

St Christopher's School  
A Member of the Brighton College Family of Schools

# Health and Safety Policy

This policy applies to EYFS

<b><u>Contents</u></b>	<b><u>Page</u></b>
1. Foreword	3
2. Health and Safety Policy Statement	3-4
3. Policy Review	4-5
4. Health and Safety Responsibilities	5-6
4.1 The Headmaster	
4.2 Senior Management Team and Bursar	
4.3 Employees	
5. Health and Safety Support	6-7
5.1 Health and Safety Representatives	
5.2 Resolving Health and Safety Issues	
5.3 Risk Management	
5.4 Emergency Planning	
6. Arrangements for Health and Safety	8
6.1 Implementation	8
6.2 Health Safety and Welfare Standards	8
6.3 Planning for Health and Safety	8
6.4 Monitoring	8-9
6.5 Risk Assessment	9
6.6 Accident Reporting and Investigation	10-11
6.7 Display Screen Equipment	11
6.8 Fire	11-12
6.9 First Aid	12
6.10 Hazardous Substances	13
6.11 Asbestos	13
6.12 Management of Contractors	14-15
6.13 Manual Handling	15
6.14 Training	16-17
6.15 Security	18
6.16 Work Equipment	18-19
6.17 Electrical Safety	19-20
7. Organisational Diagram	21

## 1. Foreword

St Christopher's is an independent day school and EYFS provider. The school will ensure that suitable provision for the health and safety and welfare of pupils, staff (including temporary staff and contractors), Governors, volunteers and visitors remains an integral part of the overall management process and seek to develop a safety culture reflecting a positive attitude to health by:

Visibly demonstrating a clear **commitment** to improving health and safety performance

Promoting **co-operation** by recognising that all persons connected with the delivery of school services have an important contribution to make to the effective management of health and safety. Arrangements will be established for the active participation of recognised Trade Union Safety Representatives at operational level to supplement more formal arrangements.

Ensuring **communication** of necessary information throughout the school: effective communication is essential and the Headmaster and Bursar will demonstrate their commitment to improvement in this area through visible behaviour, written material and face-to-face discussions. While formal communication channels exist, teachers and support staff will also be encouraged to raise matters as required through regular staff meetings.

The school will actively seek to improve the knowledge and understanding of all employees in relation to health and safety issues. This will be achieved through the new staff induction and regular training for existing staff.

Establishing and maintaining control within the organisation through leading by example and ensuring that adequate information, instruction and supervision are provided.

The aforementioned factors will develop and maintain a safety culture, which will benefit employees and the business prospects of the school as a whole.

## 2. Health and Safety Policy Statement.

- 2.1 St Christopher's School recognises its legal responsibilities to create and maintain a working environment which will ensure the health, safety and welfare of its employees and other persons who may be affected by its activities.
- 2.2 A high standard of health and safety performance is one of the school's primary objectives and is recognised as an integral part of service delivery. The standard will be achieved by:
  - a) Creating and maintaining a positive health and safety culture, which secures the commitment and participation of all employees and others connected with the delivery of school services;

- b) Meeting its responsibilities to employees, non-employees, pupils, members of the public and the environment in a way which recognises that legal requirements are the minimum standard;
  - c) Adopting a planned and systematic approach to the implementation of the Health and Safety Policy to ensure:
    - (i) The provision of plant and systems of work that are, so far as is reasonably practicable, safe and without risks to health;
    - (ii) Arrangements for ensuring, so far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
  - d) The provision of information, instruction, supervision and training tailored to the requirements of the individual's role, that is necessary to ensure, so far as is reasonably practicable, the health and safety and welfare of employees;
  - e) So far as is reasonably practicable, any place of work under the school's control is maintained in a condition that is safe and without risks to health and the provision and maintenance of safe access and egress to and from it;
  - f) The provision and maintenance of a working environment that is, so far as reasonably practicable, safe, without risks to health and adequate in terms of facilities and arrangements for welfare.
- 2.3 Identifying and assessing risks associated with all activities of the school with the aim of eliminating or controlling the risks, so far as is reasonably practicable;
- 2.4 Allocating adequate resources to meet the requirements of the school's Health and Safety Policy;
- 2.5 Planning for Health and Safety, including the setting of realistic short- and long-term objectives, deciding priorities and establishing adequate performance standards;
- 2.6 Identifying the safety elements within planned development and procurements;
- 2.7 Monitoring and reviewing performance on a regular basis to ensure high standards are maintained;
- 2.8 Developing a system of joint consultation with health and safety representatives and providing them with facilities and assistance to enable them to carry out their functions.

### **3. Policy Review**

This policy will be reviewed and modified as required. The school will monitor compliance with this Health and Safety Policy and its safety management systems across the range of services it provides.

