

Date: August 2019  
Review date: August 2020  
Responsibility: DR

# Bishop Challoner School



## Health & Safety Policy



## **Bishop Challoner School**

### **HEALTH AND SAFETY POLICY**

This policy also applies to the Early Years Foundation Stage (EYFS).

Relevant Acts: Health and Safety at Work Act 1974

Health and Safety at Work Regs 1992

Control of Substances Hazardous to Health (COSHH) Regs 1992

The Reporting of Injuries, Diseases and Dangerous Occurrences Regs (RIDDOR) 1995

This policy should be read in conjunction with:

Educational Visits Policy

Emergency Actions Policy

Fire Risk Policy

First Aid Policy

Critical Incident Plan

Visiting Speaker Policy

Written Risk Assessment Policy

Employee Safety Handbook

Staff Handbook

#### Introduction

The aim of the Bishop Challoner School Health and Safety policy is to provide a safe and healthy working and learning environment for staff, pupils and visitors. The school 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 of its pupils.

It is recognised that the arrangements outlined in this statement and the various other safety provisions made by the Trustees cannot prevent accidents or ensure safe and healthy working conditions, but the adoption of safe methods of work and good practice by all individuals can ensure everyone's personal health and safety. The school will take all reasonable steps to identify and reduce hazards to a minimum but all staff and pupils must appreciate that their own safety and that of others also depends on the individual conduct and vigilance while on the school premises or while taking part in school sponsored activities.

Copies of all documentation are held by the Headteacher. This policy is also available in the school office and will be displayed in the staff room. In addition, Departments will also put in place additional steps for safe working procedures which will be attached to the health and safety policy.

#### Health and Safety Policy

1. The Trustees of Bishop Challoner School will make itself familiar with the requirements of the Health and Safety at Work Act 1974, the DfE Guidance on Health and Safety Advice on Legal Duties and Powers (2014), any other legislation and codes of practice which are relevant to the work of the school, in particular the management of Health and Safety at work Regulations 1992, thus ensuring there is an effective and enforceable policy for the provision of Health and Safety throughout the school.

2. By periodically assessing the effectiveness of this policy will ensure that any necessary changes are made.
3. Will identify and evaluate risk control measures in order to select the most appropriate means of minimising risk to staff, pupils and others relating to:
  - Accidents
  - Health
  - School-sponsored activities (including work experience)

In particular the Trustees undertakes to provide:

1. A safe place for staff and pupils to work including safe means of entry and exit. Pupils will be cared for in the same way that a prudent parent would do so.
2. Safe equipment and systems of work including arrangements for the handling, storage and transport of articles and substances.
3. Safe and healthy working conditions which take account of all appropriate statutory requirements, codes of practice and guidance whether statutory or advisory.
4. Supervision, training (including risk assessment) and instruction so that all staff and pupils can go about their daily tasks in a safe and healthy environment. All staff will be offered the opportunity to receive health and safety training which is appropriate to their duties and responsibilities and which will be given before an employee commences any relevant work. Whenever training is required for staff, pupils and others then the Trustees will ensure, within the financial resources available, that such training is provided. Pupils will have training where appropriate and all training will be regularly updated.
5. The necessary safety and protective equipment and clothing together with any guidance, instruction and supervision.
6. The Trustees, where possible, through the Headteacher, will make arrangements for all staff, including temporary and voluntary staff and helpers to receive comprehensive information on:
  - This policy
  - All other relevant health and safety matters.

Duties within the School:

### **THE HEADTEACHER**

As well as the general duties which all members of staff have, the Headteacher has responsibility for the day-to-day maintenance and development of safe working practices and conditions for teaching staff, ancillary staff, pupils, visitors and any other person using the premises or engaged in activities sponsored by the school and take all reasonably practicable steps to achieve this end through the Heads of the appropriate departments, senior members of staff, teachers and others as appropriate.

The Headteacher is required to take all necessary and appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times.

