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 organisation 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 and in the Staff Handbook under 'Staff Resources'.

Strategic Leadership

The arrangements through which the Governors, the Senior Leadership 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
- Director of Operations
- Vice-Principal
- Heads of Departments / House Parent / Director of Boarding
- Chef Manager
- School Nurse

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:

- Director of Operations (Chair)
- School Nurse
- 1 Representative from the Boarding Staff (Director of Boarding)
- 1 Representative from the Academic Staff (Vice-Principal)
- 1 Representative from the Music Staff

The Committee aims to meet twice per term or more frequently if there are particular issues. The Committee is chaired by the Director of Operations or Bursar (if required) 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
- Monitor progress on identified H&S matters

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 Statement of intent 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. Bursar 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 his area

Role of Vice-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 Director 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
- 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 Vice-Principal

Role of Senior Housekeepers

- Monitoring implementation of Risk and COSHH Assessments (where appropriate) and reviewing them on an annual basis

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 Director of Operations

- 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 / Vice-Principal
5	Fire detection and prevention	Bursar / Director of Operations
6	Electrical safety	Bursar / Director of Operations
7	Gas safety	Bursar / Director of Operations
8	Smoking	Director of Operations
9	Display Screen Equipment	Director of Operations
10	Defect and Hazard reporting	Bursar / Director of Operations
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	Director of Operations
15	Security of Students	Vice-Principal
16	CCTV	Bursar / Director of Operations
17	School Outings and Journeys	Vice-Principal
18	Minibus	Director of Operations
19	Manual Handling	Bursar / Vice-Principal
20	Contractors on Site	Director of Operations
21	Water Quality	Director of Operations
22	Lettings	Director of Operations
23	Slips and Trips	SLT

24	Asbestos	Bursar / Director of Operations
25	Working at height	Director of Operations
26	Food handling and Hygiene	Chapter One
27	Disaster Recovery	SLT
28	Emergency Procedures and Drills	Bursar / Vice-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	Director of Operations	
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	Annually	Director of Operations	
Record of Firefighting Appliances Service	As Required	Director of Operations	
Record of Fire Alarm Testing	Weekly	Director of Operations	
Record of Fire Alarm and Battery Back-up Maintenance	Weekly	Director of Operations	
Record of Emergency Lighting Checks / Tests	Weekly	Director of Operations	
Record of Fire Drills (School)	At Least Termly	Bursar	
Record of Fire Drills (Boarding)	At Least Termly	Vice-Principal	
Electrical Safety Inspection and Certification of Fixes Installations	Five Year Plan	Bursar / Director of Operations	
Record of Portable Appliance Testing	12 – 48 Months	Director of Operations	PAT Testing Policy outlines frequency of checks
Record of Gas Safety Testing	Annually	Director of Operations	
Record of Manual Handling Training	As Required	Director of Operations	
Record of Display Screen Assessments	As Required	Bursar / Director of Operations	
Asbestos Register	Ongoing	Bursar	
Record of School Journeys/Off-site Activities/Outings	As Required	Vice-Principal	
Record of Risk Assessments	Annually / As Required	SLT	
Review of Security Arrangements	Annually	Bursar / Director of Operations	
Record of Incidents	As Required	Bursar / Director of Operations	
Record of Maintenance of Intruder Alarms	Every 6 Months	Director of Operations	
Record of Visitors / Contractors on Site	Ongoing	School Office	

Record of Minibus Use	Ongoing	Director of Operations	
Record of Minibus Service and Maintenance	Ongoing	Director of Operations	
Check of Minibus Drivers' Licences	Annually	Director of Operations	
Legionella Monthly Checks	Monthly	Director of Operations	
Legionella Audit	Every 2 Years	Bursar / Director of Operations	

Supporting Policies and Procedures

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 Director of Operations will arrange any necessary work to be carried out by the nominated school contractor who is appropriately qualified.

The Director of Operations/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 Director of Operations 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 Director of Operations is responsible for overseeing the maintenance portal.

Risk Assessments

The Risk Management Policy outlines the arrangements in place in the School.

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.

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 Director of Operations' 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 available on Educare.

Working at Height

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

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.
https://www.hse.gov.uk/pubns/indg401.htm

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.

Policy author/reviewer	***Policy date/review date:***	***Next review due:***
Jo Wallis	December 2019	December 2020
Jo Wallis	June 2021	December 2021
Adam Wroblewski & Jo Wallis	September 2021	September 2022
Adam Wroblewski	September 2022	September 2023
Adam Wroblewski	September 2023	September 2024
Adam Wroblewski	September 2024	September 2025
Adam Wroblewski	September 2025	September 2026
Adam Wroblewski	September 2026	September 2027