



## HEALTH AND SAFETY POLICY

Spring 2020

### AIMS

Rose Hill attaches the utmost importance to the safety, health and welfare of its employees and pupils. The school will comply with the provisions of the Health and Safety at Work Act 1974 and all subsequent regulations, including those implementing EC Directives. The school governors bear ultimate responsibility to provide leadership and day to day responsibilities are delegated to the Head and Bursar.

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

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

### FOCUS

The school's work programmes will, so far as is reasonably practicable, adopt good safety practices. These will include:

- the safe use, storage, handling and transport of articles and substances.
- the provision of adequate information, instruction, training and supervision for employees including temporary employees and contractors.
- the provision of safe machinery and equipment regularly maintained, including the operation and maintenance of plant and systems of work.
- the provision of a safe and healthy place of work, including access and egress to and from the premises, and adequate facilities and arrangements for the welfare of employees at work.
- consider the safety of pupils, parents, contractors and any others accessing the premises including those who hire or undertake leisure activities.

### ROLES AND RESPONSIBILITIES

#### GOVERNORS

The Governing Body is responsible for:

- Ensuring that appropriate documentation is in place
- Monitoring its implementation
- Reviewing it on an annual basis
- Ensuring staff are trained to an appropriate level.

This will be achieved through the Chairman of the Health and Safety Committee reporting termly to the Governors' Finance and General Purposes Committee.

#### HEALTH AND SAFETY COMMITTEE

##### **Bursar (Chairman):**

*With representatives from:*

- |                   |                       |
|-------------------|-----------------------|
| - Governing Body  | - Prep School         |
| - Pre-Prep School | - Non-teaching staff. |

Overall responsibility for:

- Ensuring day to day management of Health and Safety
- Implementing the policy



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- Ensuring that all staff are aware of the information contained in this document and comply with procedures
- Reporting to Governors on Health and Safety matters.
- Induction of new staff including temporary staff and work experience students.
- Liaising with contractors to exchange Health and Safety Information
- Ensuring staff are up to date with relevant training e.g. fire
- Ensuring sub contractors are familiar with our policy.
- Chairing a termly meeting of the Health and Safety Committee

### **Head & Deputy Head:**

- Supporting the Bursar in the execution of his responsibilities

### **Staff Health & Safety Representatives:**

- Reporting to the Bursar any matters of Health and Safety reported to them by staff.

### **Maintenance Staff:**

- Ensuring that all defects in buildings and grounds are dealt with promptly in conjunction with the Bursar. Carry out necessary safety checks and record findings.

### **Groundsman**

- Carrying out a weekly safety check of the school grounds and reporting to the Bursar as necessary.

### **All Employees**

It is important that employees do not under any circumstances carry out operations which could cause danger to themselves or compromise the safety of other persons.

It shall be the duty of every employee while at work:

- To take care of the health and safety of himself/herself, children and other persons who may be affected by his/her acts or omissions.
- Ensure that all those pupils with specific health needs are identified and, where appropriate, Individual Health Care Plans (IHCPs) are implemented accordingly
- To co-operate with the employer in all matters of health and safety as to enable the law to be complied with.
- Not to recklessly or intentionally interfere with or misuse anything provided for health and safety at work.
- To contact their supervisor should they notice an unhealthy or dangerous situation.
- To attend safety training courses as and when arranged. No person should undertake to do any hazardous job for which they have not been trained.

Each employee is also responsible for familiarising him/herself with this policy and co-operating with his/her supervisors and observing the instructions and advice on health and safety matters. There is a general duty on every employee to report, either to his/her supervisor or safety representative, all matters which he/she considers a hazard to health and safety in the workplace and to take such immediate action as is necessary, where this is reasonably practicable (e.g. erect a clear written notice) to render the hazard safe.

### **STAFF IN KEY AREAS**

**All staff in the areas detailed below should ensure that risk assessments are carried out on key activities, where there is potential risk.**



ALL STAFF

- Ensure that Trips and Outings Policy is followed for all school matches.

