Health and safety at work:

July 2015
**Beachborough School-Safety & Environment Policy & Procedure**

**Title: Health & Safety at Work**

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<tr>
<th>Prepared by: Dave Gask</th>
<th>Approved by: Charlie Little</th>
<th>Approved by: Jeremy Banks</th>
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<tr>
<td>Safety Advisor</td>
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**Introduction**

1.1 This is a Statement of Organisation and Arrangements (Code of Practice) for the above named school. This is now the Board of Governors’ safety policy and is for the benefit of teaching and non-teaching staff and pupils.

1.2 This statement deals with those aspects over which the Head has control and covers safety associated with the building structure, plant, fixed equipment and services for which other officers of the authority also have responsibility; it describes how the Head is discharging his responsibilities in respect of pupils, visitors and other employees who are present on school premises in the internal organisation, management and discipline of the school in accordance with the Articles of Government.

1.3 The aim of the statement is to ensure that all reasonably practical steps are taken to secure the health, safety and welfare of all persons using the premises:

(a) To establish and maintain a safe and healthy environment throughout the school.

(b) To establish and maintain safe working procedures among staff and pupils.

(c) To make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.

(d) To ensure the provision of sufficient information, instruction and supervision to enable all people working on site and pupils to avoid hazards and contribute positively to their own safety and health at work and to ensure that they have access to health and safety training as and when provided.

(e) To maintain a safe and healthy place of work and safe access and egress from it.

(f) To formulate effective procedures for use in case of fire and other emergencies and for evacuating the school premises.

(g) To lay down procedures to be followed in case of accident.

(h) To provide and maintain adequate welfare facilities.
1.4 This Statement is reviewed annually and managed by the Health & Safety Committee. Where a gap in the knowledge of the staff is identified, training is provided to some or all staff by the School’s H&S Consultant.

1.5 The Health and Safety Committee meets once a term and reports directly to the Board of Governors. The Health and Safety Committee will be responsible for co-ordinating the implementation of the health and safety at work policy and will keep under review measures taken to ensure the health and safety of employees with the objective of promoting co-operation between the management and employees.

The health and safety committee will:
- review statistics with a view to recommending corrective action
- examine safety audits, inspections and assessments
- consider legislation, reports and information in order to determine necessary action
- keep a watch on the effectiveness of rules, systems of work, training and communication

The membership of the committee includes:
- A Governor who has dedicated responsibility for health and safety. Preferably with Health and Safety business experience, they Chair all meetings.
- The school bursar, responsible for the day to day management of the health and safety at work policy
- all safety representatives
- matron

2. Responsibilities and Duties in Matters Concerned with Safety:
The Health and Safety at Work Act 1974 and regulations made under the Act stipulate that the employer is responsible for health and safety, though tasks may be delegated.

Health and safety law requires the employer to assess the risks of health and safety of staff and others affected by their activities. The terms risk assessment and risk management are used to describe the process of thinking about the risks of any activity and steps taken to counter them. Sensible management of risk does not mean that a separate written risk assessment is required for every activity. However, when a risk assessment is required, the School’s standard template is available.

2.1 The Head
The ultimate responsibility for all school safety organisation and activity rests with the Head, who shall:
(a) Be the focal point for day to day references on safety and give advice or indicate sources of advice.
(b) Co-ordinate the implementation of the approved safety procedures in the school.
(c) Maintain contact with outside agencies able to offer expert advice.
(d) Report all known hazards immediately to the authority and stop any practices or the use of any plant, tools, equipment, machinery etc he considers to be unsafe until satisfied as to their safety.
(e) Make recommendations to the Board of Governors for additions or improvement to plant, tools, equipment, machinery etc which are dangerous or potentially so.
(f) Make or arrange for investigation of premises, places of work and working practices on a regular basis and ensure that he is kept informed of accidents and hazardous situations.
(g) Ensure adequate provision of First Aid in the school. (as detailed in the separate First aid policy.)
(h) Review regularly the dissemination of safety information concerning the school.
(i) Recommend necessary changes and improvements in welfare facilities.

2.2 Obligation of all Employees

The Health and Safety at Work Act 1974 states:
“It shall be the duty of every employee while at work:
(a) To take reasonable care for the health and safety of himself and of any other persons who may be affected by his acts or omissions at work, and
(b) As regards any duty or requirement imposed on his employer or any other person or under any of the relevant statutory provisions, to co-operate with him so far as it is necessary to enable that duty or requirement to be performed or complied with.”