- Be aware of the basic requirements of the Health and Safety at Work, etc Act 1974 and any other health and safety legislation and codes of practice relevant to the work of the school
- Ensure, at all times, the health, safety and welfare of staff, pupils and others using the

school premises and facilities or services or attending or taking part in school sponsored activities

- Ensure safe working conditions for the health, safety and welfare of staff, pupils and others using the school premises and facilities.
- Ensure safe working practices and procedures throughout the school including those relating to the provision and use of machinery and other apparatus, so that each task is carried out to the required standards and so that all risks are controlled.
- Consult with members of staff, including the safety co-ordinators, on health and safety issues.
- Arrange systems of risk assessment to allow the prompt identification of potential hazards.
- Carry out periodic reviews and safety audits on the findings of the risk assessment
- Identify the training needs of staff and pupils and ensure, within the financial resources available, that all members of staff and pupils who have identified training needs receive adequate and appropriate training and instruction in health and safety matters.
- Encourage staff, pupils and others to promote health and safety
- Ensure that any defects in the premises, its plant, equipment or facilities which relate to or may affect the health and safety of staff, pupils and others are made safe without delay.
- Ensure that routine PAT testing is completed regularly by external provider / fully trained internal staff (any defects must be reported and rectified immediately).
- Encourage all employees to suggest ways and means of reducing risks
- Collate accident and incident information and when necessary, carry out accident and incident investigations.
- Monitor the standard of health and safety throughout the school, including all school-based activities, encourage staff, pupils and others to achieve the highest possible standards and discipline those who constantly fail to consider their own well-being or the health and safety of others
- Monitor first aid welfare provision
- Monitor the arrangement structure, along with the Trustees.
- Ensure that an emergency plan is prepared to cover all foreseeable major incidents which could put at risk the occupants or users of the school. This plan will indicate the actions to be taken in the event of a major incident so that everything possible is done to:

\*Save life

\*Prevent injury

\*Minimise loss

## **THE BURSAR**

The Bursar shall have the duties as detailed below. These may be delegated to other members of staff, but the Bursar will remain responsible to the Headteacher for ensuring that they are carried out effectively:

- To co-ordinate the action necessary for carrying out the requirements of this health and safety policy and for carrying out those duties not otherwise allocated within this document.
- To ensure on behalf of the Headteacher that the organisation and arrangements set out in this policy are set up and maintained efficiently and developed as appropriate and to keep the Headteacher informed.
- To monitor effectively the implementation of the arrangements.
- To report to the Headteacher immediately on any instance where the Bursar's executive

authority or resources do not allow the elimination or reduction to a satisfactory level of a hazard or where the Headteacher's personal authority is required but to take or authorise all necessary short term measures to avoid danger pending rectification.

- To act as recipient of all health and safety information in the school and to take such action as is necessary, including the issue of notes of advice, guidance and instruction.
- To ensure that it is brought to the attention of the appropriate staff.
- To keep a file of such information and make this available to all staff. To keep informed of new legislation, regulations and trends in health and safety and to advise on any changes of policy, organisation and arrangements indicated.
- To maintain a list of post holders with responsibilities within this scheme of organisation and arrangements.
- To chair termly meetings of the internal health and safety committee with whole school representation to assist with identification and rectification of Health and Safety issues.
- To maintain a programme for the assessment of risk throughout the school in accordance with agreed priorities and to monitor its implementation by those responsible.
- To receive copies of risk assessments, reports on routine safety inspections and of accident reports and to take all reasonable steps to ensure the implementation of any requirements arising there from.
- To maintain an up to date copy of this Safety Policy, together with codes of practice and Departmental safe working procedures forming part thereof and to review it regularly and to make any necessary recommendations to the Trustees, through the Headteacher, for changes; to republish it as necessary and to ensure that an adequate supply of copies is available.

#### **DUTIES OF SUPERVISORY STAFF**

All supervisory staff (e.g. Heads of Department, Co-ordinators, Science Technicians) will make themselves familiar with the requirements of the Health and Safety at Work, etc Act 1974 and any other health and safety legislation and codes of practice which are relevant to the work of the area of responsibility.

In addition to the general duties which all members of staff have they will be directly responsible to the Headteacher or the member of staff nominated by the Headteacher to have overall day-to-day responsibility for the implementation and operation of the school's health and safety policy within their relevant departments and areas of responsibility.

They will 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.

#### **ESTATE PROJECT MANAGER**

The Estate Project Manager shall have the following duties (in addition to the duties of all Site Supervisors listed below):

- To control effectively any activity of outside contractors when operating on the school's premises through supervision and presentation of contractor risk assessments, method statements and insurance certificates.
- To ensure that all contractors are informed when a contract is confirmed or as soon as possible thereafter of any hazards of which they may be unaware arising from the

premises and insofar as they have not been so informed by the school's surveyor or other professional advisor, including those that may arise because of maintenance work affecting pupils and staff.

