



GOSFIELD SCHOOL

HEALTH AND SAFETY POLICY



Gosfield School Health and Safety Policy

1. STATEMENT OF INTENT

The Governing Body is committed to ensuring that high standards of health, safety and welfare are provided and maintained to provide a safe and healthy working environment for all staff, pupils and visitors.

The Governing Body recognizes that health, safety and welfare is a management responsibility of equal importance to service delivery and needs to be considered an integral part of the school provision. This commitment also embraces all aspects of occupational health and safety including physical and mental well-being of all employees.

Staff at all levels are expected to embrace this commitment by ensuring a high standard of health, safety and welfare in their area of responsibility as defined in the policy and arrangements, by supporting their staff and pupils to maintain this commitment and leading by example.

The Principal and appointed Health and Safety Co-coordinator will ensure that the Governing Body's commitment to health, safety and welfare detailed in this policy is actioned and communicated to all employees.

All employees are reminded of their responsibilities as outlined in the policy and the requirements under the Health and Safety at Work Act. This means any breach of health, safety and welfare could lead to the prosecution of the Governing Body and/or individual employees. Failure to comply with safety requirements could also result in disciplinary action.

This statement, policy and arrangements are approved by Governing Body.

Ratified by the Governing Council of Gosfield School

Signed _____ (Chair of Governors) Date _____

2. ORGANISATION AND RESPONSIBILITIES

Although in practice the Governing Body may delegate specific health and safety tasks to others at the school, the ultimate responsibility no matter who carries out the tasks remains with the Governing Body.

2.1 The Role of the Governing Body

The Governing Body, as employer, has a duty (as required by The Management of Health and Safety at Work Regulations 1999):

- to institute a health and safety policy and advise employees of it
- to ensure, so far as is reasonably practicable, the health, safety and welfare of teachers and other education staff
- to ensure, so far as is reasonably practicable, the health and safety of pupils in school and on off-site visits
- to ensure, so far as is reasonably practicable, the health and safety of visitors to schools, and volunteers involved in any school activity
- to assess the risks of activities, both in school and off-site, introduce measures to manage those risks, and tell employees about the measures
- to ensure that staff are trained in their health and safety responsibilities
- to take reasonable steps to make sure that the buildings, equipment and materials are safe and do not put the health of users and visitors at risk

2.2 The Role of the Principal

The Principal is accountable to the Governing Body for the implementation of the Health and Safety Policy and will also discharge the Governing Body's overall duty as employer. This will be achieved through the following systems:

Establishing and maintaining **control** by:

- ensuring the Health and Safety Policy is brought to the attention of all staff
- allocating and defining health and safety responsibilities of all staff
- ensuring managers have access to competent advice and assistance

Securing **co-operation** between staff and pupils to encourage ownership of the Health and Safety Policy by:

- establishing a Health & Safety Committee to facilitate consultation
- facilitating and encouraging local consultation between managers and employees or their representatives
- ensuring arrangements are in place for appropriate co-operation and co-ordination where services are delivered in partnership with other organizations including the self employed

Establishing effective **communication** with regard to health and safety including:

- ensuring relevant health and safety information is appropriately disseminated to managers and staff
- facilitating access of all managers to competent health and safety advice
- ensuring managers lead by example
- ensuring health and safety is included in team meetings
- ensuring health and safety is addressed during appraisals
- ensuring there are facilities for enabling employees to raise health and safety issues, concerns and suggestions
- ensuring where persons are not employees (e.g. employees of a contractor, self-employed persons or voluntary workers) that arrangements are made for the provision of information with regard to relevant risk assessments and the associated preventive/protective measures
- ensuring relevant health and safety information is provided to visitors, temporary and agency staff and voluntary workers

Establishing arrangements to ensure staff are **competent**. These arrangements should include:

- recruitment procedures
- the provision of information, instruction and training to meet these needs

Establishing a **planned** and systematic approach to **implementing** the Health and Safety Policy which includes:

- effective risk assessment to identify, assess and eliminate or control hazards and risks
- ensuring there are Codes of Practice in place to indicate the workplace precautions and arrangements for implementing the policy
- ensuring an annual health and safety action plan is prepared and agreed by the Senior Leadership Team for prioritising different health and safety objectives

Establishing arrangements for **monitoring** health and safety performance including:

- arrangements for inspections of teams, including allocation of responsibilities for undertaking them and specified frequencies
- arrangements for monitoring services (e.g. gas and electrical systems) and equipment
- complying with the school's procedures for monitoring the implementation of health & safety systems
- appropriate investigation of incidents and accidents
- the collation and analysis of incident and accident records
- the investigation and monitoring of sickness absence arising from work related ill health or injury
- arrangements to enable staff to report hazards

Establishing arrangements for **reviewing** health and safety performance including:

- establishing appraisal protocols which ensure issues identified by monitoring within the team, and auditing are addressed
- producing an annual report for the Governing Body summarising health and safety performance according to the criteria and in the format agreed by the Governing body
- ensuring health and safety performance is included in appraisals
- establishing procedures for identifying and acting upon failures by any employee (including managers) to achieve adequate health and safety performance
- Ensuring that a copy of Appendix 1 is completed, posted on notice boards in a prominent position and updated at regular intervals.

2.3 The Role of the Head of Prep and Deputy Head Academic

The Head of Prep and Deputy Head Academic are responsible for carrying out the Principal's duties in their absence, as nominated.

2.4 The Role of the Health and Safety Coordinator

The nominated Health and Safety Coordinator has responsibility for the overall co-ordination and monitoring of the implementation of this policy.

Responsibilities include:

- ensuring that the school's Health and Safety Policy reflects current priorities, is monitored, reviewed and revised as necessary
- establishing means of communication on health, safety and welfare matters throughout the school
- ensuring the effective co-ordination of health and safety throughout the school
- ensuring effective monitoring systems are in place in accordance with the school's policies
- ensuring all appropriate health and safety issues are addressed at Senior Leadership Team level
- ensuring all managers have access to competent advice and assistance on health, safety and welfare matters
- preparing an action plan for health and safety (annually or longer term as appropriate)

2.5 The Role of Managers

This includes the Senior Leadership Team, Senior Tutors, Heads of Department, Principal First Aiders and SENCo.

Managers are responsible for implementing the Health and Safety Policy in their area of control:

This will include ensuring that:

- Codes of Practice appropriate to their department are brought to the attention of all staff within their department and are complied with
- assessments for all risks to health and safety are carried out and significant findings recorded, with appropriate preventative measures completed, in accordance with the Codes of Practice relevant to the subject area
- relevant health and safety information is communicated effectively to staff
- all incidents occurring in the team are reported; the causes are investigated and an incident report form is completed
- staff are aware of the safety procedures, including fire procedures, first aid, accident & hazard reporting
- new employees receive appropriate health and safety information, instruction and training, including the department's safety procedures
- both active and re-active health and safety monitoring is undertaken in their area of control (inspections, accident/near miss investigations, appraisals, monitoring checklists)
- staff have the necessary competence to fulfil their duties (provision of information, instruction, training etc)
- health & safety issues are raised with the Business Manager which cannot be addressed within the team
- health & safety is included as an agenda item at staff meetings
- procedures for identifying and acting upon failures by any employees to adhere to the Health and Safety policy

2.6 The Role of Class Teachers

The safety of pupils in classrooms, laboratories and workshops is the responsibility of the class teacher. This applies to student teachers who must be made aware of their responsibilities by a professional tutor.

A class teacher is expected to:

- know the emergency procedures in respect of fire and first-aid and the special safety measures to be adopted in his/her own teaching areas and to ensure that they are applied
- exercise effective supervision of pupils and ensure that they know of the general emergency procedures in respect of fire and first-aid and the special safety measures of the teaching area
- give clear instructions and warnings as often as necessary (notices, posters, hand-outs are not enough)
- ensure that pupils' coats, bags, cases etc. are safely stowed away
- integrate all relevant aspects of safety into the teaching process and if necessary give special lessons on safety
- follow safe working procedures personally
- call for protective clothing, guards, special safe working procedures etc. when necessary
- make recommendations on safety matters to the head of subject or team leader

2.7 The Role of the General Purposes Committee/The Business Manager

The **General Purposes** Committee is responsible for the premises and ensuring appropriate standards of health and safety are maintained.

