

# **Health & Safety Policy**

---

**Withington Girls' School**

September 2017

# CONTENTS

	Page No
<b>SECTION 1</b>	
General Policy Statement and Objectives	3
<b>SECTION 2</b>	
<b>Organisation</b>	7
<b>1</b>	
<b>2</b> Governing Body	7
<b>2.1</b> Overriding Principles	7
<b>2.2</b> Key Responsibilities	8
<b>3</b> The Headmistress's Responsibility to the Governors	8
<b>2.1</b> Key Responsibilities	8
<b>4</b> The Health and Safety Officer	9
<b>3.1</b> Key Responsibilities	9
<b>5</b> Fire Safety/Risk Assessment Officer	9
<b>4.1</b> Key Responsibilities	9
<b>6</b> Heads of Department, Technicians & Supervisory Staff	10
<b>5.1</b> Key Responsibilities	10
<b>7</b> All Staff	11
<b>8</b> Hirers Contractors and Others	11
<b>9</b> Fire Safety, Fire Risk Assessment and Emergency Plans	12
<b>10</b> First Aid	13
<b>11</b> Monitoring and Internal investigation	13
<b>12</b> Review	
<b>13</b> Linked policies	14

## **SECTION 3**

### **Arrangements**

All Appendices and arrangements listed in this Section are accessible in the shared area of the School network and are displayed as appropriate. All those who have special duties are aware of how and when to carry out their responsibilities.

- 1 Staff with Special Responsibilities
- 2 Health & Safety Organisational Structure
- 3 Health and Safety Committee
- 4 First Aiders
- 5 Arrangement Sections in detail

## **Section 1**

### **GENERAL POLICY STATEMENT**

1. The Governing Body on behalf of Withington Girls' School ( company number **09083954** and charity number 1158226) shall provide a safe and healthy working and learning environment for staff, pupils and visitors.
2. This Health and Safety Policy ('Policy') applies to all staff (including employees, fixed term, part- time, temporary and voluntary staff and helpers), pupils , contractors, hirers and visitors at the School.
3. The Governing Body has overall responsibility but delegates the operational arrangements for the Management of Health & Safety to the Headmistress.
4. The Headmistress delegates the day-to-day responsibilities to the Bursar and the Fire Safety Officer/Risk Assessment Officer .
5. An integral part of good health and safety management is the provision of clear guidelines to all staff, pupils and visitors of their responsibilities for health and safety. This policy provides these guidelines and a copy of this policy is in the staff shared area of the School Network. All staff are required to read this policy and confirm in writing that they understand their obligations.
6. A Health & Safety Committee is made up of staff from all key areas of the School's activities as listed on pages 14 and 15. The minutes of the meetings are circulated widely through the School and are made available to staff generally on the staff shared area of the network and on the noticeboards in the Staff Room and Catering/Cleaning staff rest room
7. The School follows a standard process for the completion of Health & Safety Checklists for all areas of the School.
8. The School also undertakes an examination of its activities to identify hazards (anything with the potential to cause harm to persons or property) and measure and evaluate risks (the likelihood of harm caused by the hazards) to employees, pupils and others who may be affected by the School's operation. This will be undertaken by the conduct of appropriate Risk Assessments which should identify, prioritise and implement control measures necessary to reduce the risks to the level required by law.
9. Departments are required to produce Risk Assessments for generic and specific hazards together with Risk Assessments for specific departmental activities. The School's specific arrangements for safeguarding and promoting pupils' welfare are

set out in [• a separate Risk Assessment policy for pupil welfare/ its child protection and anti-bullying and behaviour policies.]

