

Health and Safety general policy statement (Whole School including EYFS)

**Independent Day School for Boys and Girls
Our Lady of Sion School**

Reviewed: October 2021
Frequency of Review: Annually
Next review:

OUR LADY OF SION SCHOOL

HEALTH & SAFETY GENERAL POLICY STATEMENT

1. Introduction

Health & Safety Policy

The School attaches the utmost importance to the safety, health and welfare of its employees and pupils and is committed to complying with the provisions of the Health and Safety at Work etc. Act 1974 and all subsequent regulations, including those implementing EC Directives. The school also recognises that fire safety and meeting the requirements of the Regulatory Reform (Fire Safety) Order 2005 is an essential part of the Independent Schools Standards Regulations 2014 and national framework for early years provision (please see separate Fire Policy)

In accordance with its 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 is not strictly within the remit of the HSE, the School recognises that it is inextricably linked with health and safety and these are specifically addressed in the School's child protection and other relevant welfare policies.

Our Lady of Sion School, Worthing (company number: 06084975) (the School) is the employer for the purposes of Health and Safety law. The Governors, on behalf of the School, have overall responsibility for Health and Safety at the School and those involved in the School's operation. They are committed to improving Health and Safety. They delegate day to day responsibility for Health and Safety matters to the Bursar.

The Bursar will take steps, so far as is reasonably practicable, to ensure that the workplace is a safe and healthy environment in which its employees, pupils, contractors and other persons affected by the School operations can work.

The Bursar will arrange the necessary risk assessments, identify safety training and provide information and supervision for employees at all levels. The Bursar will consult on a regular basis with all employees/staff representatives with regards to Health and Safety issues. The Bursar will provide the necessary safety devices and protective clothing, provided that a safer working environment cannot be achieved by any other means.

2. Focus

The School will, so far as is reasonably practicable, adopt good safety practices. These will include:

- Fire Safety
- the safe use, storage, handling and transport of articles and substances.
- the provision of adequate information, instruction, training and supervision for employees including temporary employees and contractors as appropriate. .
- the provision of safe machinery and equipment regularly maintained, including the operation and maintenance of plant and systems of work.

- the provision of a safe and healthy place of work, including access and egress to and from the premises, and adequate facilities and arrangements for the welfare of employees at work.
- considering the safety of pupils, parents, contractors and any others accessing the premises including those who hire or undertake leisure activities.

3. Co-operation

All aspects of Health and Safety remain a management responsibility. However a safe and healthy workplace can only be achieved with the full co-operation of every employee.

Employees are obliged by law to act responsibly and to do everything possible to prevent personal injury to themselves and to others. They must also safeguard all persons to whom the School owes a duty of care, namely people who may come into contact with their work; pupils, parents, visitors etc. To achieve this, employees must:

- obey all the safety rules and procedures, including the wearing of protective clothing and the use of protective devices if they are specified by the School risk assessments.
- exercise their awareness, alertness, self-control and common sense at work.
- report promptly to their department head all hazards, potential hazards, defects in equipment and any shortcomings in the School's work systems or procedures.

Employees should not be in any doubt that the School will apply disciplinary procedures to any employee who is in breach of the School's Health and Safety Policy. This includes any specific safe systems of work, instructions, training and procedures laid down for the protection of those involved in the School's operations, and for those who may become involved in them.

Employees confirm their acknowledgement of the Health and Safety policy, and their responsibility for personal safety, but completing the Health and Safety checklist. Appendix A

Heads of Departments (Teachers)

The Heads of Department will ensure, so far as is reasonably practicable, the health and safety of those affected by activities under their control. They are responsible for maintaining up to date risk assessments for areas under their control. Specific risk assessment requirements are:

- Science (including harmful substances and flammable materials) - Head of Science
- Sports activities - Head of PE
- Drama – Teacher of Drama
- Art (including equipment, harmful substances and flammable materials) – Teacher of Art
- Music – Teacher of Music
- Design & Technology – (including equipment, harmful substances and flammable materials) Teacher of Design & Technology
- Outdoor lessons – Deputy Head
- Trips and visits – Trip organisers
- Food Technology – (including equipment, harmful substances and flammable materials) Teacher of Food and Nutrition
- Premises and buildings/communal areas – Bursar

They will also be responsible for identifying, organising (and maintaining records) of training that is relevant to their area of control.

