

## H1 Health and Safety Policy

### Introduction

This policy identifies the key elements of the Purcell School's Health and Safety management and details the commitment of the School to providing, maintaining and improving the Health and Safety of staff, students and others affected by the School's activities.

### Statement of Intent

We are committed to achieving high standards in Health and Safety for the staff employed in the School, for the students attending the School and for all other users of the School.

All reasonable steps will be taken to fulfil these responsibilities within the framework of;

- The Health and Safety at Work Act (1974)
- The Management of Health & Safety Regulations (1999) and all other regulations under this act
- The non-statutory advice in Health and Safety: Legal Duties and Powers for Local Authorities, School Leaders, School Staff and Governing Bodies (February 2014)

To this end the Governors have designated the Finance and General Purposes Committee to have strategic oversight of the School's Health and Safety organization and arrangements. At the same time every Governor is expected to support the School's message on Health and Safety and the Governing Body takes responsibility for approving the Health and Safety policy.

The School has taken note of the Corporate Management and Homicide Act 2007 which came into force on 6th April 2008 and believes that the Health and Safety management systems are duly in place. The School will continue to monitor these systems in respect of the health, safety and welfare of staff and students and anyone else who may be affected by their actions.

The School expects staff, students, contractors and visitors to co-operate on Health and Safety, take care of their own health and safety, take responsibility for Health and Safety in the areas where they work and be aware of the impact of their actions on other people. In particular by:

- Not undertaking any actions which constitute danger with other people
- Co-operating with the School and supporting policies and procedures on Health and Safety
- Bringing to the attention of Line Managers any situation or practices of concern
- Use equipment in a safe and responsible way
- Maintain good housekeeping in their individual work areas
- Report incidents and accidents
- Undertake Health and Safety training relevant to work activities

It is a requirement that all members of staff read the policy. The policy will be placed on the staff website.

## Strategic Leadership

The arrangements through which the Governors, the Senior Management team and staff aim to fulfil the requirements are set out below.

## Organisational Arrangements for Health and Safety

### Roles and Responsibilities

The following arrangements are in place:

Whilst all staff in the school have responsibility for Health and Safety, the following staff have specific management roles:

- Principal
- Bursar
- Deputy Principal
- Heads of Departments / House Parent
- Chef Manager
- School Nurse
- Deputy Bursar

### Role of the Governors

Governors are responsible for ensuring that:

- All decisions reflect the Health and Safety intentions of the School as articulated in this policy statement
- monitoring and reviewing the policy on an annual basis and reviewing the effectiveness of implementation
- Health and Safety risk management systems are in place and remain effective
- They keep themselves informed and are aware of relevant Health and Safety risk-management issues and changes to legislation
- They encourage staff participation in improving Health and Safety
- They keep themselves informed of significant failings and the outcomes of any investigations
- They ensure that there are adequate resources and the necessary staff competencies.

### Health and Safety Committee

The Health and Safety Committee comprises of:

- Bursar
- Deputy Bursar
- Estates Supervisor
- School Nurse
- 1 Representative from the Boarding Staff
- 1 Representative from the Academic Staff
- 1 Representative from the Music Staff

The Committee aims to meet once per term or more frequently if there are particular issues. The Committee is chaired by the Bursar and it aims to ensure that there is effective communication

between management and staff in achieving and maintaining a safe and healthy workplace for all users of the premises. Within that aim the committee will:

- Discuss matters concerning Health and Safety within the School
- Monitor the effectiveness of Health and Safety within the School
- Discuss accidents and near misses and any preventative measures required.
- Review training requirements
- Encourage suggestions and reporting of defects by all members of staff.

### Role of Principal

The Principal is responsible for ensuring that;

- The objectives of the Governors in securing the health, safety and welfare of all employees and students at the School are achieved.
- All staff know and understand their duties as laid down in the School's Health and Safety Policy and to see that appropriate legislation is implemented.
- There are adequate resources necessary to meet the School's responsibilities under the Health and Safety at Work, Etc. Act 1974.
- He will, from time to time, review the effectiveness of the policy in consultation with the Bursar
- The accident book is signed off on a termly basis
- He reports to Governors on a termly basis any health and safety issues or incidents.