Specific responsibilities include:

- supervising caretaking/cleaning and where appropriate grounds maintenance staff and monitoring health and safety standards in their area of activity; ensuring such work is carried out safely and without risks to health, ensuring they are provided with relevant health and safety information including the Health and Safety Policy and Codes of Practice
- ensuring arrangements are in place with regard to fire precautions
- maintaining the fire register
- liaising with contractors (catering, cleaning, grounds maintenance and building work) to ensure appropriate 'co-operation' and 'co-ordination' between the school and the contractor as required by the Management of Health and Safety at Work Regulations; to ensure all reasonable steps are taken to inform the contractor of the risks to their employees' health and safety arising out of or in connection with the operation of the school; and to ensure contractors are aware of any special risks to children which might arise out of their work
- supervising the lettings of school premises to outside organisations
- ensuring as manager of the premises budget that premises defects (which affect health and safety) are dealt with or, if this is not possible, for ensuring they are raised with the Principal or the school governors

2.8 The Role of Midday Assistants

Midday Assistants in the Prep School are responsible for the safety of the pupils during the midday period. They must exercise effective supervision of pupils and know the procedures in respect of fire and first aid.

2.9 The Role of the Office Manager

The Office Manager is responsible for supervising all office staff and ensuring the Health and Safety Policy is implemented in all school offices.

2.10 The Role of all Line Managers/Supervisors

All Managers and Supervisors are responsible for ensuring the Health and Safety Policy and arrangements that have been made are implemented in their areas of activity. As a general rule Managers' direct responsibility for Health and Safety is determined by the extent to which they have authority to take executive action. In other words, if they have the responsibility to make the general decision about some aspect of their work, they are responsible for the health and safety implications of that decision.

In addition to ensuring work activities under their control are carried out, so far as is reasonably practicable, safely and without risk to health, Managers' and Supervisors' responsibilities include:

- monitoring the implementation of the Health and Safety Policy in their area of responsibility, carrying out inspections of workplaces and equipment; and ensuring accidents are investigated
- ensuring individual employees are aware of their responsibilities for health and safety
- making suitable arrangements for consultation with staff
- ensuring employees under their control are adequately trained, informed, instructed and supervised
-

Certain Managers, such as Heads of Departments, Technicians etc have additional responsibilities.

In particular, they will need to ensure that:

- relevant health and safety information is communicated to staff
- first aid procedures are complied with
- all accidents occurring in their area are reported and an accident report form is completed
- reasonable arrangements for allowing staff to carry out their functions are complied with
- training needs of staff within the area are identified
- staff are aware of the fire procedures
- new employees receive appropriate health and safety information including specific safety procedures

2.11 All Employees

Health and Safety responsibilities for all employees include:

- take reasonable care of their own health and safety and that of all persons affected by their acts or omissions
- co-operate with the Governing Body so far as is necessary to enable it to meet its responsibilities for health and safety
- use work equipment provided correctly in accordance with instructions and training
- inform the Governing Body (through line managers) of any work situations which represent a serious and immediate danger to health and safety

All employees are reminded of the need to report any accidents which occur at work. Failure to do so may lead to difficulties when claiming industrial injury benefit.

Any employee having a problem concerned with health and safety or identifying any hazardous situation should raise the matter with the Health and Safety Officer.

2.12 Pupils

Pupils have no particular responsibility in the implementation of the School's Health and Safety Policy, but are nevertheless expected to:

- exercise personal responsibility for safety of themselves and others
- observe the safety rules of the school and in particular the instructions of staff given in an emergency
- use and not wilfully misuse, neglect or interfere with any item provided for safety

3. SAFETY COMMITTEE

3.1 Safety Committee

The Governing Body has established a school Health, Safety and Compliance Committee, which normally meets termly.

4. GENERAL ARRANGEMENTS FOR HEALTH AND SAFETY

4.1 Health and Safety Advice

Advice on H&S procedures and documentation is sought from competent companies when necessary.

4.2 Accident Reporting

The School have an accident reporting procedure in place. Details of who to contact in the event of an accident are detailed in Appendix 1 of this policy.

4.3 General Arrangements

Appendix 1 is completed and displayed in areas where all staff have access: the staff room in the Senior School and the Prep School staffroom. This information informs employees where they would find the general arrangements for implementing this policy.

4.4 Risk Assessment

Under the management of Health and Safety at Work Regulations there is a requirement for all risks to health and safety to be assessed and for significant findings to be recorded.

5. HEALTH AND SAFETY MONITORING, AUDITING AND REVIEW

Inspections of the School are carried out termly and are usually done by the Health & Safety Officer. The Business Manager is expected to take part in an inspection at least once a year.

