



NEWCASTLE UNDER LYME SCHOOL

# Health and Safety Policy

October 2016

This Document is available upon request to parents and prospective parents and is published to parents and prospective parents on the School's website  
This policy applies to the whole School including the EYFS.

# NEWCASTLE UNDER LYME SCHOOL

## HEALTH AND SAFETY POLICY AND PROCEDURES

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**HEALTH AND SAFETY**  
**STATEMENT OF GENERAL POLICY**

1. The Governing Body of Newcastle under Lyme School recognises and accepts its responsibility as an employer for providing a safe and healthy workplace and working environment for all of its employees under the terms of the Health and Safety at Work Act 1974 (HSAW Act 1974) and all subsequent regulations, including those implementing EC Directives. It places great importance upon the health and safety of its staff, pupils and visitors.

2. The Governing Body will take all steps within its power to meet this responsibility at the School, paying particular attention to the provision and maintenance of:

- A safe place of work and safe access to it paying particular consideration to the safety of pupils, parents, contractors and any others accessing the premises including contractors and those whom hire or undertake leisure activities.
- A healthy working environment which will prevent accidents and cases of work-related ill health
- Sufficient resources, information, instruction, training and supervision to enable all employees to avoid hazards, be competent to undertake tasks and to contribute positively to their own safety and health at work.
- Safe arrangements for the use, handling, storage and transport of articles and substances.
- Plant, equipment and systems of work that are safe.

3. The Governing Body have taken note of the provisions of Section 3(1) of the HSAW Act 1974 viz:

“It shall be the duty of every employer to conduct his undertaking in such a way to ensure, so far as is reasonably practical, that persons not in his employment who may be affected thereby are not thereby exposed to risks to their health and safety.”

and accept that they have a responsibility under this provision to take all steps which are reasonably practical towards maintaining the health and safety of pupils and others using their premises. The governing body will take all steps reasonably practical to ensure that all third parties utilised by the School adopt a similar policy. The Governing Body accept that they have ultimate responsibility to provide leadership and day to day responsibilities are delegated to the Headmaster and Bursar.

4. The Governing Body will provide competent technical advice on safety and health matters where this is necessary to assist the Headmaster, the Bursar, and their supervisory assistants, in their tasks.

5. The arrangements outlined in this statement and the various safety provisions made by the Governors, cannot in themselves prevent accidents or ensure safe and healthy working conditions. Only good working practice will ensure safety. Whilst every reasonable step will be taken to reduce hazards to a minimum all staff must appreciate that their own safety, and that of others, depends on their own individual conduct and vigilance. In this connection the Governing Body reminds its employees of their own duties under Section 7 of the Health and Safety at Work Act:
- To take care for their own safety and that of other employees, by their acts and omissions
  - To co-operate with the Headmaster and the Bursar so as to enable them to carry out their responsibilities successfully
  - Not to interfere with or misuse anything provided in the interest of health and safety
  - To obey all safety rules and procedures including the wearing of protective clothing and the use of protective devices if they are specified in the school risk assessments or procedures.
6. The Governing Body requires all Heads of Departments and management at all levels to display a positive attitude towards health and safety and to instill this in those for whom they are responsible. When required Heads of Departments should issue their own Departmental Health and Safety Plan, subject to approval by the Governors, complementing this policy. In addition the Governing Body expects all adults to remind pupils of the need to pursue the Governing Body's objectives in this respect.
7. The Governing Body is committed to ensure that the School operates in accordance with current legislation. The Governing Body is not, however, content to conform at the minimum acceptable standards but is determined to ensure that the best possible standards are met. They look to the Headmaster, the Bursar and to all members of staff to observe this policy.
8. The Governing Body recognises the need to consult with employees regularly on health and safety matters and they expect and encourage employees to bring to their attention, through their Head of Department, any matter relating to health and safety that is a cause for concern. Health and Safety will be a standing item on the Governors' Employment and Compliance Committee which will consider the termly Health and Safety reports and statistics on accidents to pupils and staff. They will make any recommendations for change, that require significant work to premises or funding, that are required by these reports as appropriate
9. A copy of this statement will be made available to all employees. It will be reviewed annually, or at any point where significant change is necessary, and may be supplemented in appropriate cases by further statements relating to the work of particular departments or employees. Such changes as are made will be brought to the attention of all employees. The review will pay due regard to:
- a. Planning – The elimination of risks in the workplace by careful selection and design of facilities, equipment and processes, together with effective control measures and

training for employees.