HEAD OF PE

- Monitor the health and safety aspects of the Sports Hall, Swimming Pool and Sports Grounds
- Ensure that pupils are taught by qualified staff and that activities are conducted in a safe environment
- Organise the inspection of sports apparatus and equipment
- Ensure that, in inter school matches, children play in the correct age groups:
  - In rugby, to the IAPS recommended weight limits where appropriate
  - In cricket, to the ECB rulings
  - In all sports, in accordance with statutory regulations and advice
- Ensure that:
  - No children enter Sports Hall without a member of staff
  - Pool area is secured when not in use
  - Supervision is provided in changing rooms, before and after lessons
- Carry out risk assessments for the Sports Department and review them annually or whenever necessary

HEAD OF PREPREP

- Evaluate the termly fire practice, and report to the Bursar any issues
- Undertake risk assessments of the key activities PrePrep Department

HEAD OF ART

- Monitor health and safety within the Art Department
- Ensure that any chemicals that are used in the area are kept out of reach of children at all times and that their accompanying data sheets are held in the art department and a copy passed on to the Health and Safety Officer
- Carry out a risk assessment of the department and review it annually or whenever necessary

CHEF

- Ensure all food preparation is conducted in a clean environment where all reasonable precautions are taken. This should include personal hygiene and wearing of protective clothing.
- Ensure all temperatures on fridges and freezers are taken each day and recorded
- Ensure all food temperatures are checked when food is cooked and also when served
- Carry out a risk assessment of the department and review it annually or whenever necessary

GROUNDSMEN

- Ensure that all tasks and activities are undertaken in a safe manner
- Ensure that all equipment is maintained so that it functions safely
- Ensure that no equipment is left in any location where it may be a risk to either staff or pupils
- Ensure that motor vehicles are driven in a safe manner, and that they do not endanger staff or pupils
- Carry out a risk assessment of grounds and tasks undertaken and review them annually or whenever necessary

HEAD OF TECHNOLOGY

- Monitor health and safety within the Technology Department
- Ensure that all dangerous machinery is protected and safe when not in use
- Ensure that protective equipment is provided where needed, that the children use the equipment in the correct way and that children's hair is tied back where appropriate
- Ensure that dangerous machinery has an emergency stop fitted in



accordance with BS 4163 Health & Safety in Workshops of Schools and similar establishments

- Ensure that children observe safety rules
- Carry out a risk assessment of the department and review it annually or whenever necessary

HEAD OF SCIENCE

- Monitor health and safety within the Science Department and, in particular, the science laboratory safety procedures as defined by the Association for Science Education Department of Education in their CLEAPSS document
- Ensure that the lab safety rules are followed at all times by both staff and children
- Ensure that flammable and dangerous chemicals are stored safely and locked in the chemical cabinet when not in use and other chemicals are locked in the prep-room chemical cupboard
- Ensure that chemical data sheets are obtained from suppliers of chemicals and kept visible next to chemicals
- Ensure that if chemicals are transferred to another container, the new container is labelled with the correct chemical name and safety signs
- Ensure that the prep-room and lab doors are locked when no member of staff is present in the laboratories
- Carry out a risk assessment of the department and review it annually or whenever necessary

## KEY ELEMENTS

### 1. HEALTH AND SAFETY EDUCATION

There is a Health and Safety programme for children built into the School's PSHE programme.

### 2. TRAINING

- First Aiders qualification is updated every three years.
- All staff receive training in Health and Safety.
- All staff have a copy of the Health and Safety Policy and are advised of all other relevant issues via regular staff meetings.
- Swimming instructor's qualification (STA – Safety Training Awards for Teachers or equivalent) is updated every two years (last update April 2018)
- All staff who drive a minibus undertake a recognised driver's assessment course every three years.

### 3. RELATED POLICIES

For details of the following policies please see Master Copies(U)/Policies :

- First Aid
- Trips and Outings
- Fire Safety
- Crisis Management
- CCTV
- Educational Visits
- Lock Down

### 4. FIRE SAFETY



There will be a termly evacuation practice. The time of the practices will be varied to cover all times of the school day. Outcomes will be recorded in the Fire log, located in the Bursar's office.

