- Save life;
- Prevent injury;
- Minimise loss.

This sequence will determine the priorities of the emergency plan.

10.2 The plan will be agreed by the Board of Governors and be regularly rehearsed by staff and pupils. The result of all such rehearsals will form part of the regular risk assessment survey and the outcome will be reported to the Board of Governors.

## **11. First Aid**

### **Introduction**

The health and safety of the pupils in the care of Leighton Park School is one of our prime concerns. There are, accordingly, clear procedures laid down by the school to organise the provision of First Aid for the pupils and staff both on and off the school premises.

It is assumed that all pupils attending school are healthy and fit to cope with the school day without leaving lessons for medical attention. The Practice Nurse is there for accidents, emergencies and illnesses that occur during the course of the school day.

If a day pupil is too unwell to remain in school then the Practice Nurse will contact his/her parents or guardians so that he/she may be taken home, or to inform parents if the pupil needs to be taken to hospital. Any pupil who has had an accident requiring urgent medical treatment will be taken by ambulance; call 999.

Boarders who are too unwell to attend school will be cared for by the House Matron in consultation with the Health Centre.

Further information can be obtained from "Guidance on First Aid for Schools" issued by the DCSF which itself offers a list of useful publications and contacts.

### **School Provision**

In accordance with legislation and good practice the school will ensure that:

- adequate training and guidance is available for first aiders.

- a risk assessment is carried out to ascertain the needs of the school and the level of provision required.
- the necessary equipment, and facilities are available as well as the appropriate number of first aiders.
- all staff are made aware of first aid arrangements and that INSET time is provided for training of new first aiders and updating those with qualifications. The school invites staff to volunteer to become first aiders.
- a written record is kept of all significant accidents both on and off the premises in the 'Accident Records Book' and that Practice Nurse is informed of major injuries without delay.
- a record is kept of any first aid treatment administered.
- medical forms are completed for each by the parents on admission. This form describes any relevant medical or pastoral history, any relevant treatment and newly diagnosed conditions.
- a First Aid Risk Assessment is completed and reviewed regularly.

### **School Practice**

All teachers and other staff are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of pupils in the school.

The Practice Nurse is located at the Health Centre. It is part of her responsibility to administer first aid and to organise a pupil's transfer to hospital in the case of any emergency. The Health Centre is manned from 8am to 7pm Monday to Friday and on Saturdays if there are fixtures. Pupils who become unwell during lessons times should report to Main Reception from where they will be directed to their Matron or the Health Centre or medical help will be called for them.

The first aider must complete an approved course and hold a valid certificate of competence. The certificate is valid for three years and the school will organise refresher training before its expiry. First aiders are qualified to give immediate help to casualties with common injuries and illnesses and those arising from specific hazards in school.

All first aiders are fully indemnified by the school against claims for negligence provided that they are suitably trained and are acting within the scope of their employment and within the school's guidelines for the administration of first aid. A list of qualified first aiders/appointed people is available from the Health & Safety manager and displayed in the following locations:

Maintenance office / workshop  
 Pool entrance x 2  
 Grove - Duty room / ladies room  
 Languages – entrance / office  
 Art – Entrance / office / pottery room/ sculpture workshop  
 Peckover - Entrance 1 & 2 / Office 1 & 2  
 John Ounsted - 6 office/ 5 office / entrance by fire exit  
 Townson - Main Entrance / Caretakers office / Careers office / Assistant Head's office /  
 Director of 6<sup>th</sup> Form / Geography office / staff tearoom / Caradon corridor / corridor by Assistant Head's office  
 Drama  
 Pavilion  
 Gym Entrance x 2 / office  
 School House - Duty Room / laundry  
 Field House - Duty Room / ironing room  
 Main Hall – Office/front entrance / rear entrance  
 Old School – Entrance / School Office / Head's Office / Head's PA /  
 Deputy Head's Office / Accounts Office / Bursar's office / Common room / kitchen  
 Director of Operations Office  
 Activities Office  
 Annexe – Entrance / office  
 Reckitt - Duty Office / laundry room

Fryer House - Duty Room / Ladies tea room  
Health Centre – Office / front door  
Biology – Entrance / prep room  
Lindsay – Entrance / entrance 1<sup>st</sup> floor / Prep room / 2<sup>nd</sup> floor /office  
Oakview – Entrance / office

### **First Aid Materials**

First aid containers marked with a white cross on a green background are sited in the following areas of the school:

Art department office and clay room  
Bursar's secretary's office  
Chemistry lab  
DT work room  
Gym office  
Language block staff room  
Main Hall reception  
Maintenance office  
Old School Reception  
Peckover Geography office  
Townson tea room  
Physics workroom  
Biology labs

The Practice Nurse is responsible for stocking and checking the boxes on a regular basis and additional supplies are available from her.

It is good practice to have a box available at sporting/outdoor events and those taking trips should obtain a first aid kit from the practice nurse prior to departure.

## **12. Review**

12.1 The Board of Governors will review this policy statement annually and update, modify or amend it as it considers necessary to ensure the health, safety and welfare of staff and pupils.

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