The Act also states:
“No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.”

In order that the laws be observed and responsibilities to pupils and other visitors to the school are carried out ALL employees are expected
(a) To know the special safety measures and arrangements to be adopted in their own working areas and to ensure that they are applied.
(b) To observe standards of dress consistent with safety and/or hygiene.
(c) To exercise good standards of housekeeping and cleanliness.
(d) To know and apply the emergency procedures in respect of fire and first aid.
(e) To use and not wilfully misuse, neglect or interfere with things provided for his own safety and/or the safety of others.
(f) To co-operate with other employees in promoting improved safety measures in their school.
(g) To co-operate with the appointed safety representative Mr Little and the enforcement officer of the Health and Safety Executive or the Public Health Authority.
2.3 Teaching and Non-Teaching Staff Holding Post/Positions of Special Responsibility

These staff:
(a) Have a general responsibility for the application of the Board of Governors safety policy to their own department or area of work and are directly responsible to the Head for the application of existing safety measures and procedures within that department/area of work. Advice or instructions given by the Board of Governors and the Head, including the relevant parts of this statement shall be observed.
(b) Shall, where necessary, establish and maintain safe working procedures, including arrangements for ensuring, as 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, (eg chemicals, boiling water, guillotines).
(c) Shall resolve any health and safety problem any member of staff may refer to them and refer to the Head any of these problems for which they cannot achieve a satisfactory solution within the resources available to them.
(d) Shall carry out a regular safety inspection of the activities for which they are responsible and, where necessary, carry out a Risk Assessment. (see Risk Assessment Policy)
(e) Shall ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own safety and health at work.
(f) Shall, where appropriate, seek the advice and guidance of the Head or appointed safety representative.
(g) Shall propose to the Head requirements for safety equipment and on additions or improvements to plant, tools, equipment or machinery which are dangerous or potentially so?

2.4 Special Obligations of Class Teachers

The safety of pupils in classrooms, laboratories and workshops is the responsibility of class teachers; teachers have traditionally carried responsibility for the safety of pupils when they are in their charge.

IF FOR ANY REASON, EG THE CONDITION OR LOCATION OF EQUIPMENT, THE PHYSICAL STATE OF THE ROOM, OR THE SPLITTING OF A CLASS FOR PRACTICAL WORK; A TEACHER CONSIDERS HE/SHE CANNOT ACCEPT RESPONSIBILITY, HE/SHE SHOULD DISCUSS THE MATTER WITH THE HEAD BEFORE ALLOWING PRACTICAL WORK TO TAKE PLACE.

Class teachers are expected:
(a) To exercise effective supervision of the pupils and to know the emergency procedures of fire, evacuation of a building during an emergency and first aid and to carry them out.
(b) To know the special safety measures to be adopted in their own special teaching areas and to ensure that they are applied.
(c) To give clear instructions and warning as often as necessary
(d) To follow safe working procedures personally. Giving due regard to Manual Handling and Working at Heights. Especially when arranging classroom displays.
(e) To call for protective clothing, guards, special safe working procedures etc where necessary.
(f) To make recommendations to their Head of Department or appointed safety representative eg on safety equipment and on additions or improvements to plant, tools, equipment or machinery which are dangerous or potentially dangerous.

2.5 Housemaster and Residential Staff
The safety of pupils at the end of the school day becomes the responsibility of the Housemaster, the On-Call Residential Staff and those staff that are included in the boarding duty rota (available from the Housemaster).

All Residential Staff are expected:
(a) To have a general responsibility for the application of the Board of Governors safety policy.
(b) To establish and maintain safe working procedures, including arrangements for ensuring, as far as is reasonably practicable, safety and absence of risks to health.
(c) To resolve any health and safety problem any member of staff may refer to them and refer to the Housemaster any of these problems for which they cannot achieve a satisfactory solution within the resources available to them.
(d) To carry out a regular safety inspection of the activities for which they are responsible and to inspect the boarding house to ensure it is secure.
(e) Shall, where appropriate, seek the advice and guidance of the Housemaster, Head or appointed safety representative. The Housemaster shall then propose to the Head requirements for safety equipment and on additions or improvements.

It is the responsibility of the Housemaster to ensure that once the pupils taking part in Boarding have finished breakfast and joined the rest of the school that the access doors to the Boarding House are locked on their combination locks and remain so until the end of the school day when the day pupils have gone home. At this time it is the responsibility of the Housemaster to ensure that the Manor House is locked. During the school day, it is essential that the doors to the Early Years Department are secure on their combination locks together with other doors fitted with this type of lock. Outside the school adequate lighting is provided to ensure the safety of staff and pupils during hours of darkness. Deficiencies in this should be reported to the designated safety officer.