10. Risk Assessments are the overall responsibility of the Risk Assessment Officer and are reviewed termly and appropriate action must take place for unacceptable risks.
11. The Risk Assessment Officer audits the completion of the Health & Safety Checklists for curriculum areas and the Health & Safety Officer audits the completion of Health & Safety Checklists for non-teaching and communal areas. The Health & Safety Committee monitors progress at its termly meetings. The Manufacturers' Organisation (EEF) acts as one of the School's competent persons as required under the Management of Health & Safety at Work Regulations 1999. The company provides the school with valuable external health & safety advice and guidance and undertakes a rolling programme of health and safety audits. Such audits are reviewed by the Health & Safety Committee, the Headmistress and Governors annually.
12. A departmental Health & Safety Policy is included in the Departmental Handbook for all curriculum areas and this is reviewed by the members of the Senior Leadership Team (SLT) annually.

There is a procedure for the reporting of accidents and near misses – the details of which are scrutinised by the Health & Safety Committee at their termly meetings.

# Health & Safety Objectives

In accordance with our obligations under the Health and Safety at Work etc. Act 1974, the School has a duty to ensure the health, safety and welfare of employees and the health and safety of others affected by the School's operations. Although pupil welfare and well-being is not strictly within the remit of this policy, we recognise that it is inextricably linked with health and safety at the School.

The School will safeguard and promote health, safety and welfare by:

**1. Risk Management**

Taking a proportionate and holistic approach to risk management

**2. Roles and Responsibilities**

Ensuring that key staff have clearly established roles and responsibilities

**3. Governing Body**

Ensuring that the Governing Body and the Senior Management Team are aware of and understand the School's health and safety and welfare policies and procedures, provide appropriate resource for them and apply them sensibly and practically to the real risks in the School

**4. Documentation**

Keeping paperwork to a minimum, with the significant hazards identified, their risks adequately controlled and precautions clearly documented where needed;

**5. Accidents**

Reducing accidents and the potential for accidents to occur within the next three years

**6. Health & Safety Training**

Ensuring that all staff receive an Health & Safety training delivered either by EEF or a suitably qualified person, or attend an external course annually and that where appropriate staff will receive further health and safety training as appropriate for their role.

**7. First Aiders**

To ensure that there are an appropriate number of fully-qualified first-aiders on site at any time.

<b>Authorised by</b>	resolution of the Board of Governors
<b>Signed</b>	
<b>Date</b>	September 2017

<b>Effective date of the policy</b>	September 2017
<b>Circulation</b>	Governors / teaching staff / all staff / parents / pupils
<b>Status</b>	Complies with <i>Health &amp; Safety at Work etc Act 1974;</i> <i>Regulatory Reform (Fire Safety) Order 2005;</i> <i>Education (Independent School Standards) Regulations 2014</i>

## Section 2

# ORGANISATION

### 1. Responsibilities of the School

As an employer, Withington Girls' School ('the **School**') has overall responsibility for health and safety.

This policy relates to health and safety whilst on School premises. The School's separate policy on educational visits relates to health and safety issues relating to off site visits.

The School acknowledges that it must:

1. Provide adequate control of the health and safety risks arising from its work activities
2. Provide a safe place for staff and pupils to work including safe means of exit and entry
3. Consult with employees, pupils and anyone else affected on matters affecting their health and safety
4. Provide and maintain plant, equipment and systems of work that are safe.
5. Provide safe arrangements for the handling and storage of substances.
6. Provide and maintain safe and healthy working conditions which take account of all appropriate statutory requirements, codes of practice, and guidance.
7. Provide information, supervision, and instruction to staff and pupils as appropriate.
8. Ensure all employees are competent to do their tasks, and to give them adequate training.
9. Provide necessary personal protective equipment and clothing together with the appropriate guidance and training thereon.
10. Provide adequate resources for the management of health and safety issues
11. Provide adequate welfare facilities.

### 2. Governing Body

#### 2.1 Overriding Principles

The Governing Body on behalf of the School are committed to protecting the health and safety of those affected by the School's operation, including but not restricted to its employees, pupils and visitors to the School site.

The Governing Body notes the provisions of the **Health & Safety at Work Act etc.1974** which states that it is the duty of every employer to ensure, as far as is reasonably practicable:

- the health, safety and welfare of employees
- that pupils and others using the school premises are not exposed to risks to their health and safety
- that all reasonable steps will be taken to secure the health and safety of pupils, staff and others using the school premises

Furthermore, the Governing Body 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 for its pupils.