- 3.1 The performance of the school will be measured both proactively and reactively through the use of safety audits and inspections and the analysis of accident reports and investigations;

- 3.2 The results of the audits, accident reports and investigations will be used to measure the effective safety performance of each department;
- 3.3 A review of performance will take place annually;
- 3.4 The results of the review will be analysed and discussed by the school Governors with a view to taking action to raise performance levels;
- 3.5 Termly health and Safety issues will be submitted by the Bursar to the first Governor's meeting of each new academic year;
- 3.6 A Health and Safety Action Plan should be formulated following the review. Safety objectives will be set to improve the overall safety performance of the school.

## **4. Health and Safety Responsibilities**

### **4.1 The Headmaster**

The Chairman of Governors has delegated the day to day responsibility for organising health and safety and welfare to the Headmaster. The Headmaster has the responsibility of ensuring compliance with the Schools' Health and Safety Policy so far as is reasonably practicable, for ensuring the health, safety and welfare at work of all school employees and others affected by its undertaking. This will be achieved by:

- 4.1.1 Detailing the organisational arrangements to determine how the Policy will be implemented;
- 4.1.2 Delegating responsibilities for the implementation of the policy to the Bursar;
- 4.1.3 Ensuring that adequate resources are available to enable the school policy to be implemented;
- 4.1.4 Ensuring that health and safety is an integral part of the overall management culture and developing a positive attitude to health and safety amongst employees by visibly demonstrating commitment to achieving a high standard of health and safety performance;
- 4.1.5 Appointing competent persons to assist the school to apply the provisions of health and safety legislation safety as required by Regulation 7 of *The Management of Health and Safety at Work Regulations 1999*.

### **4.2 Bursar**

The Bursar must ensure all operations in their area of responsibility are conducted in accordance with the provisions of *The Health and Safety at Work etc Act 1974, The*

*Management of Health and Safety at Work Regulations 1999*, all other relevant legislation, and the School's Health and Safety Policy. In particular, she will:

- 4.2.1. Prepare and revise as necessary a school Health and Safety Policy;
- 4.2.2. Set out the arrangements, detailing the means by which the aims of the Policy will be met;
- 4.2.3. Ensure that adequate resources are made available to enable the aims of the Policy to be met;
- 4.2.4. Visibly demonstrate commitment to achieving a high standard of health and safety performance throughout the school and develop a positive attitude to health and safety amongst employees;
- 4.2.5. Implement effective health and safety management systems within departments of the school, which ensure the assessment of risk and the effective planning, organisation, control and monitoring and review of the preventative and protective measures necessary to eliminate or control risks;
- 4.2.6. Prepare an annual report on health and safety issues for consideration by the Governors.

### **4.3 Employees**

All employees are required to co-operate in the implementation of the school Health and Safety Policy by:

- 4.3.1 Taking due care for their own health and safety and that of others who may be affected by their acts and omissions at work;
- 4.3.2 Complying with any requirements as a result of current and impending health and safety legislation to fulfil the school's duties in accordance with it;
- 4.3.3 Using all equipment provided by the school in accordance with the training and instruction received;
- 4.3.4 Not intentionally or recklessly interfere or misuse any equipment, materials or systems of work provided in the interests of health, safety and welfare;
- 4.3.5 Reporting to the Headmaster or Bursar any unsafe act or condition;
- 4.3.6 Reporting any accident/incident in accordance with this Policy.

## **5. Health & Safety Support**

### **5.1 Health and Safety Representative**

To achieve the aims and objectives of the policy and improve health and safety performance, a co-operative approach between the Health and Safety Representative, management and employees is vital. The role of the Health and Safety Representative is to bring to the Headmaster's attention unsafe working practices or unsatisfactory arrangements for welfare at work. Facilities, resources and assistance will be made available to allow recognised trade union safety representatives to undertake their duties in a professional manner. The safety representative is entitled to undertake safety inspections at least every three months. The Headmaster and Bursar will encourage safety representatives to carry out these inspections at agreed intervals and will, where possible, accompany the representative and participate in these inspections. The functions of health and safety representatives are:

- 5.1.1 To investigate potential hazards and dangerous occurrences in the workplace (whether or not they are drawn to his/her attention by the employees he/she represents) and examine the causes of accidents at the workplace;
- 5.1.2 To investigate complaints by any employee he/she represents relating to that employee's health, safety or welfare at work;
- 5.1.3 To make representations to the Headmaster on matters arising from 5.1.1 and 5.1.2 above;
- 5.1.4 To make representations to the employer on general matters affecting health, safety and welfare of employees;
- 5.1.5 To carry out health and safety inspections;
- 5.1.6 To represent the employees he/she was appointed to represent in consultations at the workplace with inspectors of the Health and Safety Executive and any other enforcing authority;
- 5.1.7 To receive information from inspectors in accordance with section 28(8) of the 1974 Act;
- 5.1.8 No function of a safety representative imposes upon him/her any duty.