- To make arrangements for the maintenance, replacement and renewal of fire and other safety equipment

## **SITE SUPERVISORS**

The Site Supervisor shall have the following duties:

- To co-operate in the efficient operation of the school's health and safety policy.
- To assist the Bursar in drawing up safe working procedures covering their activities, to ensure that the procedures are adhered to and that hazards are not created for others by their work, and to bring forward any proposals for change which they perceive to be necessary.
- To ensure that areas where they work are safe or, insofar that they are called upon to attend to a hazard or defect, that they do so in a safe manner following such guidance and safe working practices as are available and appropriate.
- To ensure that their equipment is safe before use and is properly maintained.
- To ensure that their protective clothing and equipment is in good condition, properly maintained and used where appropriate.
- To report to the Bursar any health and safety hazards, deficiencies or problems arising within their areas of work, which they are unable to resolve, and to take all short term measures to avoid danger to themselves and others pending rectification.
- To maintain a file of all health and safety instructions and advice received relating to the operation and maintenance of plant, equipment, clothing and materials under their care.
- In the absence of the Bursar or at his request, to receive maintenance contractors on to the school site; to inform them of any hazards of which they may be unaware giving consideration to the possibilities of maintenance work affecting pupils and staff; to keep track of contractors on site ensuring that they take adequate steps to separate staff and pupils from the activities and to take action, including immediately reporting to the Bursar, in the event that the contractors' activities threaten the safety of other people.
- To ensure that deliveries of materials to the school are received and disposed of in a safe manner.

## **HIRERS, CONTRACTORS AND OTHERS**

- When the premises are used for the purposes not under the direction of the Headteacher then the principal person in charge of the activities for which the premises are in use will have the responsibility for safe practices as indicated in the paragraph (Duties of the Headteacher) of this document.
- The Bursar/Site Supervisors will seek to ensure that the hirers, contractors and others who use the school premises conduct themselves and carry out their operations in such a manner that all statutory and advisory requirements are met at all times
- When the school premises or facilities are being used out of normal school hours for a school-sponsored activity then, for the purposes of this policy, the organiser of that activity, even if any employee, will be treated as a hirer and will comply with the requirements of this section.
- When the premises are hired to persons outside the employ of the Trustees, it will be a

condition for all hirers, contractors and others using the school premises or facilities that they are familiar with this policy, that they comply with all safety directives of the Trustees and that they will not without prior consent of the Trustees:

- 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
- All contractors who work on the school premises are required to ensure safe working practices by their own employees under the provisions of the Health and Safety at Work, etc Act 1974 and must pay due regard to the safety of all persons using the premises in accordance with ss 3-4 of the Health and Safety at Work, etc Act 1974
  - In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe the Headteacher will take such actions as necessary to prevent persons in his or her care from risk of injury.
  - The Trustees draw attention to all users of the school premises (including hirers and contractors) to s8 of the Health and Safety at Work, etc Act 1974, which states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare in pursuance of any of the statutory provisions.

#### **STAFF CONSULTATIVE ARRANGEMENTS**

The Trustees, through the Headteacher, will ensure the regular running of an effective health and safety committee by incorporating agenda items on health and safety matters into existing consultative groups. Representation on this committee will cover all appropriate areas of work or special hazards.

#### **DUTIES OF ALL MEMBERS OF STAFF**

All staff will make themselves familiar with the requirements of the Health and Safety at Work, etc Act 1974 and any other health and safety legislation and codes of practice which are relevant to the work of the department in which they work. They should

- Take a reasonable care of their own health and safety and any other persons who may be affected by their acts or omissions at work
- As regards any duty or requirements imposed on his or her employer or any other persons by or under any of the relevant statutory provisions, co-operate with him or her so far as necessary to enable that duty or requirement to be performed or carried out.

All staff are expected to familiarise themselves with the Health and Safety aspects of their work and to avoid conduct which would put them or anyone else at risk.