If appropriate, the School will consider the risk to safety involved in:

- dealing with physical, chemical and biological hazards, such as machinery safety, chemical safety, asbestos in the school building, water quality, and the use of radioactive material;
- contractors in schools;
- vehicle movements within the school grounds;
- workplace arrangements, including housekeeping;
- school trips;
- centres licensed by the Adventure Activity Licensing Authority;
- work experience arrangements;
- violence to staff;
- school security;
- stress management;
- letting of school premises to outside bodies;
- pupils with special needs, i.e. manual handling;
- any other site specific issue, e.g. swimming pools, etc.

b. Organisation – A review of the School’s organisation including changes to ensure that responsibilities for health and safety are clearly defined at all times to all employees at every level.

c. Control – Ensuring that the safety requirements are implemented throughout the School by all employees and that training is regularly conducted in support of those standards.

Signed: .....

Date: .....

Mr D.P. Wallbank  
Chairman of Employment & Compliance

JPL

Policy reviewed by SMT:                      October 2016

Policy reviewed by Governors:            October 2016

Next Review Due:                              October 2017

## PART 2

### HEALTH AND SAFETY

#### ORGANISATION FOR IMPLEMENTING HEALTH AND SAFETY POLICY

##### RESPONSIBILITY

1. Members of the Governing Body have ultimate responsibility for health and safety and they will take all steps that are reasonably practical to achieve safe performance. However, for practical purposes day to day responsibility for health and safety, in accordance with the Governors' policies, is devolved through the Headmaster and the Bursar as appropriate.

The Headmaster will seek to ensure safe working conditions in those areas under his administrative purview in so far as consideration for the health, safety and welfare of staff, pupils and others using the premises for educational purposes is concerned.

- a. The Headmaster and Heads of Department will pay regard to the need to maintain and develop safe working practices in education areas, in particular in the provision and the use of machinery and other apparatus.
- b. The Bursar has a whole School responsibility and will seek to ensure the safety of all buildings and sites, including the operation of maintenance, caretaking and cleaning services. In this capacity he will liaise with outside agencies, e.g. fire service, monitor compliance with School policies, review health and safety procedures and make recommendations for the improvement of health and safety standards.
- c. The Bursar, through the Kitchen Managers in both the Lancaster and Victoria kitchens, has a particular concern for safe working practices in the provision of catering services.
- d. Other line managers will have responsibility for the safe operation of aspects of the School within their jurisdiction. Where necessary Heads of Departments should have their own Departmental Health and Safety plan.
- e. All staff have responsibility to ensure that safe methods of work existing and are implemented and that health and safety regulations, rules and procedures are being applied effectively. They should co-operate with supervisors and managers on health and safety matters, not interfere with anything provided to safeguard their health and safety, take reasonable care and report any health and safety concerns to an appropriate person as detailed below.
- f. All pupils have responsibility to ensure that they follow safe methods of work, follow staff instruction and do not behave in a manner that could place themselves or others at risk. It is appreciated that their age and experience will require high levels of staff supervision and guidance.

## **EMERGENCIES**

2. Urgent health and safety matters should be reported at once to the Headmaster, Bursar or Health and Safety Coordinator and the relevant head of department advised as soon as possible thereafter. Emergencies include any incident that could have serious consequences to health unless resolved e.g. fault on a minibus that has potential to cause an accident, working practices that are likely to result in injury to staff or pupils, suspect packages.

## **REPORTING**

3. All staff should report routine safety matters to their Head of Department who will then refer the matter to the Health and Safety Coordinator. Urgent Health and Safety matters should be reported immediately, by the most effective means whether by telephone or in person. Less urgent matters can be notified through the Firefly portal using the H and S reporting tab, or by email directly to [HR@nuls.org.uk](mailto:HR@nuls.org.uk).
4. Termly reports on Health and Safety will be prepared by the Health and Safety Coordinator and presented at the Governors' termly Employment and Compliance meeting.
5. Reports on Health and Safety are a standing item on the agenda of the termly Governors' Employment and Compliance Committee Meeting.

## **SCHOOL EMPLOYMENT AND COMPLIANCE COMMITTEE**

6. The Employment and Compliance Committee considers Health and Safety as a standing item each term. It will meet at least once a term and will consider any health and safety issues raised by staff, changes in health and safety legislation and also the School's compliance with current legislation. In particular they will consider any changes needed to the School Health and Safety Policy and procedures, taking appropriate specialist advice as required.