Estates Maintenance

The Caretakers will assist the Bursar with the implementation of the following:

- Building security
- Prevention of unsupervised access by pupils to potentially dangerous areas (in co- operation with others as appropriate)
- Registration and control of visitors
- Site traffic movements
- Maintenance of School vehicles
- Testing arrangements, maintenance and records, including fire, electrical, gas, equipment, water quality, asbestos
- Good standards of housekeeping, including drains, gutters etc.
- Control of hazardous substances for building and grounds maintenance activities

4. External Health and Safety Advisors

The Bursar will arrange as appropriate for external consultants to advise on matters of health and safety within the School. Such provision may include:

- Structural surveyors are retained to give advice on the external fabric of the school.
- Engineers monitor and service the school's plant, equipment, including boilers, lifts and hoists annually.
- Gym and fitness equipment and machinery used in both design and technology and in the maintenance department are serviced annually.
- The school has a suitable and sufficient fire risk assessment which is reviewed annually for items in the action plan and updated every three years, or when significant changes are made to the interior of buildings, or new buildings are bought or added.
- In addition to the weekly fire alarm tests, the alarm system, together with all smoke detectors, emergency lighting, extinguishers and panic buttons are subject to a programme of tests by a qualified contractor.
- An external health and safety consultant reports regularly on the arrangements for health and safety in all lessons, support areas, public spaces, sports and swimming facilities.
- The school has a suitable and sufficient risk assessment for legionella water sampling and a management plan and testing regime is in place.
- The school maintains an asbestos register and the bursar is responsible for ensuring that it is kept up-to-date and for any sampling or removal before major works takes place. The Bursar is also responsible for the maintenance of an asbestos management plan. The Bursar is also responsible for making sure that contractors are fully briefed on areas of asbestos before starting work.

5. Risk Assessments (see also the separate Risk Assessment Policy)

The School promotes the health, safety and welfare of employees, pupils and others through the systematic assessment of risks posed by its operation (see separate Risk Assessment Policy).

The School will undertake 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 risk to the level required by law.

General, or Classroom, Risk Assessments are completed each year by the main user of the room. These are now completed on Google forms.

Specific risk assessments will also be undertaken in relation to certain subjects or activities. These risk assessments will be completed by the member of staff who has the direct responsibility for the activity such as Food and Nutrition. Other specific risk assessments that are performed include personal protective equipment, display screen equipment, manual handling operations, substances hazardous to health, noise at work, lead at work, and asbestos at work and fire safety. Examples of these risk assessments can be found in the Risk Assessment Policy

Specific risk assessments will also be conducted for the use of higher risk areas, such as gymnasias, machinery, laboratories and workshops.

Particular risk assessments will be conducted, as required, for new and / or expectant mothers, employees aged under 18 and night workers.

Risk assessments are the overall responsibility of the Bursar who will be responsible for ensuring the action required is implemented.

Risk assessments will be reviewed as part of the health and safety programme or when the activity changes, whichever is soonest.

6. Health & Safety Committee

The School's Health and Safety Committee meets termly, and will be chaired by the Bursar. The Governor who is responsible for overseeing health and safety will support these meetings and attend when possible. The other members of the Committee will be:

- Senior School Deputy Headteacher
- Administrator
- Junior School Senior Teacher
- Teacher of D&T
- Head of Science
- Head of PE
- Caretakers

The role of the Committee is to:

- discuss matters concerning health and safety, including any changes to regulations;

- monitor the effectiveness of health and safety within the school;
- review accidents and near misses, and discuss preventative measures;
- review and update risk assessments;
- discuss training requirements;
- monitor the implementation of professional advice;
- review the safety policy guidance and updating it;
- assist in the development of safety rules and safe systems of work;
- monitor communication and publicity relating to health and safety in the work place;
- encourage suggestions and reporting of defects by all members of staff.