### Role of Bursar

- The Bursar shall, as School Safety Officer/Competent Person ensure that all appropriate legislation, safety directives, procedures and safe working practices are incorporated into the School's policy, and that all departments throughout the School are kept informed of any changes in legislation.
- They will appraise and update, as required, the School's Health and Safety Policy Statement, to include any changes which take place. They will advise staff on how to carry out their responsibilities included in this policy.
- They will be responsible for assessing the training needs of the support staff at the School with regard to Health and Safety Policy and advise on appropriate action.
- They will ensure that the School's Health and Safety Policy Statement is in line with legislative requirements.
- They will advise the Governors on all aspects of health and safety legislation, regulations, codes of practice and safe working practices.
- They will arrange Health and Safety Audits and Inspections as laid down in this policy. She will encourage all aspects of health, safety and welfare through the provision of information, training and information as appropriate.
- They will act as the point of contact on all Health and Safety issues in relation to external bodies - HSE, Fire Brigade, Local Authority, Insurance broker, and Environmental Health.
- They will ensure that all contractors working on site have effective health and safety policies and procedures in place.
- They will ensure the provision of emergency evacuation plans for those staff and students with special medical needs in conjunction with the School Nurse.
- They will investigate all accidents resulting in injury to employees, students and members of the public or damage to plant or equipment, and report her findings where appropriate, determine the cause and recommend preventative action where possible.

- They will ensure that all support staff receive relevant induction training
- They will manage training and training records for all staff in her area

### Role of Deputy Principal

- Induction of new teaching staff
- Coordinating the completion of risk assessments in academic areas
- Monitoring the effectiveness of the Health and Safety arrangements in place in academic departments especially Art, Science and PE.
- Manage training and training records for all staff in their area
- Act as Educational visits officer

### Role of Head of Boarding

- Ensure students are aware of relevant Health and Safety issues
- Ensure new students receive appropriate induction
- Co-ordinate the completion of risk assessments within pastoral areas.
- Take responsibility for out of hours fire procedures and emergency evacuations
- Induction of new boarding staff.
- Manage training and training records for all staff in their area.

### Role of Heads of Departments and House Parents

Heads of Department and House parents are responsible for the day to day management of Health and Safety in accordance with the School's policy in those areas of the School designated to their department or house and for activities under their control and will be responsible for the following:

- Investigating Health and Safety matters raised with them by staff or students
- Ensuring that accidents are reported in accordance with the School's procedures
- Monitoring implementation of Risk and Coshh Assessments (where appropriate) and reviewing them on an annual basis
- Ensuring the use of protective clothing and equipment where appropriate and ensuring that these are properly maintained
- Ensuring that staff reporting to them are aware of Health and Safety policies and procedures.
- Drawing up and regularly reviewing departmental/house procedures ensuring adequate assessments of health and safety risks are incorporated
- Ensuring that all staff, visiting teachers, other visitors and students are aware of such procedures and that the necessary action is taken to implement them
- Carrying out regular inspections when requested or when required at the request of the Bursar or Deputy Principal

### Role of Chef Manager

- Risk Assessments in the kitchen and serving area
- Food Handling Procedures
- Allergies and particular dietary needs in conjunction with the School Nurse

## Role of Deputy Bursar

- Overseeing the management of the School minibus procedures
- Ensuring effective Coshh arrangements/procedures in the department
- Ensuring safe working practices across the School.
- Working at Height procedures in the department
- Manual handling procedures
- Co-ordinating PAT testing
- Maintaining the accident book
- Ensuring that regular fire checks are carried out on all fire-fighting equipment
- Scheduling and following up the monthly legionella check
- Monitoring the maintenance of all premises, plant, machinery and equipment
- Co-ordinating arrangements for routine maintenance and ensuring contractors operate in line with the School's Health and Safety and Child Protection procedures
- Managing maintenance issues flagged on the School maintenance portal and implementing routine maintenance arrangements.

## Role of all Employees

- All employees of the School are required by Section 7 of the Health and Safety Act to take reasonable care of themselves and anyone else who may be affected by their acts or omissions.
- Employees have a duty to co-operate with the School in the interests of Health and Safety e.g. fire drills, risk assessments and first aid.