The Governing Body appreciates, that the existence of a Health & Safety Policy will not prevent accidents or ensure safe and healthy working conditions. It recognises however, that adoption of safe systems of work and good practice by every individual will minimise the occurrence of accidents. The Governing Body will ensure that there is a robust system of hazard identification, through risk assessment, and control measures will be put in place to reduce hazards to a minimum. It is important that all staff, pupils and other using the premises appreciate the importance of their conduct and vigilance on both the health and safety of others and themselves.

## **2.2 Key Responsibilities of the Governing Body**

1. Ensure there is an effective and enforceable Health & Safety Policy.
2. Review the effectiveness of this policy and ensure that necessary changes are made.
3. Identify and evaluate risks in relation to accidents, health, other school activities (eg work experience, voluntary service, and trips & visits).
4. Identify and evaluate risk control measures, via a process of Risk Assessment, to minimise risks to staff, pupils and others using the premises.
5. Create and determine the management structure for the management of Health & Safety.

Ensure that all staff understand and receive comprehensive information on this policy, any other relevant health & safety matters (eg risk assessments and safe systems of work), and appropriate training enabling them to carry out their duties in a safe manner without placing themselves or others at risk.

## **3. The Headmistress's Responsibility**

The Governors delegate responsibility for health and safety matters to the Headmistress.

### 3.1 Key Responsibilities

1. The Headmistress has responsibility for all Health & Safety matters at the School but, as previously stated, delegates the day-to-day maintenance and development of safe working practices and conditions for staff, pupils and other using the School premises to the Bursar and the Health & Safety Officer in conjunction with the Fire Safety Officer/Risk Assessment Officer.
2. The Headmistress is aware of the requirements of the Education (Independent School Standards) Regulations 2014 and the Health & Safety at Work etc. Act 1974, other safety legislation, and codes of practice relevant to the work of the school and ensures that their requirements are met in full at all times.
3. The Headmistress ensures that all staff are made aware of this Health & Safety Policy and all given appropriate time for training and support
4. The Headmistress is a member of the Health & Safety Committee and takes an active part in discussion at the termly meetings.
5. As part of the School's desire for continuous improvement in Health & Safety members of the SLT receive reports from all departmental Health & Safety Audits and ensure appropriate action is taken.

## 4. The Health & Safety Officer

### 4.1 The Health & Safety Officer is responsible for the following:

1. Maintaining an awareness of the requirements of the **Health & Safety at Work etc Act 1974**, other safety legislation, and codes of practice relevant to the work of the school and to ensure that their requirements are met in full at all times.
2. In conjunction with the Risk Assessment Officer for ensuring that, at all times, the health, safety, and welfare of staff, pupils and others using the school premises are protected.
3. Ensuring that there are safe working practices in place at the school including those relating to the use of machinery and other apparatus, so that each task is carried out to the required standards and so that all risks are controlled.
4. Chairing the Health & Safety committee and informing all staff of the dates of the meetings so that there is an opportunity for everyone to bring forward matters of concern.
5. Organising a rolling programme of departmental health & safety audits to be carried out by EEF The Manufacturers' Organisation and ensuring that matters arising are actioned as appropriate.
6. Identifying, in conjunction with the Senior Leadership Team, the training needs of staff and pupils and ensuring that, within the financial resources available, these needs are met.
7. Ensuring that any defects in the premises, its plant and equipment which relate to health and safety are made safe without delay.
8. Reviewing accident information provided by the nurse and, when necessary, carrying out appropriate investigations.

9. Ensuring that induction training for new support staff on fire awareness and means of escape has been carried out in conjunction with the Catering Manager and Cleaning Services Supervisor.
10. Ensuring that hirers, contractors and others who use the School's premises carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times.