- Fire appliances, alarms and emergency lighting systems are regularly checked.
- The Bursar and/or Maintenance Staff test the fire bells weekly at a different call point as per the maintenance log for the fire alarm system.
- We have several Fire Wardens who have specific duties in the event of a fire/evacuation.
- Fire exits are identified.
- Fire evacuation procedures are displayed in all rooms and staff and pupils are familiar with them.
- A full fire risk assessment is in place, completed by an external fire consultant August 2018.

## **5. SCHOOL SECURITY**

- The aim is to provide a safe and secure environment for pupils, staff and resources within the school, without overly restricting school life.
- Main entrances to school buildings have entry codes.
- All staff to wear issued photo ID badges.
- All visitors are expected to report to the school office where they will be asked to sign a visitor's book and wear an ID badge.
- CCTV is in place for key areas of the site.
- Staff are encouraged to challenge politely anyone in school they do not recognise who is not wearing a visitor's badge.

## **6. CONTRACTORS ON SITE**

It is essential that contractors will not endanger any members of staff, pupils or visitors by their actions or their failure to act. Their Health and Safety track record will be investigated before engagement.

When on site:

- All staff will be informed of the works to be carried out.
- Contractors will be familiarised with the School's Health and Safety Policy.
- Contractors who have not been subject to an appropriate level of DBS check will not be allowed to work unsupervised.
- Contractors will be familiarised with the school's Safe Working Permit (for Hot Work) specifically designed to cover any work which involves the risk of fire from the processes or tasks being carried out.
- Contractors to read and sign to state they have read the school's asbestos register.
- Contractors will be monitored by the Bursar and appropriate action taken if there is any detrimental effect on Health and Safety.
- For larger projects contractors will undertake their own risk assessments which will be reviewed by the Bursar to ensure consistency with our policy.

## **7. ASBESTOS**

An Asbestos Management Survey was undertaken in November 2012 by WYG Environment to assist with the compliance of the Control of Asbestos Regulations (CAR) 2012. We have identified areas of confirmed asbestos and reported on their location, condition and extent. This is reviewed annually in line with our asbestos management policy. Asbestos Containing Products (ACM) are monitored and a condition report produced annually.

## **8. CONTROL OF HAZARDOUS SUBSTANCES**



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- All hazardous substances on site are identified in the Health and Safety Manual held by the Bursar. Anyone needing direction on how to handle a substance should seek a copy of the appropriate data sheet for the substance, from the Bursar.

### 9. ON SITE VEHICLE MOVEMENTS

- All vehicles must adhere to the signs and speed limits signposted on the drives around the school. Car parking must be only in designated areas.
- Children are reminded on a regular basis about the need for care and attention when moving around the school.

### 10. ELECTRICAL EQUIPMENT

- Before using an item of electrical equipment, staff must check that it carries an up-to-date PAT sticker.
- All portable appliances are checked by a qualified PAT tester on a regular basis.
- Electrical Installation Condition Report must be carried out by a competent person every 5 years.
- Only persons authorised by the Bursar may carry out maintenance work.
- Defective equipment must be notified to the Bursar immediately and taken out of use.
- Second-hand equipment must be checked for safety before use.

### 11. ENVIRONMENT

- The School has a non-smoking policy, apart from in designated areas.
- Dogs are allowed on the premises and must be kept under control at all times.
- All cleaning materials and substances are kept in a locked cupboard.
- The Bursar manages the school's cleaning staff and maintenance/grounds staff.
- The Groundsman carries out a weekly site check and reports any problems to the Bursar.

### 12. WORK-RELATED STRESS

All staff undergo Stress Management training in order to understand the causes of stress, to recognise it and to know what action to take to deal with it.

### 13. REPORTING

All incidents will be reported to the Bursar and school nurse. Records are kept of all injuries.

