

## HEALTH AND SAFETY POLICY

### CONTENTS

MONITORING AND REVIEW .....	1
LEGAL REFERENCES .....	2
RELATED POLICY.....	2
STATEMENT OF HEALTH AND SAFETY POLICY .....	2
THE DUTIES OF THE HEADMISTRESS AND THE BURSAR .....	3
THE DUTIES OF HEADS OF DEPARTMENTS .....	4
THE DUTIES OF ALL MEMBERS OF STAFF.....	4
HIRERS, CONTRACTORS AND OTHERS .....	5
STAFF CONSULTATIVE ARRANGEMENTS .....	6
CODES OF PRACTICE AND SAFETY RULES .....	6
ACCIDENTS AND INCIDENTS (RIDDOR) .....	6
SAFE MOVEMENT OF VEHICLES ON-SITE.....	7
RISK ASSESSMENT .....	7
TRAINING .....	7
OFF-SITE VISITS .....	8
FIRST AID AND SUPPORTING MEDICAL NEEDS .....	8
WORK RELATED STRESS .....	8
SCHOOL SECURITY.....	9
MANUAL HANDLING .....	9
LONE WORKING .....	9
MANAGING ASBESTOS.....	9
TREE SAFETY.....	9
FIRE SAFETY .....	10
ELECTRICAL EQUIPMENT.....	10
NATIONAL SMOKING BAN.....	10
REVIEW.....	10

### MONITORING AND REVIEW

Person Responsible	Bursar
Reviewed by	SLT and The Governors
Approved by	SLT and The Governors
Frequency of Review	Annually
Date of Last Review	June 2023
Date of Next Review	June 2024

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 (Years 12-13).

The term 'parent' refers to those who have parental responsibility for a child.

## LEGAL REFERENCES

This policy operates within a wider national policy framework, which includes:

- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- Regulatory Reform (Fire Safety) Order 2005
- RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- Health and Safety: responsibilities and duties for schools (2022)

## RELATED POLICY

This policy should be read in conjunction with St Mary's School:

- Safeguarding (Child Protection) Policy
- Fire Prevention
- First Aid
- Administration of Medicine
- Educational Visits
- Student Use of ICT
- Risk Assessment
- Major Incident Policy
- Risky Areas
- School Journeys

## 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, students, 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 this they retain overall responsibility for the upkeep and maintenance 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 inspects the school premises and meets with the Bursar and Site Manager termly and the governing body receives copies of all relevant paperwork.

- The minutes of the monthly Health and Safety meeting between the Site Manager and Bursar are filed and a discussion on health and safety is included in each Bursar's report presented to the full Governing Board together with any other issues on health and safety that the 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 Full Governing Board and its recommendations form the basis of the School's routine maintenance programs and priorities.
- 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 Full Governing Board.
- The School has fire risk assessments, carried out by an external contractor, 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 by an external training provider, to any member of staff who drive the buses on a regular basis.

All employees are briefed on where copies of this statement can be obtained. 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, students, 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 Major 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 minimise loss.

The Bursar will have day-to-day management responsibilities for ensuring that, so far 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 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, students 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, procedures and codes of practice are being applied effectively
- Staff, students 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
- Positive, corrective action is taken where necessary to ensure the health and safety of all staff, students 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, students 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.

All members of staff are responsible for taking reasonable care of their own safety, and that of pupils, visitors, temporary staff, volunteers and contractors. They are responsible for cooperating 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.

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
- Cooperate 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 safety regulations as laid down by the Governing Body
- Ensure health and safety regulations, routines and procedures are being applied effectively by both staff and students
- 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 labelled
- 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 students 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, 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 Bursar will periodically request updates from Heads of Department, and this might include a review of the minutes from Departmental meetings, to identify areas of concern. Plans will be put into place to carry out any remedial work required.

### 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.

### ACCIDENTS AND INCIDENTS (RIDDOR)

Employees must report accidents, incidents, near misses and hazards so that they are recorded in the accident log. The accident log is used to record all incidents that happen to students, staff, visitors and contractors. School accident reports are monitored for trends and a report made to governors. The Head, or her nominee, will investigate accidents and take remedial steps to avoid similar instances recurring.

Faulty equipment, systems of work etc. must be reported and attended to as soon as possible. Incidents involving a fatality or major injury will be reported immediately to the Health and Safety Executive (HSE). Incidents resulting in the following must be reported to the HSE within 10 days of the incident occurring:

- A student or other non-employee being taken to hospital and the accident arising as the result of a curriculum activity, the condition of the premises/equipment, lack of supervision etc.
- Employee absence, as the result of a work-related accident, for periods of 3 days or more (including weekends and holidays).

**Slips and trips** are the single most common cause of injuries in workplaces. It is therefore important

that the School puts in place management systems to eliminate or minimise risks from slips and trips. This risk must also be considered during planning, construction and refurbishment or any changes of use within buildings. The School is committed to providing a safe working environment for staff, students and visitors which is free from slip and trip hazards, so far as is reasonably practicable. This is achieved by

- adequately controlling or reducing the risk of slips and trips, by a combination of a safe environment and safe behaviour.
- ensuring that appropriate risk assessments and risk reduction methods are in place.
- encouraging all staff and students to take personal action to reduce the risk of slips and trips as far as possible.
- ensuring that there is an effective response to changing conditions such as weather and the environment.
- ensuring that School premises are designed and maintained to minimise the risk of slips and trips.