## **5. Fire Safety Officer/Risk Assessment Officer**

### **5.1 Key Responsibilities**

1. To maintain an awareness of the requirements of the **Health & Safety at Work etc Act 1974 and the Regulatory Reform (Fire Safety) Order 2005**, other safety legislation, and codes of practice relevant to the work of the school and to ensure that their requirements are met in full at all times.
2. To report to the Health & Safety Committee on the completion and review of Health & Safety Checklists for the School premises.
3. To carry out induction training for all new teaching staff on fire awareness and means of escape
4. To plan and report to the Health & Safety Committee on practice fire evacuations and ensure that suggested improvements are acted upon.

## **6. Heads of Department, Technicians & Supervisory Staff**

### **6.1 Key Responsibilities**

1. Maintain an awareness of the requirements of the **Health & Safety at Work etc Act 1974**, other safety legislation, and codes of practice relevant to the work of the school and ensure that their requirements are met in full at all times.
2. Report to the Health & Safety Officer for the implementation of the School's Health and Safety Policy within their relevant department and area of responsibility.
3. 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. As part of their day-to-day responsibilities to ensure that:
  - Safe methods of work exist, are communicated to fellow staff and pupils and are implemented
  - Health and safety rules, procedures, and codes of practice are being applied effectively
  - Staff and pupils are instructed on safe working practices
  - Safety inspections are carried out on the relevant area at appropriate intervals

- Positive, corrective action is taken when necessary to ensure the health and safety of all staff, pupils and others
- All plant, machinery, and equipment in the department is adequately guarded, is in good and safe working order, and reasonable steps are taken to prevent its unauthorised or improper use
- Appropriate protective clothing and equipment, first aid, and fire appliances are provided and are readily available
- Toxic, hazardous, and highly flammable substances are correctly used, stored and labelled where appropriate
- Health and safety is monitored within the department to encourage the highest standards to be met and to pass on concerns to the Health & Safety Officer
- All signs meet the statutory requirements

## 7. All Staff

### 7.1 Key Responsibilities

1. Employees also have legal responsibilities to take care of the health and safety of themselves and others, and to co-operate with their employer with the law. All employees must:
2. maintain an awareness of the requirements of the **Health & Safety at Work etc Act 1974**, other safety legislation, and codes of practice relevant to the work of the school and to ensure that their requirements are met in full at all times.
3. take reasonable care of their own health and safety and any other person who may be affected by their acts or omissions at work.
4. cooperate with SLT or line manager as regards duties or requirements imposed by relevant statutory provisions.
5. familiarise themselves with the Health & Safety Policy, health and safety aspects of their work and avoid conduct which would put them or anyone else at risk.
6. ensure that all plant, machinery and equipment is adequately guarded and in both good and safe working order.
7. Not make unauthorised or improper use of plant, machinery and equipment.
8. use the correct equipment and tools for the job and any protective equipment or safety devices which may be supplied.
9. ensure that substances which are hazardous to health and/or safety and highly flammable substances are correctly assessed, used, stored and labelled.
10. report any defects in the premises, plant, equipment and facilities which they observe.
11. take an active interest in promoting health and safety and suggest ways of reducing risks.
12. report any incidents, accidents or near misses to the School Nurse, member of staff holding an accident book, Fire Safety/Risk Assessment Officer, or Health & Safety Officer.

## 8. Hirers, Visitors, Contractors, and Others

### 8.1 Key Responsibilities

1. All hirers, visitors, contractors and others (including parents) using the School premises must:
  - be familiar with appropriate contents of the Health & Safety Policy;
  - comply with the safety directives of the Governing Body;
  - ensure that they report to Reception where their identity will be checked, a pass issued and their host notified or alternatively have consulted with the School regarding the appropriate means of their access to and egress from

the site and host arrangements. Thereafter, they should remain in the presence of their host unless express permission to the contrary has been given by the School;