### 14. MANUAL HANDLING

All maintenance and grounds staff are given a copy of the Health and Safety Executive publication "Getting to Grips with Manual Handling". The publication provides guidance and direction on lifting, heavy, large or awkward loads and how to assess the best method to minimise the risk of injury. This publication is used as a reference manual and is used before any difficult load is moved.

The publication also outlines the importance of staff taking responsibility for their own actions as well as detailing the employer's responsibility.

Complete on line training course on manual handling.

### 15. RISK ASSESSMENT POLICY

There are numerous activities carried out at Rose Hill School, each of which requires its own separate risk assessment. The most important of these cover:

- Fire safety, procedures and risk assessments
- Educational visits and trips



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- EYFS settings

However, risk assessments are also needed for many other areas, including:

### **Educational**

- Science experiments
- Design and Technology
- Food Technology
- Each sport and PE activity
- Art (including the clay and print studios)
- Music (including minimising the risk of hearing loss to staff)
- Drama

At Rose Hill School we make use of model or generic risk assessments, for our educational activities and visits. We subscribe to the CLEAPSS Advisory Service that provides model risk assessments for our lessons in Science and Design and Technology.

### **WHAT IS A RISK ASSESSMENT?**

A risk assessment is a systematic approach to hazard identification and control.

It should be seen as a process that helps you identify what elements of an activity can cause injury to people and to introduce control measures that will reduce the risk of an injury to an acceptable level.

### **Risk Assessment - The Process (5 Steps)**

- 1 Identify the hazards**
- 2 Identify who can be harmed**
- 3 Identify the current controls and decide if more are required.**
- 4 Record your findings.**
- 5 Review as necessary**

To assist us in carrying out risk assessments we have some standardised proformas which we use. Other formats are acceptable provided the risks are identified and control measures identified and put in place.

#### **Step1: Identifying the hazards**

The first thing is to identify the hazards associated with the task or activity. The use of the acronym PEME is useful:

**P**eople  
**E**quipment  
**M**aterials  
**E**nvironment.

#### **People Hazards**

When thinking about people hazards, words such as training, capabilities, restrictions, supervision, communication, adequate numbers and human error should all be considered.

#### **Equipment Hazards**

Equipment hazards will relate to the type of equipment being used, the handling of the equipment and the operation of the equipment. All should be considered fully when making an assessment.

#### **Material Hazards**



Material hazards will include any solids, liquids or gases associated with the task. This should include not only substances required for the specific task, but also any bi-products or waste produced by the task.

### **Environmental Hazards**

Environmental hazards relate to the surroundings we work in. Some of the things to consider are:

- Lighting
- Heating
- Ventilation
- Ease or difficulty of access
- Restricted visibility.
- Sunburn

All should be considered carefully along with other activities taking place in close proximity.

### **Step 2: Who can be harmed?**

- Children & Staff
- Workers in the area
- Visitors
- General public
- Intruders.

The risk assessment should consider all those who could potentially be harmed.

### **Step 3: What are the current controls?**

Existing controls need to be scrutinized to determine what is in place. These will typically relate to:

- Physical Controls
- Procedural controls
- Behavioral Controls

Beyond these areas and within these areas, you need to assess can more be done? What other control measures would be helpful?

### **Step 4: Record your findings.**

- State clearly what task or activity the risk covers.
- Ensure that the hazards and controls are clearly listed.
- Consider all the people who could potentially be harmed.
- Make the risk assessment available to those who might need them. Copies of all risk assessments should be given to the Bursar.

### **Step 5: Regular Review of Risk Assessments.**

- Risk assessments must be reviewed on a regular basis. The period of review should reflect the hazard, the greater the hazard the more frequent the review.

## **MONITORING AND EVALUATION**

- Safety audit of the school carried out termly by Head and Bursar.
- School Development Plan used to identify Health and Safety priorities & update of risk assessments.
- Termly meeting of Health and Safety Committee reporting to the Governing Body.

Reviewed by: Nick Powell, Bursar, Spring Term 2020