## Areas of Responsibility

|    |   |                           |
|----|---|---------------------------|
| 1  | Accident reporting, recording and monitoring                  | Bursar / Principal        |
| 2  | First Aid   | School Nurse              |
| 3  | Disaster Recovery   | SLT                       |
| 4  | Emergency Procedures and Drills                               | Bursar / Deputy Principal |
| 5  | Fire detection and prevention                                 | Bursar                    |
| 6  | Electrical safety   | Bursar                    |
| 7  | Gas safety  | Bursar                    |
| 8  | Smoking   | Bursar                    |
| 9  | Display Screen Equipment                                      | Bursar                    |
| 10 | Defect and Hazard reporting                                   | Bursar                    |
| 11 | Health and Safety policy                                      | Bursar                    |
| 12 | Health and Safety training                                    | SLT                       |
| 13 | Risk Assessments  | SLT                       |
| 14 | Security on site and visitors and on-site movement of traffic | Bursar                    |
| 15 | Security of Students  | Deputy Principal          |
| 16 | CCTV  | Bursar                    |
| 17 | School Outings and Journeys                                   | Deputy Principal          |
| 18 | Minibus   | Deputy Bursar             |
| 19 | Manual Handling   | Bursar / Deputy Principal |
| 20 | Contractors on Site   | Bursar                    |
| 21 | Water Quality   | Bursar                    |
| 22 | Lettings  | Bursar                    |
| 23 | Slips and Trips   | SLT                       |

|    |                                 |                           |
|----|---------------------------------|---------------------------|
| 24 | Asbestos                        | Bursar                    |
| 25 | Working at height               | Bursar                    |
| 26 | Food handling and Hygiene       | Holroyd Howe              |
| 27 | Disaster Recovery               | SLT                       |
| 28 | Emergency Procedures and Drills | Bursar / Deputy Principal |

### Schedule of Review and Record Keeping

| Task  | Frequency              | Person Responsible | Comments  |
|---|------------------------|--------------------|---|
| Review of Health & Safety Policy, organisation & arrangements         | Annually               | Bursar             | Amendments may have to be made if changes in legislation etc. during the year |
| Review of First Aid Policy  | Annually               | School Nurse       |   |
| Record of Accidents/Injuries  | Termly                 | Bursar / Principal |   |
| Review of numbers of First Aiders and requirements for re-training    | Annually               | School Nurse       |   |
| Disaster Recovery Plans   | Triennially            | SLT                |   |
| Review of Fire Risk Assessment  | Annually               | Bursar             |   |
| Record of Firefighting Appliances Check                               | Weekly/Termly          | Deputy Bursar      |   |
| Record of Firefighting Appliances Service                             | As Required            | Deputy Bursar      |   |
| Record of Fire Alarm Testing  | Weekly                 | Deputy Bursar      |   |
| Record of Fire Alarm and Battery Back-up Maintenance                  | Weekly                 | Deputy Bursar      |   |
| Record of Emergency Lighting Checks / Tests                           | Weekly                 | Deputy Bursar      |   |
| Record of Fire Drills (School)  | At Least Termly        | Bursar             |   |
| Record of Fire Drills (Boarding)                                      | At Least Termly        | Deputy Principal   |   |
| Electrical Safety Inspection and Certification of Fixes Installations | Five Year Plan         | Bursar             |   |
| Record of Portable Appliance Testing                                  | 12 – 48 Months         | Deputy Bursar      | PAT Testing Policy outlines frequency of checks                               |
| Record of Gas Safety Testing  | Annually               | Deputy Bursar      |   |
| Record of Manual Handling Training                                    | As Required            | Deputy Bursar      |   |
| Record of Display Screen Assessments                                  | As Required            | Bursar             |   |
| Asbestos Register   | Ongoing                | Bursar             |   |
| Record of School Journeys/Off-site Activities/Outings                 | As Required            | Deputy Principal   |   |
| Record of Risk Assessments  | Annually / As Required | SLT                |   |
| Review of Security Arrangements                                       | Annually               | Bursar             |   |
| Record of Incidents   | As Required            | Bursar             |   |
| Record of Maintenance of Intruder Alarms                              | Every 6 Months         | Deputy Bursar      |   |
| Record of Visitors / Contractors on Site                              | Ongoing                | School Office      |   |
| Record of Minibus Use   | Ongoing                | Deputy Bursar      |   |
| Record of Minibus Service and Maintenance                             | Ongoing                | Deputy Bursar      |   |
| Record of Minibus MIDAS Test  | Ongoing                | Deputy Bursar      |   |
| Check of Minibus Drivers' Licences                                    | Annually               | Deputy Bursar      |   |
| Legionella Monthly Checks   | Monthly                | Deputy Bursar      |   |

|                  |               |        |  |
|------------------|---------------|--------|--|
| Legionella Audit | Every 2 Years | Bursar |  |
|------------------|---------------|--------|--|

## Supporting Policies and Procedures

This section outlines the policies and procedures which support the delivery of Health and Safety around the School. Where appropriate, links to the relevant policies are provided.