2.6 The Pupil
The pupils are expected:
(a) To exercise personal responsibility for the safety of self and. class-mates.
(b) To observe standards of dress consistent with safety and/or hygiene.
(c) To observe all the safety rules of the school and, in particular, the instructions of teaching staff given in an emergency.
(d) To use and not wilfully misuse, neglect or interfere with things provided for his/her safety. NB — All pupils and parents should be made aware of the contents of this section.

3. Training

3.1 New Employees
On joining the school, all employees will be informed of the general health and safety aspects of their employment and of any specific information appropriate to them.

3.2 All Employees
All employees will be informed about, and trained in, health and safety matters including exposure to any identified risks. Such information and training will be given in the event of there being a change in circumstances affecting health and safety, and otherwise will be adapted and repeated periodically where appropriate. Training will be conducted during working hours.

Staff will be given the health and safety training they need for their job. This may vary from following simple instructions to attending a training course. Staff who carry out work which involves a greater element of risk, such as using woodworking machines, will need more training.

4. Trips away from School premises
Before carrying out an Educational Visit or Residential Trip staff should familiarize themselves with the separate policy for Educational Visits and Residential Trips together with the policy for pupils taking electronic devices and accessing media. A checklist and guidelines are also included in the Staff handbook.

Staff need to also consider their duties under health and safety law when planning trips abroad.

Staff should be aware that any injury to or death of a member of staff or a child outside Great Britain may be subject to the law of the land in which the injury/death occurred.

Furthermore, the school could still be liable under civil law for injuries to children that happen abroad as a result of negligence on the part of the school or its staff.

For this reason, the school requires a full Risk Assessment to be made of all trips abroad and for this to be approved by the Head before departing.

5. Reporting injuries and accidents
Certain work-related injuries to a member of staff or a child must, by law, be recorded and reported.

Staff must report accidents which result in:

- deaths;
- specified injuries;
- over-7-day injuries – where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days;
- where there is an accident connected to the work activity which causes injury to pupils, members of the public or other people not at work and they are taken from the scene of an accident to hospital for treatment to that injury (examinations and diagnostic tests do not constitute ‘treatment’ in such circumstances); and
- specified dangerous occurrences – where something happens that does not result in an injury, but could have done.

The requirements are found in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). All such injuries should be reported to Matron 6.

6. Adventure activities using licensed providers

When planning an activity that will involve caving, climbing, trekking, skiing or water sports, Staff must check that the provider holds a licence as required by the Adventure Activities Licensing Regulations 2004. These regulations apply to adventure activities that take place in England, Scotland and Wales but these arrangements may be subject to change in the future.

7. Parental consent to off-site activities

Written consent from parents is not required for pupils to take part in the majority of off-site activities organised by a school (with the exception of nursery age children) as most of these activities take place during school hours and are a normal part of a child’s education at school. However, parents should be told where their child will be at all times and of any extra safety measures required.

Written consent is only requested for activities that need a higher level of risk management or those that take place outside school hours. The School makes reference to this within the parent contract but any specific event deemed to have more risk attached to it will involve direct communication with parents seeking their full permission.

8. Supervision of Pupils around the School grounds

(a) Children will move from lesson to lesson in an orderly fashion.
(b) Pupils in the Science Laboratories, Technology Workshop, Sports Hall or Theatre must pay special attention to the rules as laid down by the teachers.
(c) Pupils must take great care in the front drives and Car Park. This is especially important during the times of coming to school and going home or when going to the Church for
assembly. Staff should escort pupils where appropriate. At all other times the car park and drive are “Out of Bounds” to pupils.
(d) Pupils must not interfere with the tasks of site contractors and workmen.
(e) Pupils must not touch the groundsmen’s equipment eg tractor mowers, strimmers, chainsaw, hedge cutter, rollers.
(f) There will be occasions when pupils are advised to stay away from certain parts of the grounds. Pupils must follow staff instruction. In certain weather conditions, the woods or areas near high trees will be declared out of bounds by the Head.