### **5.2 Resolving Health and Safety Issues**

The following procedure should be followed as a means of solving problems involving the health safety and welfare of employees and others.

Stage 1      Employee raises the issue with their line manager

	<b>If not resolved</b>
Stage 2	Employee raises the issue with the Bursar
	<b>If not resolved</b>
Stage 3	Employee or Safety Representative raises the problem with the Headmaster
	<b>If still unresolved</b>
Stage 4	If the matter remains unresolved it then may be referred to the Governors. The action which follows will depend on the nature of the problem and the urgency needed to resolve it.

### 5.3 Risk Management

The school will pursue progressive improvements which lead to a reduction in accidents, injury and ill health through the development and implementation of a risk management strategy. The strategy will provide the framework for the development of a robust risk management process throughout the school. The implementation of the risk management strategy will improve services, enhance the safety, efficiency and commitment of staff, reduce unnecessary financial expenditure and promote a reputation for the provision of high-quality service.

### 5.4 Critical Incident and Emergency Planning

The school's critical incident and emergency planning service has three roles:

- a) The production of contingency plans for major emergencies or incidents and events involving the public;
- b) Ensuring that school employees are prepared to manage a major incident through an annual training programme of courses and seminars;
- c) Liaising and consulting with the emergency services, health organisations, Voluntary agencies and adjoining Local Authorities to ensure that:
  - Plans interlock
  - Expectations per service are understood
  - Communications are adequate

## 6 Arrangements for Health and Safety

This section of the policy contains the arrangements for the management of health and safety and details the means by which the aims and objectives of the school's policy will be met.

### 6.1 Implementation

The School's Health and Safety Policy is implemented by the Board of Governors via the Headmaster, Bursar and employees of the school.

## **6.2 Health Safety and Welfare Standards**

Specific health, safety and welfare standards, policies and procedures will support this health and safety policy. The school will develop health, safety and welfare standards to cover the main safety risks faced by school employees. They will be developed in a simple and consistent format and give clear instruction to staff. Senior members of staff, such as Heads of Departments, will be delegated responsibility by the Bursar for ensuring these standards are implemented in areas under their specific control.

## **6.3 Planning for Health and Safety**

The Bursar will, having consulted the Headmaster, prepare an annual health and safety plan, which will outline specific health and safety objectives with realistic timetables for their accomplishment. These objectives will be developed in consultation with the Governors. These objectives will be set out following a status review, which will:

- a) Compare existing arrangements against the requirements of relevant legislation dealing with health and safety management issues;
- b) Establish performance standards after analysis of the needs of departments and potential risks;
- c) Assess the effectiveness of existing resources devoted to health and safety;
- d) The status review will be updated annually and the safety plan reviewed.

## **6.4 Monitoring**

The school will, as part of its overall policy for the progressive improvement of health safety, monitor the effectiveness of the Health and Safety Policy in the following ways:

- a) Accident Analysis – Accident/incident reports will be analysed by the Headmaster and Bursar with a view to determining and eliminating their causes
- b) Legal Compliance – Formal audits and safety inspections will be carried out in accordance with the Schools audit programme. Arrangements will be made to discuss the audit results with the teacher of the department concerned within two months of the audit date. Once the audit recommendations have been accepted by the teacher, arrangements should be made to develop an action plan to amend where required the department's procedures and review risk assessments.

## **6.5 Risk Assessment**

### **Policy**

The undertaking of risk assessment is a legal requirement of *The Management of Health and Safety at Work Regulations 1999*. The School recognises that risk assessment is an integral part of the safety management and as such will be the tool used to influence school policy in respect of health and safety plans or objectives.



The principal of risk assessment will be adopted and carried out to identify potential hazards, persons at risk, evaluation of the risks and implementation of the measures to remove or minimise the risks. Each subject department and/or teacher will undertake a programme of risk assessment associated with all its/their activities and undertakings. The results of assessments will be documented and made available to all staff to allow them to carry out their duties in a manner which does not constitute a risk to their health safety or welfare.

The prioritisation of risk will be undertaken by using a simple quantitative method of measurement - a 5 x 5 matrix. This method of ranking indicates the likelihood of an accident occurring against the severity or consequence of that accident.

