



## ST MARY'S SCHOOL GERRARD'S CROSS HEALTH AND SAFETY POLICY

The School refers to all staff and students in St Mary's School which includes: the Early Years/Foundations Stage (EYFS), the Preparatory Department (Years 1-6), Senior House (Years 7-11) and the Sixth Form

### STATEMENT OF HEALTH AND SAFETY POLICY

As Governors of St Mary's School we fully recognise our collective responsibility, as noted in the **Health and Safety at Work Act 1974**, and the **Management of Health and Safety at Work Regulations 1999** for providing, so far as is reasonably practicable, a safe and healthy school for all of our employees, pupils, contractors, visitors (including parents) and others who could be affected by our activities. In our role as employer we attach high priority to ensuring that all the operations within the School environment, both educational and support, are delivered in an appropriate manner. The Governors are committed to promoting the welfare of all in our community so that effective learning can take place.

We fulfil our responsibility as Governors of St Mary's School by appointing a Governor with responsibility for overseeing health and safety as part of their general responsibilities for the upkeep and maintenance of the fabric of the site and buildings.

Day-to-day responsibility for the operation of health and safety at the School is vested with the Headmistress and Bursar. However, as Governors, we have specified that the School should adopt the following framework for managing health and safety:

- The Governor overseeing health and safety attends the meetings of the School's Health and Safety Committee termly and receives copies of all relevant paperwork.
- The minutes of the Health and Safety Committee's discussion on health and safety are tabled at each meeting of the full Governing Board together with any other issues on health and safety that the Committee Chairman wishes to bring to the Board's attention.
- The external fabric of the school, its equipment and systems of work are surveyed and inspected regularly by competent professionals.
- These inspections are reported to the Finance and General Purposes Committee and its recommendations form the basis of the School's routine maintenance programmes.
- The School's adherence to health and safety in catering and cleaning of the food preparation and eating areas is subject to external inspection by the Environmental Health Officer (EHO). In addition, the catering contractors arrange for an independent hygiene and safety audit of food storage, meal preparation and food serving areas once a year, together with regular external deep cleaning and pest control services, and that the Bursar reports on all these aspects to the Finance and General Purposes Committee.

- The School has fire risk assessments, carried out by a competent person which are reviewed every year for progress on completion of items in the action plan, and updated every three years, more frequently if significant changes are made to the interior of buildings or if new buildings are added.
- The School has a competent person undertake water sampling and testing for legionella every six months.
- The School has a comprehensive policy in place for the training and induction of new staff in health and safety related issues. Health and safety training that is related to an individual member of staff's functions, such as science technician, will be provided in addition to the standard induction training. Minibus driver training is provided to any member of staff who wishes to drive girls to events or trips. All members of staff are responsible for taking reasonable care of their own safety, that of pupils, visitors, temporary staff, volunteers and contractors. They are responsible for co-operating with the Headmistress, the Bursar and other members of the Senior Leadership Team (SLT) in order to enable the Governors to comply with health and safety duties. Finally, all members of staff are responsible for reporting any significant risks or issues to the Bursar.

All employees are briefed on where copies of this statement can be obtained on the School's intranet. They will be advised as and when it is reviewed, added to or modified. Details of the arrangements for carrying out the policy are to be found within this policy document.

## **THE DUTIES OF THE HEADMISTRESS AND THE BURSAR**

As well as the general duties which all members of staff have, the Headmistress and the Bursar each have responsibility for the day-to-day maintenance and development of safe working practices and conditions for teaching staff, non-teaching staff, ancillary staff, pupils, visitors and any other person using the premises or engaged in activities sponsored by the School and will 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 Headmistress and the Bursar are 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.

The Headmistress and the Bursar will ensure that the Critical Incident Policy is reviewed regularly to cover all foreseeable major incidents which could put at risk the occupants or users of the School. This policy will indicate the actions to be taken in the event of a major incident so that everything possible is done to save lives, prevent injury and minimize loss.

The Bursar will have day to day management responsibilities for ensuring that, so far as as it is reasonably practicable, they will have arrangements in place for:

- School security.
- Fire safety, the Bursar will ensure that the School complies with the Regulatory

- Reform (Fire Safety) Order 2005.
- Electrical safety.
- Gas safety.
- Water quality.
- Asbestos.
- Maintenance requirements.