The Committee may comprise of Governors and staff drawn from the following as considered necessary:

- (a) Governors representation from the Employment and Compliance Committee
- b) Chairman of Governors and/ or his Deputy
- c) Headmaster
- d) Bursar
- e) Estates Bursar
- f) Health and Safety Coordinator

- g) Staff representatives from major departments (if required)
  - h) Other Governors and staff as required on a needs basis
  - i) Trade Union Health and Safety Representative (if appointed)
7. The Committee will bring to the attention of the Governing Body any health and safety matters requiring their attention and make any recommendation for improvements or changes to health and safety policy and procedures.

### **STAFF TRAINING**

8. As far as is practical information, instruction and training will be afforded to employees to enable them to carry out their duties in a safe manner without presenting hazards to themselves or other persons. Employees or Line Managers who identify a training need should make a formal request for such training to the Deputy Head (Academic), Head of Junior School or Bursar as appropriate.
9. In every case where training is required by statute, or considered necessary for safety, this training will be given before an employee commences any relevant work.
10. All supervisory and managerial staff have responsibility of instructing new employees in safe working practices and to keep records of any such instruction.

### **PROVISION OF RESOURCES**

11. The Bursar is responsible for resourcing health and safety measures to the fullest extent practical given the financial position of the School. He will take full account of any priorities set by the Employment and Compliance Committee. When, in his opinion the cost of implementing health and safety measures can not be met from annual budget allocations he is to advise the Governing Body and make recommendations as to funding or implementation programmes.

### **EXTERNAL ADVISORS**

12. The School will make use of external advisors as required on a needs basis including:
- Engineers to monitor and service the School's plant and equipment including boilers lifts and hoist annually
  - All gym and fitness equipment is inspected and serviced annually
  - All extract equipment including that for machine tools in Design and Technology, fume cupboards, pressure vessels and autoclaves are tested annually
  - Fire alarm and detection systems and fire extinguishers are tested annually

## PART 3

### IMPLEMENTATION OF HEALTH AND SAFETY POLICY

#### RESPONSIBILITY OF STAFF

1. The Governing Body expects all employees at all levels and visitors to the school to comply with school rules insofar as the implementation of Health and Safety at Work Act 1974 is concerned. In practical terms this means that all members of staff have the duty to ensure that neither they nor any persons or children in their charge act in any way contrary to Health and Safety rules. In addition they are to bring to the notice of their Head of Department, Bursar or Headmaster any hazard they might encounter whilst in the school or whilst acting elsewhere on school business (e.g. field trips).
2. It is the responsibility of the Bursar to ensure that up to date and relevant information on all Health and Safety issues is fully promulgated and copies of these updates are made available to all staff and Governors.

#### LEGISLATION

3. In addition to the Health and Safety at Work Act 1974, the following legislation may have relevance to the implementation of school policy:
  - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
  - Ionising Radiations Regulations 1999
  - The Control of Asbestos Regulations 2012
  - Electricity at Work Regulations 1989 and subsequent orders
  - Pressure Systems Safety Regulations 2000
  - Control of Noise at Work Regulations 2005
  - Management of Health and Safety at Work Regulations 1999
  - Workplace (Health, Safety, and Welfare) Regulations 1992
  - Personal Protective Equipment at Work Regulations 1992
  - Provision and Use of Work Equipment Regulations 1998
  - Manual Handling Operations Regulations 1992
  - Health and Safety (Display Screen Equipment) Regulations 1992
  - Control of Substances Hazardous to Health (Amendment) Regulations 2004
  - Confined Spaces Regulations 1997

#### SOURCES OF ADVICE

4. The following organisations are able to give health and safety advice:
  - Health and Safety Executive
  - British Safety Council
  - Department for Education
  - Association for Science Education
  - British Association of Advisers and Lecturers in Physical Education.