### Accident / Injury Reporting and Monitoring

1. Details of all accidents/injuries must be recorded on the official School Accident Reporting Form. This includes playing related injuries which are monitored as part of the School's Playing Related Injury Prevention Programme.
2. A file of all recorded incidents is kept by the Deputy Bursar.
3. In the event of an accident or other occurrence, a First Aider should be contacted to deal with the situation.
4. The First Aider is responsible for recommending if an ambulance is required or if a hospital visit is required.
5. All incidents however minor should be recorded.
6. The Bursar reviews all incidents, investigates where necessary and records follow-up action on the accident report form.
7. The Bursar is responsible for reporting any accidents under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR 2013)

### First Aid

(INSERT LINK)

### Crisis Management

(INSERT LINK)

### Fire Procedures and Policy Handbook

(INSERT LINK)

### Fire Risk Assessment

(INSERT LINK)

### Electrical Safety

The School complies with the Electricity at work regulations 1989.

No current member of school staff is qualified to work on electrical installations. The Bursar or Deputy Bursar will arrange any necessary work to be carried out by the nominated school contractor who is appropriately qualified.

The Deputy Bursar/Estates Supervisor are responsible for the arrangement of the required inspections, testing and certification of mains installations and lightning conductors in accordance with the Regulations and as advised by our Contractors.

A regular routine for PAT testing is currently in operation in the School. PAT testing of the main school buildings is undertaken by an external contractor on an annual basis. Staff are given advice on user checks and asked to report any concerns via the maintenance portal. All electrical items belonging to Boarders are tested by School staff at the beginning of each academic year. House staff alert the Estates Supervisor, via the portal, if additional testing is required. Routine PAT testing of Boarding Houses is also undertaken at the beginning of the academic year by School staff.

### Gas Safety

No current member of school staff is qualified to work on gas installations. The Bursar or Deputy Bursar will arrange any necessary work to be carried out by the nominated school contractor who is appropriately qualified.

Servicing of all gas boilers within the school is carried out on an annual basis by external Gas safe trained engineers.

Gas cookers in the kitchen are serviced on a regular basis.

In the event of an emergency involving gas, the relevant part of the Crisis Management plan will be put into operation.

### Smoking

The Purcell School is a no smoking site, this includes e-cigarettes. Additionally smoking is not permitted in the School minibuses.

### Display Screen Equipment

It is a legal requirement and an ISI standard that schools are required to specifically look at the hazards of trailing wires and carry out under Health & Safety law an assessment of the workstations of all regular users. These checks are carried out as part of the annual risk assessment process.

### Working with VDUs

Members of staff who work regularly for most of the working day with VDUs are entitled to have their workstation assessed. The School will arrange for them to be provided with:

- Suitable Chair
- Footrest
- Anti-Glare Screen
- Wrist Rest
- Window Blinds

Guidance should be provided on posture and simple exercises to help circulation and combat fatigue and on the need to take regular short breaks from the screen. In cases where a member of staff feels that long-term use of a computer is having, or has had, a detrimental effect on his/her vision, the School will meet the cost of an eye-test at an NHS registered Optometrist together with the cost of a basic pair of spectacles to the value of £50.

### Students

Students spend increasing amounts of time during the school day and leisure time working VDUs. Staff give guidance on posture, simple exercises to help circulation and to combat fatigue and on the need to take regular, short breaks from the screen.

Blinds are fitted to all classrooms and the School provides students with chairs that provide proper support for the lower back in the ICT suite.

### Trailing Cables

Trailing cables are an obvious trip hazard. IT technicians are trained to ensure that work stations, interactive screens and projectors are set up safely, and to ensure that rubber cable covers are used where there is no alternative. Staff are able to flag any issues via the maintenance portal.