## THE DUTIES OF HEADS OF DEPARTMENTS

All Heads of Departments, will make themselves familiar with the requirements of the **Health and Safety at Work, etc Act 1974, and the Management of Health and Safety at Work Regulations 1999** and any other health and safety legislation and codes of practice which are relevant to the work of their area of responsibility.

In addition to the general duties which all members of staff have, they will be directly responsible to the Headmistress and the Bursar or the member of staff nominated by the Headmistress and the Bursar 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 members of staff, pupils and others to comply with its requirements.

As part of their day-to-day responsibilities they will ensure that:

- Safe methods of working exist and are implemented throughout their Department.
- Health and safety regulations rules, procedures and codes of practice are being applied effectively.
- Staff, pupils and others within their Department are instructed in safe working practices.
- New employees working within their Department are given induction in safe working practices
- Regular safety inspections are made of their area of responsibility as required by the Headmistress or as necessary.
- Positive, corrective action is taken where necessary to ensure the health and safety of all staff, pupils and others.
- All equipment in their Department is adequately guarded.
- All equipment in their Department is in good and safe working order.
- All reasonably practicable steps are taken to prevent the unauthorised or improper use of equipment in their Department.
- Appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in their Department.
- Toxic, hazardous and highly flammable substances in their Department are correctly used, stored and labelled.
- They monitor the standard of health and safety throughout their Department, encourage staff, pupils and others to achieve the highest possible standards of health and safety and discipline those who consistently fail to consider their own well-being or the health and safety of others.
- Health and safety is on every agenda at all Department meetings.
- All signs used meet statutory requirements.
- They report, as appropriate, any health and safety concerns to the Bursar.

## **THE 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 the Management of Health and Safety at Work Regulations 1999** and any other health and safety legislation and codes of practice which are relevant to the work of their Department. They should:

- Take reasonable care of their own health and safety and of any other persons who may be affected by their acts or omissions at work.
- Co-operate with the Headmistress and Bursar with both the implementation and adherence to any requirements imposed on St Mary's School by any regulatory body.
- 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 members of staff will:

- Be familiar with the Health and Safety policy and any and all safety regulations as laid down by the Governing Body.
- Ensure health and safety regulations, rules, routines and procedures are being applied effectively by both staff and pupils.
- See equipment is adequately guarded.
- See that all equipment is in a good and safe working order.
- Not use equipment in an unauthorised or improper manner.
- 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 labeled.
- Report any defects in the premises, plant, equipment and facilities which they observe.
- Take an active interest in promoting health and safety and suggest ways of reducing risks.

## **HIRERS, CONTRACTORS AND OTHERS**

When the premises are used for purposes not under the direction of the Headmistress and the Bursar then the principal person in charge of the activities for which the premises are in use will have responsibility for safe practices.

The Headmistress and the Bursar or the coordinator will seek to ensure that 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 safety 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 an employee, will be treated as a hirer and will comply with the requirements of this policy.

When the premises are hired to persons outside the employ of the Governing Body, 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 Governing Body and that they will not without the prior consent of the Governing Body:

- 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 the Management of Health and Safety at Work Regulations 1999** and must pay due regard to the safety of all persons using the premises.

In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe the Headmistress and the Bursar will take such actions as are necessary to prevent persons in his or her care from risk of injury.

The Governing Body draws the attention of all users of the School premises (including hirers and contractors) to s.8 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 relevant statutory provisions.

## **STAFF CONSULTATIVE ARRANGEMENTS**

The Governing Body, through the Headmistress and the Bursar, will make arrangements for the establishment of a Safety Committee. Representation on this committee will cover all appropriate areas of work or special hazards.

## **CODES OF PRACTICE AND SAFETY RULES**

In consultation with the Governing Body (where appropriate) and taking into account the requirements of this statement the Safety Committee will approve (where necessary) codes of practice for the observation of safety requirements in School.

From time to time the Department for Education (DfE), the Health and Safety Executive and other regulatory or advisory bodies will issue codes of practice on particular topics for the guidance of Headmistresses, Bursars and others who are in control of educational premises, who will normally incorporate such codes into their Health and Safety policy and procedures. If the Headmistress and the Bursar consider the inclusion of all or any such documents into this policy to be inappropriate they will be required to demonstrate to the satisfaction of the Governing Body that they have already introduced codes of practice and methods of working which achieve a similar or higher standard of health and safety.