- CLEAPSS (School Sciences Services)
- Fire Protection Association
- Independent Schools Council
- Institution of Occupational Safety and Health
- Staffordshire Fire and Rescue Service
- National Association of Advisers and Inspectors in Design and Technology
- Royal Society for the Prevention of Accidents (RoSPA)
- Trades Unions and Professional Associations

## **SUPERVISION OF PRACTICAL WORK**

5. Pupils involved in practical work of any kind should not be left unsupervised.
6. Where the use of machinery, chemicals, electrical and other specialist equipment is involved pupils must be supervised continuously by someone who is competent to do this and does so with the Head of Department's prior knowledge and consent.
7. Pupils must not be left unattended in specialist rooms where they have access to chemicals, machinery or any equipment which could cause physical harm. This point must be particularly noted by staff who do not normally teach in such areas but may, in exceptional circumstances, have to do so.
8. The use of protective clothing such as aprons, overalls, hair-bands, safety goggles is a legal requirement. Staff must ensure that such garments and equipment are worn properly. There must be clear signage on all equipment requiring use of protective equipment indicating what equipment is required.
9. The disposal of residues from experiments and other practical operations must be supervised and carried out in the correct manner.
10. All equipment, apparatus and chemicals must be returned to their normal storage space at the end of lessons. When not required for further lessons in that day, they are to be secured or locked in a cabinet as appropriate.
11. All laboratories, technology rooms and preparation rooms should be kept locked when unattended.
12. All gymnastic equipment, including the out of doors areas of high jump, long jump, discus, javelin and hurdles, must not be used by pupils who are unsupervised. No apparatus in the gymnasium, swimming pool or sports hall may be used without supervision and unsupervised entry by pupils to any of these areas is forbidden

## **FIRST AID**

13. See policy at Annex B.

## **FIRE POLICY**

14. See policy at Annex C.

## **CO-CURRICULAR VISITS AND OFF-SITE ACTIVITIES**

15. The School Policy and Procedures for External Visits is issued separately.

## **MINIBUS POLICY**

16. The policy for the operation and use of the school minibuses is at Annex A.

## **SWIMMING POOL**

17. The Normal Operating Procedures and Emergency Action Plan for use of the swimming pool is issued separately, with a copy of the plan being provided to the different agencies that use the pool out of hours.

## **SECURITY/VIOLENCE**

18. The Governors are greatly concerned for the security of staff and pupils and are aware that petty thieves and other criminals often target schools. Personal belongings should be secured and any money handled should, as soon as practical, be secured in the safes throughout the school e.g. Victoria Office, Reception, accounts office. All staff cars are issued with a vehicle pass. All staff are provided with a staff identity badge and where possible external doors have been fitted with digital security code locks. Visitors are provided with visitor passes and staff should check the identity of any person they see without a badge and whom they do not recognise. If assistance is required the Caretakers and site maintenance staff should be contacted directly or via the School Offices. Confrontation should be avoided unless absolutely necessary.
19. If any member of staff suffers violence or threat of violence from a parent, pupil, or other staff member the matter should be reported to the Headmaster as soon as possible. This initial report can be oral and followed up by a written report, if required. The Governors will take the strongest possible action against any individual offering violence to staff.

## **CATERING SERVICES**

20. Catering services are subject to a separate safety plan that includes specific risk assessment and in addition the School is subject to periodic hygiene inspections of the kitchen areas and dining rooms by the environmental health inspection team of Newcastle Borough Council who after inspection submit hygiene audit reports.
21. The Kitchen Managers are responsible on a daily basis for checking and recording the

temperatures of freezers and fridges and for regularly probing food stored in hot cupboards to ensure correct temperatures are maintained. Any equipment faults are to be reported to the Estates Bursar as soon as possible. The Kitchen Managers are also responsible for ensuring that all staff who assist in the preparation of food have received the necessary Food Hygiene training and training in Hazard Analysis Critical Control Points

### **PRESSURISED CONTAINERS**

22. There are a small number of pressurised vessels in the School. These are primarily in the Design and Technology Departments, Biology Department and Art Department. All pressurised vessels are covered by an engineering insurance policy and are subject to an annual inspection by a contractor. Users of this equipment should carry out regular visual checks of the apparatus and report any faults to the Estates Bursar.

### **MANAGEMENT OF ASBESTOS**

23. The School has undertaken an asbestos survey of all its buildings. Asbestos Containing Materials (ACM) and potential ACMs are recorded in the Asbestos Register and managed in accordance with their potential to release asbestos fibres if disturbed. Prior to any maintenance or refurbishment likely to disturb ACMs a Refurbishment/Demolition Asbestos Survey will be carried out.

### **WASTE AND SOILED MATERIALS**

24. General waste and soiled materials are cleared by cleaning staff at the end of each working day and stored in large external waste bins. Toxic and flammable materials must not be disposed of down the drains and broken glass should be disposed of in the special "sharps" bins provided.