**Risk = Likelihood X Severity:**

<b>Risk:</b>	<b>Likelihood</b>	<b>Severity</b>
1	Very Unlikely	Minor injury/no time off
2	Unlikely	Injury/up to 3 days off
3	Likely	Reportable Injury/Condition over 3 days off
4	Very Likely	Major Injury/Long Term Absence
5	Certain	Death

**Planning and Implementation**

Trained personnel will be involved in the risk assessment process and be supported by the Headmaster and Bursar. Risk assessments will be undertaken at the planning stage of any new development. Teachers with responsibility for the new developments will ensure this is carried out in consultation with the Bursar. Senior teachers will identify, compile and maintain an inventory of all activities undertaken in their departments. Each activity will undergo an analysis to determine the need for formal risk assessment. Where activities interface with other departments, co-operation will be expected to ensure the full utilisation of control measures.

**Monitoring and Review**

The results of safety audits, inspections and accident investigations will be used to measure the effectiveness of risk assessments. Where control measures appear to be ineffective actions will be taken to ensure reviews are undertaken.

The results of monitoring will be analysed to enable a review of performance.

**6.6 Accident Reporting and Investigation**

**Policy**

In compliance with *The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)*, the school will ensure that all accidents, diseases and

dangerous occurrences which come under the scope of the regulations are reported within the timescales set out in legislation.

### **Planning and Implementation**

Teachers must refer to the 'Accident Procedure Policy' to ensure that all accidents and incidents which occur within their sphere of responsibility are reported immediately or as soon as possible to the Headmaster, Deputy Headmaster, Bursar or the Designated Safeguarding Lead. If there is a serious accident/incident, this should be reported to the Headmaster immediately. Examples of serious accidents are defined under **RIDDOR** as:

- Fatality
- Fracture of the skull, spine or pelvis
- Fracture of any bone in the arm, other than the wrist or hand
- Fracture of any bone in the leg, other than the ankle or foot
- Amputation of a hand or foot, or any part of a finger, thumb or toe
- The loss of sight of an eye, a penetrating injury to an eye or a chemical burn to an eye
- Acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a pathogen or infected material
- Any other injury which results in an employee or other person being admitted into a hospital as an in-patient for more than 24 hours, unless the person is detained only for observation
- Any other serious injury/incident

Teachers will investigate all accidents/incidents and recommend action required to prevent a recurrence. All accidents/incidents are entered into the schools' management information system (PASS) for pupils, and further standard reporting documentation will be used to report accidents/incidents for employees, visiting teachers and visitors. Copies of reporting documentation will be held at each permanent workplace.

- Accident Book
- PASS (Management Information System)
- Incident Reporting Form

If an accident occurs to an employee or any other person on school premises, it is the responsibility of the employee to ensure that details of the accident or incident are entered into the accident book or PASS and the internal reporting form is fully completed.

Where employees undertake their work at other locations they shall report the accident or incident on return to their workplace or as soon as possible thereafter.

The completed incident form must be returned promptly to the Headmaster, the Bursar and the relevant trade-union-appointed health and safety representative.

Teachers should investigate the accident/incident as soon as possible after the event.

## **Monitoring and Review**

To enable the measurement of safety performance the Bursar will produce statistical data on accidents/incidents. Data will show accidents by type, location, department, severity, and lost time. This information will be utilised to identify trends and deficiencies within safety management systems and allow for corrective action to take place.

## **6.7 Display Screen Equipment**

### **Policy**

The School is committed to ensuring that any work activity undertaken is free from risks to health, so far as is reasonably practicable. In pursuance of this there is a requirement under *The Health and Safety (Display Screen Equipment) Regulations 1992* to ensure that risks are adequately controlled. It is the policy of the school to ensure that Display Screen Equipment (DSE) workstations on their premises reflect the principles of good ergonomic design, that users of (DSE) obtain eye sight tests and receive information about hazards, risks and control measures associated with their workstations.

### **Planning and Implementation**

Responsibilities for implementing the requirements of the policy will be exercised by the Headmaster and Bursar. All reasonable steps must be taken to secure the health, safety and welfare of employees designated as users of (DSE) ensuring:

- Formal Risk Assessments of all workstations are undertaken
- All workstations meet the requirements laid down in the schedule to the regulations
- All users receive adequate information, instruction and training
- Appropriate eyesight tests are carried out

### **Monitoring and Review**

The use of safety inspections, formal safety audits, accident reports and investigations will be the techniques utilised for this purpose. Where non-compliance is identified, corrective action recommendations will be made to rectify those deficiencies.

The results of monitoring will be analysed to enable a review of performance.

## **6.8 Fire**

### **Policy**

The school recognises the importance of having effective systems in place to protect against and mitigate the effects of fire. The requirements of legislation will be met in full. To ensure compliance with legislation the school will develop, install maintain and monitor

procedures designed to protect staff, service users, members of the public, equipment and the environment in the event of a fire or other emergency.