7. Policy Review

This policy will be regularly revised by the Bursar as necessary (at least once per year). In conducting the policy reviews, due regard will be given to the following:

Planning - The elimination of risks in the workplace by careful selection and design of facilities, equipment and processes, together with effective control measures and training for employees.

If appropriate, the Bursar will consider the risk to safety involved in:

- dealing with physical, chemical and biological hazards, such as machinery safety, chemical safety, asbestos in the School building, water quality, and the use of radioactive material;
- contractors in Schools;
- vehicle movements within the School grounds;
- workplace arrangements, including housekeeping;
- School trips;
- Visits to centres licensed by the Adventure Activity Licensing Authority;
- work experience arrangements;
- violence to staff;
- School security;
- stress management;
- letting of School premises to outside bodies;
- pupils with special needs, i.e. manual handling;
- any other site specific issue, e.g. travelling between the School sites, etc.

Organisation - A review of the School's organisation including changes to ensure that responsibilities for Health and Safety are clearly defined at all times to all employees at every level.

Control - Ensuring that the safety requirements are implemented throughout the School by all employees and that training is regularly conducted in support of those standards.

Monitoring and Review - Job specifications will contain safety requirements as appropriate and instructions highlighting Health and Safety responsibilities. Regular safety audits will be carried out and a safety report completed each term. These documents will form the basis for monitoring and reviewing the School's performance, to ensure that a credible standard of

Health and Safety is achieved. The School will act on any lessons learned from its audits, investigations and inspections in order to constantly improve its practices.

8. Health & Safety Management

The Bursar has day to day delegated responsibility for the Health & Safety of the School with direct reporting to the Headmaster and Chair of Governors.

To facilitate the management and review of the School's Health & Safety systems and controls the Bursar has broken down this General Policy into a number of sub categories, many of which will have a separate policy in their own right. These policies provide more detailed information on the control measures of each specific area along with evidence of testing and review procedures. The sub categories listed below are not an exhaustive list but do form the main sub sections that support the overall Health and Safety Policy.

- Accident Reporting
- Asbestos Management
- COSHH Assessments
- Electricity Audit
- Emergency Policy & Plan
- Fire Safety
- First Aid
- Gas Safety
- Legionella Control
- Manual Handling
- Off Site Trips
- Premises
- Work Equipment
- Working at Height
- Risk Assessment Policy

In order to achieve the aims and objectives of the Health and Safety Policy, health & safety issues will be brought regularly to the attention of the Governors, the Senior Leadership Team and staff during meetings and briefings.

A copy of the policy will be given to all employees on request when they join the School.

Approved by:
Chair of Governors

HEALTH AND SAFETY INDUCTION CHECKLIST

New employee details:	
Full name:	
Job title:	
Department:	
Date completed:	

This checklist covers items that will be discussed during health and safety induction training. Employees should tick the relevant "Yes" box where the item has been covered and tick the "No" box where the item has not been dealt with. Items may be covered in more than one training session and the checklist should be retained until all items have been filled in. The completed form should be handed to your supervisor/manager.

Note. A copy of the completed checklist will be retained on your employee file.

Health and Safety Induction Checklist	Yes	No	N/A	F/I*
1. General				
Have you been shown our health and safety policy?				
Do you understand your own responsibilities as set out in the policy?				
Have you been informed where you can obtain health and safety information (company H&S manual, safety notice board, health and safety law poster, your supervisor etc.)?				
Have you been informed how to report health and safety concerns?				
Have you been given a tour of the workplace including toilet and kitchen facilities?				
Have any out-of-bounds areas been pointed out to you?				
Do you know where you may and may not smoke, including rules relating to work vehicles?				
Do you know where to find the accident book?				
Do you understand that you must promptly report injuries, near-misses, hazards, damage/defects and occupational ill health?				
Do you know whom to report these to?				
Do you understand that you must inform your manager promptly if your health or prescribed medication could affect your safety?				
Have you provided copies of certificates for past training and qualifications which are relevant to your new role?				