### **USE OF PREMISES BY OUTSIDE AGENCIES**

25. At those times when the premises are used for purposes not under the direction of the Headmaster, e.g. hire by outside agencies, the person in charge of the activities for which the premises are being used will have responsibility for health and safety practices.
26. The Bursar will seek to ensure that safety requirements are met at all times when premises are hired to persons outside the employ of the School and that there is adequate insurance cover in force. It will be a condition for all hirers that they comply with safety directives issued by the Governors and that they will not without the consent of the Governors, alter fixed installations, alter or remove fire or safety notices or equipment or otherwise take any action which may create hazards for persons using the premises.

### **EXTERNAL CONTRACTORS**

27. Only contractors approved by the Bursar or Estates Bursar may carry out any work on the

site. Prior to any works taking place working practices and methods must be agreed with the contractor and any areas of potential risk identified. If required a formal risk assessment is to be carried out and a copy given to the contractor.

28. Where the scale of works is such that they are covered by the Construction (Design and Management) Regulations (CDM) 2007, a sufficiently qualified CDM Coordinator will be appointed.

## **ELECTRICAL EQUIPMENT**

29. **General Precautions**

The principal hazards associated with the use of electricity are electric shock and fire. Individuals have the responsibility of ensuring that all electrical connections are soundly made. All portable items should be treated carefully and any signs of loose parts or frayed flex reported. If in doubt over the safety of an item do not use it.

30. **Fixed Installations & Wiring**

In accordance with the Electricity at Work Regulations 1989 the Estates Bursar is to arrange for a qualified contractor to inspect all fixed installations wiring and initiate a programme of electrical upgrade to ensure that the electrical systems are, at all times, of such construction as to prevent danger.

31. **Portable Appliance Testing (PAT)**

The responsibility for ensuring the PAT programme is completed rests with the Estates Bursar. The principles of the programme are as follows:

- A database of all portable appliances owned by the school is to be maintained. The appliances are to be categorised into those that require testing on a periodic basis.
- Nominated technicians in the Science and D&T Departments are to check equipment within their own subject area. Training for technicians is to be arranged by the Estates Bursar.
- Where a member of staff wishes to use a private appliance within the school, it is first to be tested by one of the nominated technicians or the school electrician. A record of the appliance and the date of test are to be held on the database.
- Testing is to take place on a rolling programme in each academic year. Items are to be marked with a standard PAT label showing the Month/Year of the current and next test.
- The existence of the programme does not absolve users of portable appliances from carrying out regular visual checks to ensure that potential problems are identified and remedied at an early stage.

## **TOXIC MATERIALS AND CHEMICALS**

32. Heads of Departments are to ensure that stocks of toxic and harmful material and chemicals are kept to a minimum. They should ensure that an inventory of all hazardous materials together with the relevant COSHH risk assessment. In addition they are to ensure the following:
- All toxic materials/chemicals are securely stored and they are properly labeled so that they are clearly identifiable.
  - There are clear instructions identifying the necessary precautions required when handling materials/chemicals and that all staff and pupils handling them are competent to do so.
  - Emergency procedures are laid down for handling spillage or escape of the material/chemical.
  - Procedures for disposal of the material/chemicals are correct.

## **MANUAL HANDLING**

33. Where possible staff should avoid manual handling of items. However, when it is necessary to move items staff should have due regard to weight and size of items and consider the safest method that can be used to move items including making use of sack truck or other similar aid or splitting it into smaller or lighter packages. When lifting an item a stable position and a good posture adopted, avoiding undue flexing of the back. Particular care needs to be taken if carrying items on stairs or uneven floors.

## **SMOKING**

34. The School operates a total no smoking policy throughout its entire site. This includes the use of e-cigarettes.

## **DRUGS/ALCOHOL**

35. Any use or possession of controlled drugs within the School will be treated as a serious disciplinary offence. Any impairment of ability through drink or drugs will also be dealt with under the School's Capability and Disciplinary procedures

## **SAFETY EQUIPMENT/PROTECTIVE CLOTHING**

36. The School provides safety equipment (safety footwear, goggles, overalls and other protective clothing and equipment) for staff who undertake particularly hazardous or dirty tasks. . These must be worn when required for a particular operation.