## **RISK ASSESSMENT**

Our Risk Assessment policy demonstrates our commitment to promoting children's welfare. Risk assessments must be carried out in advance of all school trips, visits and activities

involving the supervision of children. These risk assessments are stored in the School Office. It is the responsibility of the activity leader to ensure that risk assessments are read and understood by all relevant parties and to keep the Bursar informed of any training requirements.

All staff are responsible for undertaking risk assessments for activities which are under their control where there is likely to be a significant risk. Upon completion they should be passed to the Bursar for formal discussion and approval. All staff will receive guidance on risk assessments as part of their induction.

Risk assessments will take into account the potential hazard, the likelihood of the hazard occurring, the severity of the outcome of the hazard and the control measures put into place to mitigate the risk.

Areas in which staff will be required to carry out a risk assessment should include but are not limited to Science experiments, Design and Technology activities, Food Technology, Sport and PE activities, Duke of Edinburgh, Educational Visits, Art, Music, Drama, Dance and general classroom activities.

The Heads of Department will be responsible for maintaining their Department's activity risk assessments.

The risk assessments are to be reviewed where there are changes to the activity, after an accident or a near miss, changes in good practice or legislative changes

The Headmistress and the Bursar will ensure that a risk assessment survey of the premises, methods of work and all school-sponsored activities is conducted annually (or more frequently, if necessary). This survey will identify all defects and deficiencies, together with the necessary remedial action or risk control measures. The results of all such surveys will be reported to the Governing Body.

## **FIRST AID**

The arrangements for First Aid provision are to be adequate to cope with all foreseeable major incidents.

The number of certificated First Aiders will not, at any time, be less than the number required by law.

At the discretion of the Governing Body other staff will be given such training in first aid techniques as is required to give them a basic, minimum level of competence. This level will be agreed by the Governing Body after seeking appropriate advice. The number of such trained but uncertificated First Aiders will be determined by the Governing Body as that being sufficient to meet the needs of all foreseeable circumstances.

Supplies of First Aid material will be held at various locations throughout the School. These locations will be determined by the Headmistress and the Bursar. They will be prominently marked and all staff will be advised of their position. The materials will be checked regularly

and any deficiencies made good without delay.

Adequate and appropriate First Aid provision will form part of the arrangements for all out-of-school activities.

A record will be made of each occasion any member of staff, pupil or other person receives first aid treatment either on the school premises or as part of a school-related activity, including those reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

## **STRESS**

Stress is defined as "the adverse reaction people have to excessive pressure or other types of demand placed on them".

The Governing Body is committed to ensuring that:

- Work is appropriately designed, organised and managed.
- HSE management standards are considered.
- There are appropriate support mechanisms in place to assist individuals where stress related issues have been identified.

The Headmistress, Bursar and Heads of Department will consider the HSE management standards when looking at workplace management, these are:

- Demands, including workload, work patterns and the work environment.
- Control, regarding how much say the individual has in the way they do their work.
- Support, including encouragement and resources provided by the organization.
- Relationships, and the promotion of positive working together with dealing with unacceptable behavior.
- Role, so that people understand their place and purpose within the school.
- Change, and the way in which communication is undertaken.

In practical terms, the Headmistress, Bursar and Heads of Department will:

- Give constructive feedback to people.
- Consult with staff during periods of change.
- Ensure staff have trained to enable them to do their job.
- Monitor workloads and working hours.

Where issues of stress are identified, the School will:

- Raise awareness of support mechanisms available.
- Put an action plan in place to address any issues identified.
- For return to work instances, monitor any phased return and allow the individual to provide feedback.
- Records relating to any identified stress issues will be retained by the Bursar and treated as confidential.

Employees should report any issues of concern to their Line Manager in the first instance and should co-operate with any remedial issues that are put into place.

## **REVIEW**

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

This policy should be read in conjunction with our policies on Child Protection, Fire Safety, Critical Incident, First Aid, Educational Visits and Pupil Use of ICT.

**Reviewed - August 2017**