



Pitsford School

Opportunity | Excellence | Understanding

School Policy Document

Name of Policy	Health and Safety Policy
Audience	Internal
Date last reviewed	September 2020
Date for next review	September 2021

General

The Governing Body of Northamptonshire Independent Grammar School Charity Trust Ltd notes the provisions of the Health and Safety at Work Act 1974 (s.3(1)), which states that it is the duty of every employer to ensure, so far as is reasonably practicable, that persons who are not in his or her employment but who may be affected by it are not exposed to risks to their health and safety, and accepts that it has a responsibility to take all reasonably practicable steps to secure the health and safety of pupils, staff and others using the School premises or participating in School-sponsored activities. It believes that the prevention of accidents, injury or loss is essential to the efficient operation of the School and is part of the good education of its pupils.

The aim of the Governing Body is to provide a safe and healthy working and learning environment for staff, pupils and visitors. Furthermore, it believes that only the adoption of safe methods of work and good practice by every individual can ensure everyone's personal health and safety. The Governing Body will take all reasonable steps to identify and reduce hazards to a minimum but all staff and pupils must appreciate that their own safety and that of others also depends on their individual conduct and vigilance.

The duties of the Governing Body

In the discharge of its duty the Governing Body, in consultation with the Headmaster, will:

- a) make itself familiar with the requirements of the Health and Safety at Work Act 1974 and any other health and safety legislation and codes of practice which are relevant to the work of the School
- b) ensure that there is an effective and enforceable policy for the provision of health and safety throughout the School
- c) periodically assess the effectiveness of this policy and ensure that any necessary changes are made

- d) identify and evaluate all risks relating to accidents, health and School-sponsored activities (including work experience)
- e) identify and evaluate risk control measures in order to select the most appropriate means of minimising risk to staff, pupils and others
- f) create and monitor the management structure.

In particular the Governing Body undertakes to provide:

- a) a safe place for staff and pupils to work including safe means of entry and exit
- b) plant, equipment and systems of work which are safe
- c) safe arrangements for the handling, storage and transport of articles and substances
- d) safe and healthy working conditions which take account of all appropriate statutory requirements, codes of practice and guidance
- e) supervision, training and instruction so that all staff and pupils can perform their School-related activities in a healthy and safe manner. Wherever training is required by statute or considered necessary for the safety of staff, pupils and others then the Governing Body will ensure, within the financial resources available, that such training is provided. Pupils will receive such training as is considered appropriate to the School-related activities which they are carrying out. All training will be regularly updated
- f) necessary safety and protective equipment and clothing together with any necessary guidance, instruction and supervision
- g) adequate welfare facilities.

So far as is reasonably practicable the Governing Body, through the Headmaster, will make arrangements for all staff, including temporary and voluntary staff and helpers and those on fixed-term contracts to receive comprehensive information on:

- a) this policy and procedures pertaining to this
- b) all other relevant health and safety matters
- c) the instruction and training that will be given to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk.

The duties of the Headmaster

As well as the general duties which all members of staff have (see below), the Headmaster has responsibility for the day-to-day maintenance and development of safe working practices and conditions for teaching staff, non-teaching staff, ancillary staff, pupils, visitors and any other person using the premises or engaged in activities sponsored by the School. This may, in practice, be delegated to the Bursar or designated Health and Safety Officer. The Headmaster will take all reasonably practicable steps to fulfil this responsibility through the heads of the appropriate departments, senior members of staff, teachers and others as appropriate.

The Headmaster is 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.

In particular, the Headmaster will:

- a) be aware of the basic requirements of the Health and Safety at Work Act 1974 and any other health and safety legislation and codes of practice relevant to the work of the School
- b) ensure at all times the health, safety and welfare of staff, pupils and others using the School premises, facilities or services, or attending or taking part in School-sponsored activities
- c) ensure safe working conditions for the health, safety and welfare of staff, pupils and others using the School premises and facilities
- d) ensure safe working practices and procedures throughout the School including those relating to the provision and use of machinery and other apparatus so that all risks are controlled
- e) consult with members of staff, including the safety representatives, on health and safety issues
- f) arrange systems of risk assessment to allow the prompt identification of potential hazards
- g) carry out periodic reviews and safety audits on the findings of the risk assessment
- h) identify the training needs of staff and pupils and ensure, within the financial resources available, that all members of staff and pupils who have identified training needs receive adequate and appropriate training and instruction in health and safety matters
- i) encourage staff, pupils and others to promote health and safety
- j) ensure that any defects in the premises, its plant, equipment or facilities which relate to or may affect the health and safety of staff, pupils and others are made safe without delay
- k) encourage all employees to suggest ways and means of reducing risks
- l) collate accident and incident information and, when necessary, carry out accident and incident investigations
- m) monitor the standard of health and safety throughout the School, including all School-based activities, encourage staff, pupils and others to achieve the highest possible standards, and discipline those who consistently fail to consider their well-being or the health and safety of others
- n) monitor first aid and welfare provision
- o) monitor the management structure, along with the governors.