## **DISPLAY SCREEN EQUIPMENT**

37. A user of display screen equipment is defined as someone who uses a computer for an hour or more continuously each day

In using a computer a person should not use it for more than 2 hours at a time without taking a break. The School undertakes to provide users with a safe working environment including adequate lighting, desk and chair facilities to facilitate correct posture. In addition it will meet the cost of regular eye examinations to those eligible, further details of which are available from the H and S Coordinator.

### **EXPLOSIVE SAFETY ORGANISATION**

38. The School has an Armoury which may, from time to time, contain explosives for use by the Combined Cadet Force. The explosives may take the form of 5.56 mm and 0.22 ammunition, signal flares and smoke grenades. The Contingent holds an "Authorised Quantity Explosive Licence" for the storage of the explosive material and this is displayed in the Armoury.

Overall responsibility for safety of the explosives rests with the Contingent Commander of the CCF.

Day to day responsibility is delegated to the School Staff Instructor (SSI) who is responsible for the Armoury and who is trained to handle the storage of the explosives that are held.

Contingent standing orders contain a chapter on Ammunition and Ammunition Storage. These have been produced with reference to MOD explosive regulations JSP 482, Volume 2

Risk assessments have been carried out with respect to the storage of explosives in the Armoury.

Annual inspections of explosive storage arrangements are carried out by 721 Squadron 11 EOD Regiment RLC or a contractor as notified by the MoD.

### **LEGIONELLOSIS**

39. Legionellosis is the collective term for diseases, such as Legionnaires' Disease, Pontiac Fever and Lochgoilhead Fever, caused by legionella bacteria. The bacteria occur naturally in rivers and lakes and can occur in the water systems of the schools premises. The route of infection is by breathing in an aerosol containing an infectious dose of legionella bacteria.
40. The school has commissioned a specialist contractor to survey the water systems and produce a Risk Assessment to identify and prioritise the risks. A remedial action plan has been produced and a programme of remedial works to eliminate and/or control the risks has been implemented.

### **STAFF TRAINING**

41. Staff nominated for specific Health & Safety duties will receive appropriate training. More general training for all staff e.g. use of fire extinguishers, may be included in the INSET programme.

## **EXPERT ADVICE**

42. The Governing Body will appoint appropriate experts to carry out safety inspections and provide further specialist advice as required.

## **GENERAL PRECAUTIONS**

43. The following precautions, if followed, would avoid most accidents:
- a. Drive about the School and immediate area carefully, obeying speed restrictions and road markings. Expect children to do the unexpected.
  - b. Lift heavy articles carefully, stack packages safely, leave walkways clear and use steps to reach high objects.
  - c. Wear practical footwear, use protective clothing and goggles and make sure guards are on machines when in use.
  - d. Do not interfere with gas, electrical, heating or water fittings and do not enter a plant room unless authorised to do so.
  - e. Report worn floor covering or stairs.
  - f. Ask for advice from experienced people before starting a new procedure.
  - g. Obey all safety notices, signs and instructions

## PART 4

### HEALTH AND SAFETY

#### RISK ASSESSMENT

#### RISK ASSESSMENT

1. Risk is inherent in all activities and it cannot be eliminated. Neither can all risks be readily identified. The key issue is to decide whether the risk is significant and whether it is covered by satisfactory precautions so that the risk is minimised. To ensure this process is carried out in a logical and comprehensive manner it is necessary to carry out a risk assessment. It should be noted that generic risk assessments can be used as a guide for commonly repeated activities
2. A risk assessment is nothing more than a careful examination of an activity with the aim of identifying risks to health and safety and recording the steps that need to be taken to minimise them. Assessments of this nature have long been the practice within the teaching profession but it is a requirement that the results of such assessments are recorded in a formal manner.
3. The Five Steps of Risk Assessment
  - Step1–IdentifytheHazard

Initial walk around the area noting the significant hazards. Consider also risks that may arise from subsequent activities. Discussion with other users of the area under review to draw upon experience and views. Discussion with caretaking and support staff as appropriate. This process should yield all the significant hazards.
  - Step2–AssesstheRisk

Identify those who are at risk from the significant hazards. Consider age, awareness, supervision and the level of training.
  - Step3 – Evaluate Measures of Control

This is the key part of the assessment.  
Consider how likely it is that each hazard could cause harm. This will determine whether you need to do more to reduce the risk. The law normally requires that persons do what is reasonably practicable to keep the workplace safe. You are not expected to eliminate risk entirely.