### **Defect and Hazard Reporting**

It is the responsibility of every employee and other persons using the School to report, immediately any situation which has potential for harm. If there is immediate danger, steps should be taken as required whilst help is sought.

For routine maintenance issues the School operates a fault logging system, where issues can be flagged. The Deputy Bursar is responsible for overseeing the maintenance portal.

### **Risk Assessments**

The Risk Assessment Policy (INSERT LINK) outlines the arrangements in place in the School.

### **Security on Site**

(INSERT LINK)

### **Supervision of Students**

(INSERT LINK)

### **CCTV**

(INSERT LINK)

### **School Outings and Journeys**

(INSERT LINK)

### **Minibus**

(INSERT LINK)

### **Manual Handling**

Any members of staff who lift and carry as an integral part of their job will receive Manual Handling training. Line Managers are responsible for ensuring that any member of staff in their area who has

to lift and carry has received training and for ensuring that requests for lifting and carrying are reasonable.

### Contractor Code of Conduct.

In selecting and appointing contractors the School ensures that only competent and appropriately qualified contractors are appointed and that they are aware of and comply with the contractor code of conduct.

(INSERT LINK)

### Legionella

The School uses an external contractor to undertake a whole school survey every two years. The subsequent report outlines any remedial works required and provides a schedule of monthly/six monthly and annual checks.

Checks are carried out by the Estates team on a monthly basis and reviewed by the Bursar. Any issues identified in the monthly checks that cannot be resolved in-house are reported to our external contractor for further follow up.

### Lettings

The arrangements for ensuring that Health and Safety is managed correctly when the School is let are outlined in the School's letting contract.

### Slips and Trips

The School works to ensure that injuries from slips and trips are minimised by:

- Ensuring that housekeeping, maintenance and building work schedules are organised to ensure potential risks are minimised
- Ensuring awareness of dangers through training for staff in high risk areas and access to information on the HSE website for other staff - <http://www.hse.gov.uk/slips/index.htm>
- Having risk assessments which in place which consider potential hazards
- Ensuring that any slip and trip hazards in the workplace are identified, reported and rectified and ensuring that all staff are aware of their responsibilities.
- Ensuring that where risks are identified risk assessments and risk reduction plans are in place
- Maintaining flooring and considering potential slip/trip issues when looking to replace flooring
- Having a plan in place to deal with winter weather issues.

### COSHH

Where potentially harmful substances are used COSHH assessments must be carried out. The responsible person in every area of the School which uses such substances must ensure that:

- The hazardous substance is identified.
- The risk is identified
- It is assessed
- Eliminate/avoid it or substitute a safer substance
- Control measures are introduced
- Arrangements are monitored and reviewed

- Necessary training is put in place

Particular attention to the COSHH regulations are required in the Art Department, Science Department, Catering and Housekeeping areas.

#### **Asbestos**

The School is aware of its duty under the Control of Asbestos Regulations 2006 to identify asbestos or asbestos containing material, record its presence, its whereabouts in the School and its condition as well as a duty to manage it safely. To this end there is a central register, which is kept in the Deputy Bursar's office.

When major building works are undertaken advice is taken as to whether additional asbestos surveys need to be undertaken.

When routine building works are undertaken staff are aware of potential asbestos risks. If any suspicious materials are found work will cease immediately and the discovery of the material will be reported to the Project Manager/ Bursar.

The Estates team receive Asbestos Awareness training which is organised by the Hertfordshire Grid for learning.

#### **Working at height**

Training is given to those members of staff who work at height as an integral part of their job.

Other members of staff are made aware of the need for risk assessment if needing to work at height and being at risk of falling.

Generic advice is available to all staff for simple common restricted height tasks.

(INSERT LINK)

Contractors have to:

- Provide and implement risk assessments when employed to work at height
- Bring their own means of access to height unless fixed equipment is available
- Carry out work on roofs and only after having obtained permission from the Bursar

#### **Procedures**

The detailed procedures that support this policy are laid out in the staff handbook and are reviewed on a regular basis.

| <b>Policy author/reviewer</b> | <b>Policy date/review date:</b> | <b>Next review due:</b> |
|-------------------------------|---------------------------------|-------------------------|
| Jo Wallis                     | December 2019                   | December 2020           |