### **Planning and Implementation**

The Bursar must ensure fire risk assessments are undertaken and detailed evacuation procedures are established including special arrangements for the evacuation of the disabled.

All employees shall receive primary fire safety information as part of the induction process.

Written fire procedures will set out the roles and responsibilities of competent persons nominated to implement detailed actions. Those nominated persons will receive training commensurate with their responsibilities.

Fire fighting equipment will be tested and inspected on a regular basis in accordance with British/European standards to ensure they are maintained in full working order. Records will be completed and retained by the school.

### **Monitoring and Review**

The Headmaster and Bursar will monitor the performance of staff and the effectiveness of evacuation routes during fire drills and ensure deficiencies highlighted are corrected.

Employees will ensure that all fires are reported in line with school policy. The results of monitoring will be analysed to enable a review of performance.

## **6.9 First Aid**

### **Policy**

The school will ensure First Aid is provided which meets the requirements of *The Health and Safety (First Aid Regulations) 1981* and the revised Code of Practice. The School will provide adequate first aid equipment and facilities appropriate to the activities undertaken. A sufficient number of suitably trained first aid personnel will be appointed to ensure first aid can be administered.

### **Planning and Implementation**

Teachers will assess the degree of risk within their sphere of control and ensure there are sufficient numbers of trained First Aid Personnel and equipment to deal with accidents and emergencies.

Signs will be posted to inform employees of the arrangements and location of First Aid equipment. A list of staff members trained in First Aid and capable of rendering assistance will be updated regularly and available to staff and visitors.

The Bursar will retain records of all nominated First Aid personnel.

The Bursar will co-ordinate First Aid training and provide advice to ensure compliance with the approved Code of Practice.

### **Monitoring and Review**

The provision of First Aid training, adequacy of arrangements and equipment will be subject to audits and inspections. Where the process identifies any deficiencies, these will be brought to the attention of the teacher for corrective action to be undertaken. The results of accident investigation will be analysed to provide feedback on First Aid cover.

The results of monitoring will be analysed to enable a review of performance.

## **6.10 Hazardous Substances**

### **Policy**

*The Control of Substances Hazardous to Health Regulations 1999 (COSHH)* is intended to protect persons from the harmful effects of hazardous substances used at work. It is the policy of the school to ensure that legal requirements are the minimum standard acceptable for the handling, storage, use and disposal of substances regarded as harmful to health.

### **Planning and implementation**

Responsibilities for implementing the requirements of the policy will be exercised by each teacher/employee. Teachers will ensure a full inventory of substances used by their department is compiled and the current manufacturers' data sheets are retained. The Bursar is responsible for ensuring assessments are undertaken to ensure exposure is controlled, so far as is reasonably practicable, in a manner which does not constitute a risk to employees, members of the public and the environment.

The Heads of Science and Art will be involved in the (COSHH) risk assessment process. The Bursar will ensure sufficient numbers of trained (COSHH) assessors are appointed.

The Bursar will ensure that, where employees are expected to use, store, handle and dispose of substances, they receive adequate information, instruction and training on the risks to health and the control measures required to ensure their health safety and welfare.

### **Monitoring and Review**

The use of safety inspections, formal safety audits, accident reports and investigations will be the techniques used for this purpose. Where non-compliance is identified, corrective action recommendations will be made to rectify those deficiencies.

The results of monitoring will be analysed to enable a review of performance.

## 6.11 Asbestos

### Policy

The policy of the school is to comply with the control of Asbestos and the new and revised regulations regarding surveying for Asbestos within workplaces, *The Method for Determining Hazardous Substances (MDHS100)*. *The MDHS100*, in conjunction with the *Control of Asbestos at Work Regulation (CAWR)*, sets out the guidelines for surveying for Asbestos Containing Materials (ACM) in all non-domestic premises.

### Planning and Implementation

The school will take all reasonable steps to identify and record locations within its properties where asbestos is present. Where work is to be undertaken in these locations, all relevant legislation and the school's standard on Asbestos must be strictly applied.

An Asbestos survey and risk assessment will be carried out to remove the likelihood of accidental exposure. The Bursar will hold this information on the Asbestos Database. The staff will have access to this database.

### Monitoring and Review

Building/Property Consultants will ensure that accurate records are compiled and maintained to update the register regularly.

In properties where asbestos is present, regular monitoring of the affected areas and liaison with the Bursar will take place.

Where an asbestos product has become friable or has been damaged, this change in condition must be notified to the Bursar to ensure that appropriate remedial measures are adopted to prevent the release of fibres.