Try to categorise risk as HIGH, MEDIUM and LOW and seek to move as many hazards as you can into the LOW category. Record how you will deal with significant hazards.

If you consider that all reasonable steps have been taken to deal with the hazard then you can do no more. If, however, you consider that more could be done to move the hazard to a MEDIUM or LOW category, list the actions you will take to achieve the change.

Reducing risk may often revolve around better CONTROL and/or PLANNING. Some points to consider are:

- Is there a less risky option?
- Can access to the hazard be limited or reorganised?
- Is additional supervision required?
- Is additional briefing/training required?
- Is protective clothing or equipment required?

Having listed the actions to be taken, ensure they are carried out. Where additional resources are required, ensure the matter is brought to the attention of your Head of Department.

➤ Step4–RecordtheFindings

Record the finding on a risk assessment form.

➤ Step5–MonitorandReview

The risk assessment must be reviewed on a regular basis

## **POLICY ON RISK ASSESSMENTS**

4. It is not the intention that risk assessments should be carried out for each and every activity in the school. Many activities by their very nature carry no significant risks and their management in terms of health and safety, requires staff to exercise no more than sound common sense and reasonable standards of care of those under in their charge. No document can draw up a specific list of activities that are or are not to be the subject of a risk assessment, and staff should exercise their professional judgement to ensure the safety of pupils in their care.
5. Certain departments in the school may be considered as higher risk areas. These departments may defer to their own sector experts (such as CLEAPPS, BAALPE) when addressing Health and Safety matters, particularly given the niche subjects which are covered. They are:
  - Art Department
  - Drama Department
  - PE Department
  - Design & Technology Department
  - Science Departments
  - Maintenance & Grounds Departments

6. Other departments and parts of the school are considered as standard risk areas.
7. A risk assessment is to be carried out in the following circumstances:
  - Where the requirement is stated in specialist instructions applicable in higher risk areas
  - Prior to the start of any new activity in a higher risk area
  - Prior to a new or modified building being taken into use for the first time
  - Prior to the start of any new construction or maintenance work
  - Prior to any event where parents or members of the public will be present. Where the event is of a repeat nature e.g. prospective parents' afternoon, the extant risk assessment is to be reviewed as part of the planning process.
  - Prior to the start of a new activity or an existing activity taking place in a different area of the school or outside venue
  - When so directed as part of the Off Site Activities Procedures
  - When so directed by the Health and Safety Coordinator, Headmaster or Bursar.

#### **RESPONSIBILITY FOR CARRYING OUT RISK ASSESSMENTS**

8. Risk assessment to cover activities in standard risk areas e.g. classroom lessons are not normally required, however, Heads of Department should note the circumstances above and comply as and when required.
9. In higher risk areas assessments are to be carried out by staff who have specialist knowledge and experience or who have received specialist external training. The Head of Department is responsible for identifying training requirements and ensuring sufficient staff attend relevant courses to enable them to carry out their duties effectively and safely.
10. Risk assessments relating to new or modified buildings, construction and maintenance work, and events at which parents or members of the public will be present, are to be carried out by a competent person as directed by the Bursar or Estates Bursar.

## DOCUMENTATION

11. Written records of all risk assessments are to be maintained by the Heads of Departments as appropriate. Where specialist risk assessment documentation is provided it must be used.

## LIABILITY

12. The Governors and senior staff are responsible in law for the proper application of health and safety legislation within the school and any activities that take place at home or abroad. In turn staff are required to conform to the requirements of the school Health and Safety policy and procedures that have been approved by the Governors.
13. In the event of an accident and subsequent injury or loss of life, there has to be a proper investigation. As a result of such investigation and despite the best endeavours of those involved, blame may be apportioned to an individual or individuals. However, any subsequent legal action for damages is not directed at those to whom blame is apportioned but is instead taken against the Governors who act as directors of the school and are liable for the actions of the employees. The Governors have insured their liability in this respect and of actions taken against them by a third party.
14. Staff cannot be absolved from all blame. If their actions can be seen to be willfully negligent or if they manifestly failed to assess the risk of an activity and carried on regardless, they could be liable at criminal or civil law for their actions. However, these are extreme instances and not in keeping with the caring ethos of the teaching profession.
15. In summary provided a member of staff acts in a reasonable manner and in accordance with the health and safety policy of the school, they have nothing to fear in terms of personal liability for damages or a prosecution against them as an individual.

JPL/GC/SCB

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