In particular all staff will:

- Be familiar with the safety policy and any and all safety regulations as laid down by the Trustees
- Ensure health and safety regulations, rules, routines and procedures are being applied effectively by both staff and pupils
- See that all plant, machinery and equipment is adequately guarded

- See that all plant, machinery and equipment is in good and safe working order.
- Not make unauthorised or improper use of plant, machinery and equipment
- Use the correct equipment and tools for the job and any protective equipment or safety devices which may be supplied.
- Ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled.
- Report any defects in the premises, plant, equipment and facilities which they observe
- Report all accidents and incidents (anything giving cause for concern; e.g. near misses) on the appropriate forms
- Take an active interest in promoting health and safety and suggest ways of reducing risks

Staff must also familiarise themselves with the Employee Safety Handbook. The handbook is circulated electronically at the start of each academic year. Staff must print the final page and sign that they have read the whole Employee Safety Handbook each year.

This is separate from the Staff Handbook which contains the key Policies and Procedures for the school. Again, this is circulated electronically at the start of each academic year and staff must sign the final page to confirm that they have read it.

## **REPORTING PROCEDURES**

### **Record Keeping**

All accidents and incidents should be reported on the appropriate form held by the office. (A separate lilac incident form should be used for any Safeguarding concerns and handed to the designated safeguarding lead). The signed record should state:

- Time
- Date
- Location
- People Involved
- Witnesses
- Description of Event (including action taken)

### **Reporting**

A report will be sent to the Health and Safety Executive (HSE) of any notifiable incident as outlined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

Notifiable Incidents include:

- Fatal injury to staff, pupils or any other people in an accident on the premises
- Major injury to staff, pupils or any other people in an accident on the premises – the major injury as listed in the Regulations
- Any other injury resulting in a member of staff being absent from, or unable to do their normal work for more than seven days
- Any incident resulting in a member of the public being taken to hospital by ambulance directly from the school premises. **NB.** Pupils are treated as members of the public.
- Ill health listed in the Regulations
- Dangerous occurrence listed in the Regulations



Reporting to the HSE will be carried out electronically on the HSE's approved electronic reporting arrangements.

## **SECURITY OF SITE**

The school has vehicle gates in position at the main entrance and exit. (The school operates a one way system for vehicles.)

The pedestrian gates are kept locked between 09:00 and 15:00 and overnight and at weekends and holidays. Entry to the site is controlled by radio communication to the reception office. Entry via the pedestrian gates is enabled immediately before and after the published times (with additional limited access at lunchtimes for Nursery collections) to allow parents to drop off and pick up pupils. Parents are not able to drive on to site (unless disabled). There is a lockdown of all vehicle movements between 15:00 and 16:00.

The internal side gates by the library and main hall are padlocked during the school day and overnight and at weekends and holidays.

All visitors must report to the main entrance of the school whereby visitors are required to contact the School Office to gain entry to the premises. Any visitors remaining on site must sign the visitors book, wear a visitor pass and be accompanied by a member of staff at all times.

All buildings have keypad entry locks to ensure security of individual buildings. St. Catherine's Cottage is the closest building to the public highway, and is mainly timetabled for 6<sup>th</sup> form provision.

Playground areas are clearly laid out with no access to exits from site. Break times are supervised by staff at all times.

## **VIOLENCE**

The School acknowledges that it has a legal duty of care towards those who work at or attend the school, and a responsibility to ensure, as far as is reasonably possible, that the School is a safe place in which both staff and pupils may work without fear of being subjected to violence or aggression.

There are no circumstances in which violence towards any member of staff is acceptable, whatever form it takes, and no member of staff will be expected to accept exposure to violent behaviour as being part of their job.

If necessary, in the case of violent or aggressive behaviour on the part of parents, they will be requested to leave site and should compliance with the request not be forthcoming, assistance from the police will be sought. The Headteacher will remind parents that they may only be allowed on site at certain times for certain purposes by invitation.

## **MANUAL HANDLING**

Manual handling activities involving risk, so far as is reasonably practicable, will be eliminated or replaced by a mechanised process. Where activities involving risk cannot be avoided they must be subject to an assessment.

The risk of injury will be reduced as far as reasonable possible through assistance from other personnel or use of equipment such as trolleys.

All personnel are required to exercise discretion when lifting any object. The initial responsibility for assessing any manual handling implications rests with the person lifting the object.

### **FOOD AND DRINK**

In the EYFS (Nursery) all staff are trained in basic food hygiene level 1. This is to ensure that all staff are aware of the basic requirements to keep children safe and limit cross contamination. School lunches are prepared by NOURISH who hold high level food hygiene certificates and in the nursery these meals are served by the Nursery team. In the nursery packed lunches are supervised/served by the nursery team and all staff are vigilant to the importance of hand washing and cleanliness.