## 6.12 Management of Contractors

### Policy

The school, in compliance with its legal obligations, will set out the standard it expects and monitor the activities of contractors to minimise the risks to employees, other persons on site, service users, members of the public and the environment. The Bursar will ensure that all contractors are properly vetted from a health and safety perspective. The school will only employ those contractors who can demonstrate their ability to discharge their primary responsibility to safeguard their employees and others. Particular attention will be given to the *Health and Safety at Work Act* and any regulations made under the Act, the *Environmental Protection Act 1990* and any regulations made under the Act and the *Management of Health and Safety at Work Regulations 1999*.

Where contract work is governed by *The Construction (Design and Management) Regulations 1994*, the contractor must demonstrate full compliance.

### **Planning and Implementation**

The Bursar will ensure that an approved list of contractors is maintained. The selection process shall consider all issues including safety and contractor competence. This list will be reviewed regularly.

The Bursar carries out the first stage of contractor assessment. The methodology utilised in this process is the *Contractor Health and Safety Assessment Scheme* (CHAS). This administrative process evaluates the contractors Health and Safety Policy and arrangements for health and safety.

Prior to awarding a contract and before commencement of work the school must ensure contractors are given information about the school's processes or premises which may affect the contract work, including hazards that may be present in the workplace. The contractor must also provide the school's representatives or Bursar with specific risk assessments and method statements for the work being undertaken.

### **Monitoring and Review**

The school will monitor the contractor when work is in progress. The contractor will be subject to random safety tours/inspections and formal scheduled safety audits. The Bursar will undertake these.

Accidents/incidents will be reported in line with school policy and in compliance with the *Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations 1995*. Where deficiencies or non-compliance with statutory requirements are identified, the contractor will be required to address the situation and comply with safety conditions. A review of the contract may be undertaken on the grounds of health and safety and sanctions may be applied.

The results of monitoring will be analysed to enable a review of performance.

## **6.13 Manual Handling**

### **Policy**

To meet the requirements of **Manual Handling Operations Regulations 1992** it is the policy of the school to ensure manual handling should be eliminated where possible. To ensure compliance with statutory provisions the school will assess risks associated with manual handling operations. Where it is reasonably practicable, mechanical aids will be used for manual handling activities. Lifting equipment will comply with the requirements of the *Lifting Operations and Lifting Equipment Regulations 1998*. Where necessary, employees and others will receive sufficient information, instruction and training to ensure, as is reasonably practicable, their health safety and welfare.

## **Planning and implementation**

Responsibilities for implementing the requirements of the policy will be exercised by the Bursar. All reasonable steps must be taken to secure the health, safety and welfare of employees and others affected by their undertaking. The Bursar will ensure:

- All manual handling activities within the school are assessed;
- Necessary action is taken to prevent reasonably foreseeable injury to employees from manual handling activities at work;
- Employees receive adequate information, instruction and training;
- Lifting equipment is inspected, tested and maintained in line with the legislative requirement;
- Records will be retained for inspection purposes.

## **Monitoring and Review**

The use of safety inspections, tours, formal safety audits, accident reports and investigations will be the techniques utilised for this purpose. Where non-compliance is identified, corrective action recommendations will be made to rectify those deficiencies.

The results of monitoring will be analysed to enable a review of performance.

### **6.14 Training**

#### **Policy**

The school is committed to the provision of the necessary information, instruction, training and supervision to enable all employees and contractors to undertake their duties in a manner which does not constitute a risk to themselves, others or the environment.

A training and development programme will be established to provide the skills and competencies required by statutory, contractual and school standards.

Where training gaps are identified, the Headmaster and/or Bursar will ensure the provision of instruction, training and supervision as necessary to allow staff to undertake their duties in a safe and competent manner commensurate with this health and safety policy.

#### **Planning and Implementation**

The training of staff will commence on taking up employment with induction into the school and will continue throughout the employment of the individual.

Health and safety training will be divided into four areas:

- Safety training for their responsibilities in the post held;
- Safety training for their responsibilities while deputising;
- Skills training;



- Development training.

Training and, where appropriate, certification will be undertaken to meet the requirements of legislation.

### **Identification of Training Needs**

The Headmaster and/or Bursar will determine the training and competency needs of all school employees, which will include induction, health and safety areas, emergency procedures, the use of hazardous substances, the use maintenance and renewal of personal protective equipment.

### **Provision of Training**

The Headmaster and/or Bursar will ensure the provision of information, instruction, supervision and training necessary for all employees to allow them to undertake their tasks without risks to their health and safety and that of others. This will include temporary and casual staff, volunteers and students on work experience placements.