## SAFE MOVEMENT OF VEHICLES ON-SITE

The School will ensure that there is adequate segregation of pedestrians and vehicular traffic on the School site and that the front drive is supervised at busy time of day. The Estates Manager will ensure that all School vehicles are maintained in a safe and roadworthy condition and that there are regular and effective maintenance and repair arrangements in place. The Bursar is responsible for ensuring that School vehicles are properly taxed, licensed and insured. The Bursar will ensure that drivers of School vehicles are competent to drive the vehicle in question and are properly licensed and insured to do so and that School journeys are properly planned, supervised and risk assessed and that adequate records are maintained. Please see the School Journeys Policy for further details.

## RISK ASSESSMENT

Our Risk Assessment policy demonstrates our commitment to promoting student welfare. 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.

All staff are responsible for undertaking risk assessments for activities which are under their control where there is likely to be a significant risk.

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.

## TRAINING

Health and Safety Induction is given to all new employees as part of the induction programme. These instructions should take the form of a checklist and new staff should be informed of the School's Health and Safety Provisions e.g. action to be taken in the event of fire, fire exits and knowledge of first aid reporting arrangements.

Training is given to all key staff and staff with special responsibilities such as the Site Manager and First Aid staff to ensure they are confident and competent within their specific remit. For example, the Site Team will receive specific instruction in Manual Handling and Working at Height. All staff engaged in the pushing, pulling, lifting or carrying of substantial equipment will receive training prior to being asked to do such work. Staff should request that Site Team do not undertake manual handling that is beyond their day-to-day role. Extra consideration should also be considered for staff who may be pregnant.



All staff will have health and safety refreshment training, in the form of a reminder to read the policy annually, and a more detailed inset session when significant changes or updates occur to the policy or a need is identified.

## OFF-SITE VISITS

When staff and students are not on the premises it remains essential that health and safety is still a priority. The visit organiser is responsible for ensuring that health and safety is planned for and suitable risk prevention is in place. This will be reviewed by the Bursar.

Further information can be found in the Educational Visits Policy.

## FIRST AID AND SUPPORTING MEDICAL NEEDS

The arrangements for First Aid provision are to be adequate to cope with all foreseeable incidents. More information can be found in the First Aid Policy and Supporting Students and Staff with Medical Conditions Policy. Any reasonable adjustments will be considered.

## WORK RELATED 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 organisation
- 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 the training 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 cooperate with any remedial issues that are put into place.

## SCHOOL SECURITY

The Governors and Headmistress will consult with staff to agree a security procedure for dealing with incidents that occur during and outside of school hours, ensure all staff are trained and know what to do should one of the incidents occur:

- Aggressive parents or visitors
- Thefts
- Break-ins and burglaries
- Ensure the school is locked up and nominating emergency key holders
- Protecting our students, staff, visitors and contractors from the risk of abuse (whether verbal or physical)

The School has a lockdown policy which ensures all staff and students are able to quickly establish additional school security when required.

## MANUAL HANDLING

Generic risk assessments for regular manual handling operations are undertaken and staff provided with training on safe moving and handling techniques. Staff must ensure they are not lifting heavy items and equipment unless they have received training and/or equipment in order to do so safely. All manual handling activities which present a significant risk to the health and safety of staff must be reported to the Site Manager and where such activities cannot be avoided, a risk assessment is conducted to ensure such risks are adequately controlled. Extra consideration should be considered for staff who may be pregnant.

## LONE WORKING

It may be the case that merely by working alone, or working out of hours, risks are introduced even for a non-hazardous work activity which had not been subject to a formal risk assessment. Where work activities are likely to be undertaken by a lone worker or outside normal working hours then these factors should be considered:

- Assessing if the work is suitable and safe for one person
- The remoteness or isolation of the workplace
- Any problems of communication
- The possibility of violence or criminal activity by intruders
- The nature of possible injury
- Emergency egress e.g. are fire exits open out of hours

## MANAGING ASBESTOS

The School has a separate policy on how it manages any areas of either confirmed or suspected asbestos. The Headmistress shall ensure that all staff are aware of the dangers of asbestos and that they are familiar with the procedures.

## TREE SAFETY

All Trees in school playgrounds of a particular age and height are checked for disease and checked to guard against falling branches etc.

## FIRE SAFETY

The school operates a significant and thorough fire safety and prevention routine. Further details of this can be seen in the Fire Policy and Fire Prevention Policy.

## ELECTRICAL EQUIPMENT

It is a legal requirement to ensure that any electrical equipment which has potential to cause injury is maintained in a safe condition. Portable Appliance Testing (PAT) is good practice and the school undertakes regular PAT. Electrical equipment must be in a safe condition to use and the presence of unsafe electrical equipment must be reported immediately to the Bursar or Site Manager.

## NATIONAL SMOKING BAN

The National Smoking Ban 2007 is observed on all areas of the site. The School is a no smoking area and smoking in any form must not occur on any area of the school grounds by any individual.

## 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. The policy and its implementation will be reviewed by the Headmistress, the Bursar, the Governing Board and Heads of Department on a regular basis.