All accidents are investigated, as appropriate, to identify any failures in the management of health and safety. Where necessary, reports are submitted to the Governing Body.

Accident and incident records are examined at least annually to identify any causes that might be remedied. (Recurring events might highlight a problem not highlighted by a single event.)

In addition to the above, annual inspections are carried out on the following equipment: PE equipment, climbing frames, fire extinguishers, portable electrical appliances, fire alarms, emergency lighting, lightning conductors, heating appliances, hot and cold water systems and the kiln.

Other routine inspections are detailed in specific Codes of Practice/Standards. For example, fume cupboards.

6. CONSEQUENCES OF NON-COMPLIANCE

It is a requirement for all staff to fulfil their responsibilities as outlined in this policy. Where there is a failure to comply with the Policy (including the codes of practice), whether observed in routine activities, active or reactive monitoring or auditing, an appropriate response is required to hold managers and staff to account and remedy the failure within the establishment.

For serious breaches of health and safety legislation or the Health and Safety Policy resulting in an employee putting either themselves or others at risk, disciplinary action in accordance with the school's disciplinary procedure will follow.

Ultimately, compliance would be enforceable through the courts. Substantial or persistent non-compliance with the school's Health and Safety Policy requirements is a ground for suspension, subject to the right of appeal.

It is necessary to have relevant procedures in place, as stated in this document, to ensure that all employees and managers in the school fulfil their legal responsibilities so that the Governing Body is able to meet its legal obligations as 'the employer'. A failure to manage health and safety could lead to enforcement action by the Health and Safety Executive.

7. PERFORMANCE DEVELOPMENT REVIEWS (PDR) FOR THE PRINCIPAL AND TEACHERS

The School has a performance management system that is focused on improving teacher practice and pupil achievement. It would not be appropriate to include explicit references to health and safety in every PDR. However health and safety is considered as part of the PDR process and it would be appropriate to include a health and safety objective where there are specific areas that need development.

Whilst there are few specific links to health and safety in the ten elements that make up the National Standards for Teaching, those carrying out the PDR of teaching staff will need to link health and safety to where it applies within the ten elements, for example, pupil behaviour and management, leadership etc.

For the Principal, account should be taken of the results of annual internal monitoring, health and safety audit reports and ISI reports. Where these show areas that need development, health and safety should be included as a specific objective. It would therefore be necessary for the Chair of Governors to draw the attention of an external adviser appointed to carry out the Principal's PDR to any health and safety matters that need to be considered.

ACCESS TO POLICY STATEMENT

Access to a copy of this statement is available to all employees on the staff room notice boards.

Appendix 1

HEALTH AND SAFETY - LOCAL ORGANISATION AND ARRANGEMENTS NOTICE

(Copies to be displayed on notice boards in prominent positions)

Name of establishment	Gosfield School Limited
Manager responsible for establishment: e.g. Principal	Dr Sarah Welch
Person in charge of Health and Safety (if applicable)	Health and Safety Officer
Location of Health and Safety codes of practice/documentation/risk assessments	Estates Manager Office
Location of Fire Register	Digital copy on network
Procedure for accident reporting (name of employee to report to and if appropriate, who reports to the HSE)	Principal First Aider/Health and Safety Officer
First Aiders/Appointed Person(s)	C Tranter, B Lee, J Paisley, M Grimwood, N Slater, E Lopez, A Watts, C Tranter, N Smith, D Lyne, A Barlow, J Connolly, P Davies, J Brown
Procedure for reporting hazards (name, tel.no. or other contact arrangements such as a Hazard Book)	Engage, accident book and RIDDOR
Name(s) of establishment's Trade Union safety representatives	
Fire assembly point	The Plot (main) car park Meadow Court staff car park
Fire Marshal/Evacuation Officer (if applicable)	B Lee/C Redfern – Senior School P Mathews – Prep School
Name, address and telephone number of nearest hospital	Colchester General Hospital, Mill Road, Colchester 01206 747474
Location of First Aid boxes	Meadow Court First Aid room, Meadow Court corridor, Cellar, PE Office (x2), Kitchen, Science labs (x3), Science Prep room, Food Tech room, Grounds Workshop, boarding areas (x2), trip boxes (x10), minibuses (x5).