### **Training Records**

The Headmaster and/or Bursar will ensure a system is in place to maintain the following:

- records of training for all employees as above
- certification
- expiry of certificates of competence
- dates for refresher training

### **Monitoring and Review:**

The Headmaster and/or Bursar will monitor post-training performance to ensure that any shortfall in competence is identified and retraining is undertaken.

The use of safety inspections, tours, formal safety audits, accident reports and investigations will be the techniques utilised for this purpose. Where non-compliance is identified, corrective action recommendations will be made to rectify those deficiencies.

The results of monitoring will be analysed to enable a review of performance.

## **6.15 Security**

### **Policy**

The school is committed to providing a secure environment to achieve its health and safety responsibilities. Specific standards, policies and procedures will be developed and implemented to ensure compliance with all relevant statutory provisions.

## **Planning and implementation**

The Headmaster and/or Bursar will ensure that all employees are made aware of their individual responsibility regarding security. All incidents must be reported on the school accident/incident form and forwarded to the Bursar.

## **Monitoring and Review**

Security inspections and tours, incident investigations and reports will be the techniques utilised by the appropriate personnel for this purpose. Where a breach of security is identified, corrective action recommendations will be made to rectify those deficiencies.

## **6.16 Work Equipment**

### **Policy**

It is the policy of the school to accept the minimum standard as set by *The Provision and Use of Work Equipment Regulations 1998*; *The Lifting Operations and Lifting Equipment Regulations 1998*; and *The Electricity at Work Regulations 1989* in relation to the supply, maintenance and use of plant and equipment in the course of its undertaking. Plant and equipment which does not conform to European or British Standard will not be purchased or brought onto school premises. All plant and equipment should therefore bear the equivalent marking to prove compliance.

Where plant and equipment are hired for use, or brought in for trial purposes the same criteria must be met to ensure safety of use in school premises.

Maintenance standards will be in accordance with relevant legislation and manufacturers' instructions.

### **Planning and Implementation**

The Headmaster and/or Bursar will ensure that an inventory of all plant or equipment under their control is compiled and held locally.

Where statutory inspection of equipment is required it will be undertaken in line with the relevant legislation. Plant or equipment that is outside its statutory inspection date will be withdrawn from service. Records of statutory inspection and testing will be recorded on the appropriate register and will be held by the Bursar for inspection purposes.

### **Equipment not belonging to the School**

Any employee bringing personal equipment on to school premises must inform the Bursar. It is the responsibility of the Headmaster and/or Bursar to ensure appropriate action is taken prior to the equipment being used and to ensure that all electrical items have undergone a portable appliance test.

## **Service Users**

It is the responsibility of the Headmaster and Bursar to ensure that equipment brought on to school premises is checked prior to use, in particular all electrical equipment must be tested.

In the event of a safety defect, all employees are required to report their findings to the Headmaster and Bursar immediately to ensure the equipment is removed from service and the appropriate remedial action is undertaken.

## **Monitoring and Review**

In order to comply with the commitment set out in this Policy, inspections and audits will be undertaken to measure the performance of planned preventative maintenance. Where deficiencies in the programme are identified, corrective action will be taken.

The results of inspections, audits and accident investigations will be analysed to ensure that where performance does not achieve the standard required action will be taken to raise the standard to an acceptable level.

## **6.17 Electrical Safety**

### **Policy**

This guidance is applicable to all employees of and workers / contractors for the School who undertake activities associated with electrical systems and equipment.

To ensure that the school complies with the requirements of the Electricity at Work Regulations and in particular to ensure that:-

- Action is taken on the discovering of defects;
- Systems are in place for the inspection and repair of electrical installations and equipment;
- Inspection and test certificates are held as required.

The School Bursar will act as the responsible person for ensuring systems comply with the scope of the Electricity at Work Regulations and will keep records of all electrical installations and equipment, electrical checks and the electrical testing equipment operated by the School.