Health and Safety Induction Checklist	Yes	No	N/A	F/I*
Have you passed on emergency contact details and next of kin information as requested?				
2. First aid				
Do you know how to contact a first aider?				
Has the location of first aid facilities been shown to you?				
Are you aware that you must inform a first aider before using the equipment?				
3. Fire safety				
Would you know the fire alarm signal if you heard it?				
Do you know what to do in the event of a fire or fire alarm?				
Do you know how to sound the alarm?				
Have you been shown the location of escape routes and how to open exits where not obvious?				
Have you been shown the location of the fire assembly point/s?				
Do you know where fire-fighting equipment is located?				
Has it been explained that only trained staff should use extinguishers? (<i>Incorrect use of extinguishers can cause danger.</i>)				
Do you know whose responsibility it is to call the fire and rescue service?				
Have you been informed about the importance of keeping fire doors closed at all times (except those held on hold-open devices)?				
Do you understand that you must keep gangways, fire exit routes and automatic fire doors/shutters clear of any obstructions?				
Have you been given details of emergency procedures which are not purely fire related, e.g. bomb threats?				
4. Work equipment, machinery and vehicles				
Have the contents of relevant risk assessments been outlined?				
Has our policy on manual handling and the associated assessments been explained?				
Have you been shown where to obtain lifting and handling aids, e.g. trolleys, for use in your work?				
Have arrangements been made for a workstation assessment to be undertaken? (<i>This applies if you use display screen equipment habitually as a significant part of your job.</i>)				
Do you understand the eyesight testing policy? (<i>This only applies if you use display screen equipment habitually as a significant part of your job.</i>)				
Has the mini-bus driving policy been explained?				

Health and Safety Induction Checklist	Yes	No	N/A	F/I*
Have you submitted any driving documents requested?				
Have arrangements been put in place to give you instruction in any work equipment, machinery or vehicles?				
Have you been told which equipment you are not authorised to use until provided with specific training?				
Do you understand that you must check the condition of equipment before use, including a check of the lead/plug of electrical items?				
Do you appreciate that defective equipment must be taken out of use and reported to the Bursar?				
Do you understand that you may not work on or repair electrical installations/equipment unless competent and authorised?				
Have you been shown the access equipment which is available for your use? (<i>i.e. ladders, steps, hop ups, scaffold towers, etc.</i>)				
Have you been instructed in the safety rules for using it?				
Do you understand that you must not stand on chairs or other items not intended to be used as access equipment?				
Do you commit to maintaining high standards of tidiness and cleanliness? (<i>This includes not obstructing walkways or areas around machines, keeping areas clean and cleaning up any spillages promptly.</i>)				
Have you been issued with personal protective clothing and equipment and told when you must wear it?				
5. Substances				
Have you been told which chemicals, fuels, gases and other substances you will be permitted to use once trained?				
Have arrangements been made to instruct you in the safe use and storage of these substances?				
Do you know where to find health and safety data sheets and risk assessments for the use of substances?				
Have arrangements been made for you to receive asbestos awareness training?				
Do you understand the employer's policy on alcohol and drugs?				

Health and Safety Induction Checklist	Yes	No	N/A	F/I*
F/I* - Further information				

Please complete this test and sign on the next page before handing in the finished form to your supervisor
Where is smoking permitted on our premises?
Where should you assemble if the fire alarm sounds?
What machinery, if any, have you been authorised to use?
What access equipment are you permitted to use? And where can you find it?
Which vehicles or machines are you prohibited from using at this time?
Which hazardous and flammable substance will you be permitted to use once instructed?
What precautions must you take to reduce the risk of injury from manual handling?
What personal protective clothing and equipment have you been issued with?

New employee details:	
Full name:	
Signature:	

Health and Safety Induction, confirmation of satisfactory completion by the Bursar:	
Name:	
Signature:	
Job title:	Bursar
Date:	