Any concerns regarding the suitability of food for consumption or the environment within which it is prepared are reported to the Bursar.

The kitchen and NOURISH fulfil their own obligations as regards environmental health and risk assessment requirements.

Potential allergies are clearly labelled on all menus as per current legislation. We operate systems to ensure that children do not have access to food/drinks to which they are allergic.

The school discourages the distribution of food items. If staff / helpers are aware of food being distributed, they must:

1. Ensure awareness of every allergy in group
2. Limit food to that which comes in labelled packets
3. Clearly state that the food may contain allergens - the majority of snacks state "may contain nuts" on their wrappers
4. Staff must not prepare any food unless they have a food hygiene certificate
5. Make the class aware of any allergies to ensure that they do not share food
6. Make sure the food is not taken out of the class where it could be given to other students with allergies

### **SLIPS AND TRIPS**

The School is aware that slips and trips are the most common of workplace hazards. The risk is obviously exacerbated due to the activity, in wet conditions or due to spillages.

In order to minimise these risks:

- The site team are to clean up spillages as soon as reported
- Wet areas are to be signposted particularly on wooden floors
- Cleaners must use signage when mopping
- Mats and barrier matting carpets are provided at all main entrances

- Appropriate footwear is specified for staff and pupils (e.g. trainers in the gym)
- Appropriate surfacing (e.g. low abrasive, rubberised surface to the ball courts; cushion fall around trim trail)
- Trip hazards are identified in room risk assessments, removed where possible, and labelled where not
- Maintenance requests are ranked in order of priority

## **ASBESTOS MANAGEMENT**

The School acknowledges that it has a legal duty to carry out a survey to establish the presence of any asbestos and the requirements for any further actions: i.e. the steps needed to be taken to remove or control the asbestos.

### **Survey**

An asbestos survey has been carried out by the school and various amounts of asbestos have been removed by a registered contractor.

Different types of asbestos have been logged in a site register. Any remaining asbestos does not have to be removed so long as it is not disturbed.

### **Management**

The asbestos register shows the location, type, condition, maintenance and removal of all asbestos-containing materials on the premises.

The school acknowledges its responsibility to inform anyone who is likely to disturb asbestos-containing materials about the location and condition of the material.

The plan is reviewed at least annually.

If any concerns are raised about the condition of any of the asbestos-containing materials, immediate arrangements must be made to restore to a good state of repair, seal or remove the asbestos-containing materials if there is a risk of exposure due to their condition or location.

## **HAZARDOUS SUBSTANCES**

Chemicals must be kept in remote, secure locations such as the chemical store and caretakers' sheds. Small quantities may be stored in the prep room and cleaning cupboards. Dangerous substances must be considered in accordance with COSHH (Control of Substances Hazardous to Health) Regulations 2002.

Access to workshops, stores, prep room and radiation sources must be controlled at all times.

Where substances are used that may be controlled under specific regulations such as COSHH, the procedures are as follows:

- Listing of substances being used to establish whether they come under COSHH regulations
- Carry out COSHH Assessment having regard to the following points:
  - Prevention or Control – ideally prevention by substitution of a non-controlled substance, but if not possible control
  - Control measures to be adopted
  - Maintenance of the control measures

- Monitoring the effectiveness of the control measures
- Carry out instruction and training to ensure the following are understood:
  - Use of the substances, their handling, storage and disposal
  - Emergency procedures
  - Methods of control
  - Use of personal protective equipment

Record all information on relevant assessment form

This type of assessment should be carried out by the Lab Technician with assistance from other personnel as required.

### **WORKING AT HEIGHT**

Site staff are all given the requisite training for working at height and use of ladders. Other staff should contact the site team by using a maintenance request form if they have a task which requires Working at Height.

Site staff know that they must inspect any ladder before use and report any defects to the Bursar. Additionally, periodic reviews of all ladders are conducted by a member of the site team who has received the requisite ladder inspection training.

Bishop Challoner School is a smoke free zone – no smoking (nor the use of e-cigarettes or similar devices) is allowed anywhere on the site and alcohol is not permitted to be drunk by students at anytime whilst on site and by staff only at specific functions organised by the school.

*This policy will be reviewed at least once a year*

Reviewed by: David Rolls

Review Date: August 2019

Date of Next Review: August 2020