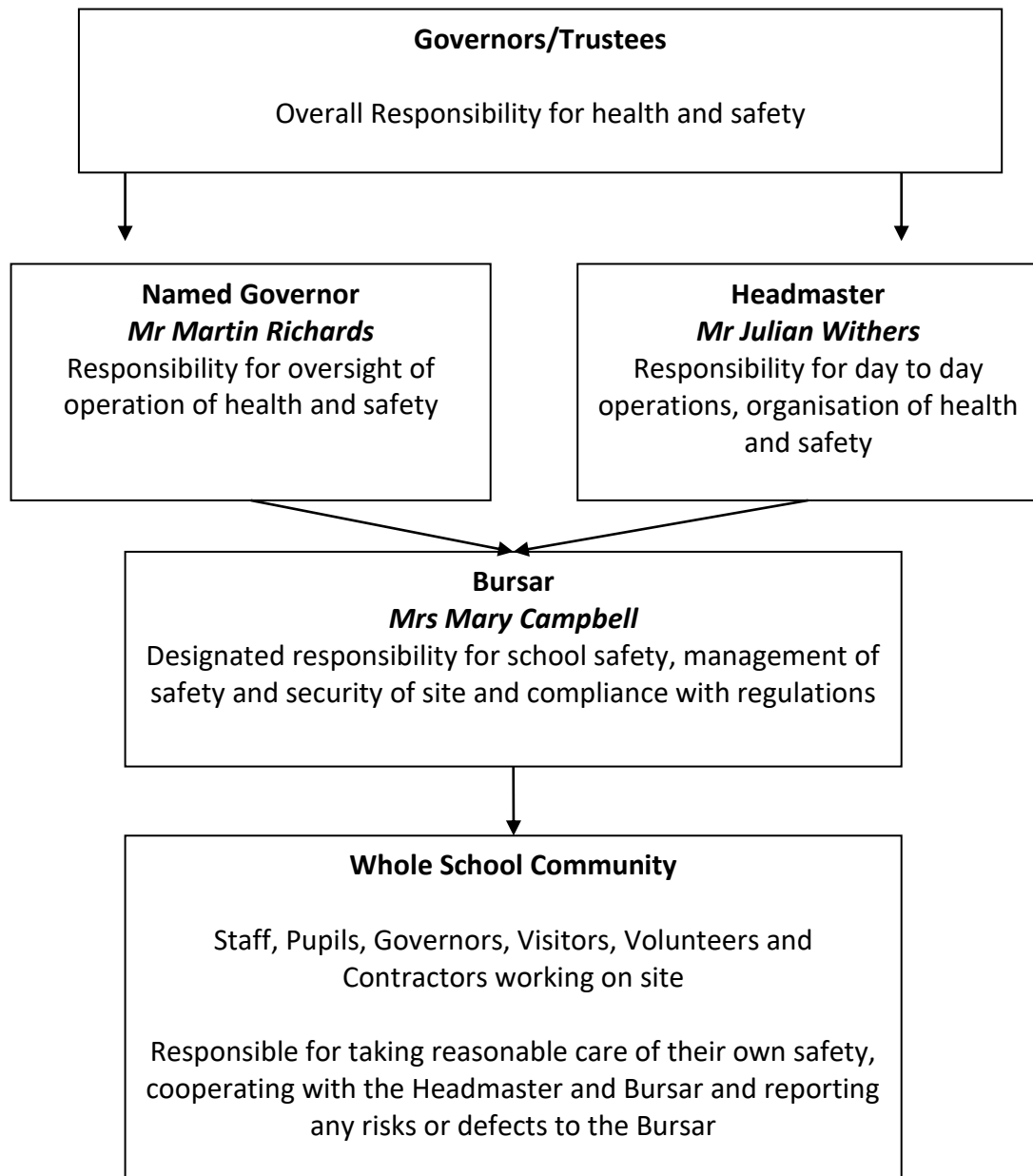
### **Training Needs**

The School requires that electrical repairs are only to be undertaken by competent people appointed on the authority of the responsible person. Competent persons will be qualified electricians or in the case of visual inspections, have received basic electrical safety training. ICT, Science, Catering Manager and Caretakers have been trained to undertake visual inspections of portable equipment.

## **Planning and Implementation**

- An electrical inspection checklist is kept.
- All electrical control panels and switch rooms will be kept secure and display electrical hazard signs.
- Where simple maintenance tasks, such as lamp changing, are to be carried out by school maintenance staff, that those employees have received adequate training in that task.
- The fixed wiring at the School will be examined on a 5 yearly basis in line with the IEE Regulations by a competent person (note that the works can be completed over a 5 year period on a 20% basis).
- All portable electrical appliances issued for use by the School will be regularly [annually] inspected and where required, PAT tested, as advised in IND (G) 236. PAT testing will be undertaken by the Caretaker who has obtained the relevant City and Guilds or equivalent qualification.
- The current test date will be displayed on each portable appliance.
- Records of any fixed system and portable appliance work will be kept by the Bursar / Caretaker. This will include repairs, servicing, maintenance or withdrawal from use.
- Users of electrical equipment should visually check for defects before use.
- Privately owned electrical appliances will not be permitted to be used on school premises unless confirmed as electrically safe. Parents should be requested to co-operate with the school in the inspection and testing of electrical equipment which pupils bring to the school
- Contract cleaners are to provide written evidence that their portable appliances are PAT tested.

## 7 DIAGRAM SHOWING THE ORGANISATION FOR HEALTH & SAFETY



Updated January 2019  
Review January 2021