9. Medical Provision
The school operates a separate First Aid Policy (Beach-005) which ensures adequate and efficient first aid cover for all pupils and employees in the school at all times. The first aid policy lists in detail the following:
- The qualified first aiders at the school
- The location of the first aid boxes
- The parental responsibility
- The process following minor incidents or illness
- Medication procedures, including the separate Medical Dispensing Policy (Beach-006)) and the off-site visit parental consent form (Beach-006A).
- Major Incident protocols
- Hospitalisation procedures
- The process required for recording of incidents or illnesses
- Ensuring hygiene measures are in place
- How teachers and other staff are informed of medical information relating to all children at the school, including those that have nut and food allergies and asthma.
- First aid protocols on all off-site visits and matches.

10. Visitors
Regular visitors and other users of the premises, (eg delivery men from specific companies), should be required to observe the safety rules of the school. In particular, parents helping out in school should be made aware of the health and safety arrangements applicable to them through the teacher to whom they are assigned.

Visitors to the site are asked to report to the main reception. The School’s Visitor Policy is described in full within the Safeguarding Policy

11. Vehicle Movement around the Site:
A one way system is in operation on the school drive. Vehicles are encouraged through signs and speed ramps to drive slowly within the confines of the school. Regular bulletins are issued to parents with instructions for parking for specific events.
12. Visitors and Maintenance Contractors on site:
Staff should refer to the separate Security and Child Welfare – all site Risk Assessment (BeachRA-008) with regards to the management of such people on site.

Where possible, Beachborough will seek to gain three quotes from potential suppliers before appointing a contractor. All contractors will be briefed of both the Visitors Policy and the Health and Safety at Work Policy prior to beginning their work.

13. Risk Assessment
Regular and systematic inspections and risk assessments of all potential hazardous substances and work activities will be made by, or under the authority of, the executive responsible for health and safety and will take into account all the relevant regulations and code of practice. Specialist advice will be obtained if necessary and the risk assessment will be reviewed periodically. The significant findings will be recorded and appropriate preventative and/or protective measures taken as necessary. All full Risk Assessment Policy is available (Beach-009)

14. Regulatory Documentation
The Health and Safety Committee will ensure that all regulatory documentation for the school is present and filed accordingly. The school has individual risk assessments, where and when required, for the following:

- Fire Risk
- Young workers employed by the School/work experience
- New and expectant mothers
- Control Of Substances Hazardous to Health
- Lone working
- Workplace equipment (including DSE)
- Confined space (works and access)
- Asbestos, Legionella, lead works

15. Occupational Health
It is the School’s policy to protect its employees as far as practicable from any health risk which may arise from work or the working environment by:

- Developing occupational health procedures and ensuring that policies are current and relate to the School’s needs.
- Providing pre-employment screening and regular health supervision of all employees.
- Establishing and maintaining appropriate standards for health and hygiene relevant to each employee.
- Identifying possible health hazards within the working environment.
- Advising on the prevention of occupationally induced health problems with a view to improving employee health and performance.
- Providing an efficient first aid service.
- Ensuring that occupational health provisions are within, and assist, school health and safety policies and that they comply with all relevant legal and statutory obligations.

It should be noted that the occupational health service, including health supervision of individual employees at work, is complementary to, and not a substitute for, the relationship between the employee and the National Health Service/General Practitioner.

16. Smoking
This is a non-smoking site. Smoking constitutes a fire hazard and can be unpleasant and dangerous for the smoker and colleagues. Smoking on the premises is against the code of conduct and therefore an offender will be subject to the disciplinary procedures. Employees discovered smoking in an area where there is a particular fire risk will be liable to dismissal without notice.

17. Conclusion
It is the responsibility of everyone to make these arrangements work. This will ensure, as far as is reasonably practicable, that working conditions are safe and that the working life is accident free.

If an improvement or prohibition notice is served by an enforcement officer, (eg Factories Inspector or Environmental Health Inspector), the Head should immediately advise the Board of Governors. If a prohibition notice is issued with immediate effect the activities specified should cease forthwith.

Any member of staff noticing a failure with this statement of organisation and arrangements or other advice/guidance issued by the Board of Governors or Head in pursuance of the safety policy should immediately report the circumstances to the Head. The Head should then initiate appropriate remedial action. If it proves impossible for the Head to resolve the matter, he should then report the matter to the Board of Governors. If no action is seen to be taken, the Head should be consulted again and, if still no action is taken, the member of staff should report the circumstances to the safety representative at the school, or one of the officers mentioned above.

Hazardous situation should also be reported immediately and the same procedure followed. Suggestions by any member of staff to improve standards of health and safety are welcomed by the Head.