- ensure that they are familiar with the School's fire and emergency evacuation procedures.
2. Contractors will be selected and managed in accordance with *Use of contractors* (HSE, INDG368 (revision1) June 2012))
  3. All contractors who work on the school premises are required to ensure safe working practice by their own employees under the provisions of the Health & Safety at Work etc. Act 1974 and must pay due regard to the safety of all who use the premises. Contractors are not allowed, unless agreed with the Site Services Manager, to:
    - 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
  4. All contractors must report any damage they may have done in the course of their work to the Site Services Manager or the Bursar.
  5. All contractors must be aware of their duties and responsibilities under the Construction (Design and Management) Regulations 2015. Contractors working on Notifiable Projects must submit their Construction Phase Health and Safety Plan to the appointed CDM Coordinator and await approval to proceed before commencing operations on site.
  6. All other contractors who are engaged directly by the School must provide the School with a risk assessment, safe system of work, and evidence of public liability insurance prior to any work commencing.

## **9. Fire Safety, Fire Risk Assessment and Emergency Plans**

The Headmistress is responsible for ensuring that the School has an up-to-date Fire Safety Policy, and that an emergency plan is in place to cover all foreseeable major incidents that could put at risk the occupants or users of the School. The Fire Safety Policy and Fire Risk Assessment are kept in the School Office next to the Fire Panel and copies are stored in the staff shared area of the computer network. The Fire Safety Policy and Fire Risk Assessment are reviewed by the Governing Body and the evacuation procedure is regularly rehearsed by staff and pupils. The results of such rehearsals are communicated to staff at the weekly staff meetings and to the Health & Safety Committee.

## **10. First Aid**

The School's first aid provisions are detailed in the School's First Aid Policy.

The Health and Safety Officer will ensure that:

1. The arrangements for first aid provision are adequate to cope with all foreseeable major incidents.
2. The number of certificated first aiders will not, at any time, be less than the number required by law.
3. Prominently marked First Aid supplies will be held at various locations throughout the School. Supplies will be checked regularly by the School Nurse and any deficit made good without delay.
4. That there is adequate and appropriate first-aid provision available for all out-of-school activities, sporting fixtures or events as well as on School mini-buses.
5. A record is made of each occasion any member of staff, pupil or other person receives first aid treatment either on the school premises or as part of a school-related trip. (excepting the routine supply of adhesive dressings etc for very minor cuts and grazes)

## **11 Monitoring and internal investigation**

1. The School monitors health and safety both actively and reactively. The Governing Body has overall responsibility for, monitoring health and safety performance and for ensuring that the School meets the required health and safety standards.
2. At an operational level The Bursar is responsible for, monitoring and reviewing health and safety measures, reviewing risk assessments, accident books / reports and accident investigations regularly. Reviews should include a review of health and safety related complaints and sanctions taken against employees and / or pupils for health and safety breaches.
3. The Bursar is responsible for investigating accidents, incidents and work-related causes of sickness absences, if required. Such investigations may be required to discover the root causes of an accident to prevent a recurrence, to discipline employees or pupils or to brief lawyers for the purpose of obtaining legal advice or to aid litigation.
4. Where appropriate, the School will seek legal advice from the School's solicitors before commencing an internal investigation.
5. The scope of an internal investigation may be restricted to fact-finding and may not make any finding of fault or allocation of blame.
6. The School will not sanction any internal investigation which may prejudice the investigations of outside agencies.
7. No admission of liability on the School's behalf shall be made without legal advice (if required) and prior agreement from the School's insurers.

## **12 Review**

The Governing Body will review this policy statement at least annually and update, modify or amend it as it considers necessary to ensure health, safety and welfare of staff, pupils and others who use the school premises.

### **13 Linked policies**

This Policy should be read in conjunction with the School policies and procedures on health safety and welfare including :

- anti-bullying
- child protection
- contractors
- critical incident management
- educational visits
- fire
- first aid and the administration of medicines
- management of asbestos
- risk management policy statement
- security and premises
- supervision
- transport / minibus use

Reviewed annually

Last reviewed: September 2017