The duties of supervisory staff

All staff in a supervisory capacity will make themselves familiar with the requirements of the Health and Safety at Work Act 1974 and any other health and safety legislation and codes of practice which are relevant to the work of their areas of responsibility.

In addition to the general duties which all members of staff have (see below), they will be directly responsible to the Headmaster or the member of staff nominated by the Headmaster 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 other members of staff, pupils and others to comply with its requirements.

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

- a) safe methods of working exist and are implemented throughout their departments
- b) health and safety regulations, rules, procedures and codes of practice are being applied effectively
- c) staff, pupils and others under their jurisdiction are instructed in safe working practices
- d) new employees working within their department are given instruction in safe working practices
- e) regular safety inspections are made of their area of responsibility as required by the Headmaster or as necessary
- f) positive, corrective action is taken where necessary to ensure the health and safety of all staff, pupils and others
- g) all plant, machinery and equipment in the department in which they work is in good and safe working order and adequately guarded
- h) all reasonably practicable steps are taken to prevent the unauthorised or improper use of all plant, machinery and equipment in the department in which they work
- i) toxic, hazardous and highly flammable substances in the department in which they work are correctly used, stored and labeled
- j) they monitor the standard of health and safety throughout the department in which they work, encourage staff, pupils and others to achieve the highest possible standards of health and safety, and discipline those who consistently fail to consider their own well-being or the health and safety of others
- k) all the signs used meet the statutory requirements
- l) all health and safety information is communicated to the relevant persons
- m) they report, as appropriate, any health and safety concerns to the appropriate individual.

The duties of all members of staff

All staff will make themselves familiar with the requirements of the Health and Safety at Work Act 1974 and any other health and safety legislation and codes of practice which are relevant to the work of the department in which they work. They should:

- a) take reasonable care of their own health and safety and any other persons who may be affected by their acts or omissions at work
- b) as regards any duty or requirements imposed on their employer or any other person by any relevant statutory provision, co-operate with him or her to enable that duty or requirement to be performed or complied with.

All staff are expected to 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:

- a) be familiar with the safety policy and any and all safety regulations as laid down by the Governing Body
- b) ensure health and safety regulations, rules, routines and procedures are being applied effectively by both staff and pupils
- c) see that all plant, machinery and equipment is in good and safe working order and adequately guarded
- d) not make unauthorised or improper use of plant, machinery and equipment
- e) use the correct equipment and tools for the job and any protective equipment or safety devices which may be supplied
- f) ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labeled
- g) report any defects in the premises, plant, equipment and facilities which they observe
- h) 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 Headmaster then the principal person in charge of the activities for which the premises are in use will have responsibility for safe practices.

The Headmaster or the co-ordinator 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 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 section.

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:

- a) introduce equipment for use on the School premises
- b) alter fixed installations
- c) remove fire and safety notices or equipment
- d) take any action that may create hazards for persons using the premises or the staff or pupils of the School.

All contractors who work on the School premises are required to ensure safe working practices by their own employees under the provisions of the Health and Safety at Work Act 1974 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 Headmaster 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 Governing body, through the Headmaster, will make arrangements for Health and Safety matters to be brought up at internal meetings (eg. SSMG, SMT, HoD etc.) In both the Junior School and the Senior School, on a regular basis.

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 (HSE) and other regulatory or advisory bodies will issue codes of practice on particular topics for the guidance of Heads 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 Headmaster considers the inclusion of all or any such documents into this policy to be inappropriate, he or she will be required to demonstrate to the satisfaction of the Governing Body that he or she has already introduced codes of practice and methods of working which achieve a similar or higher standard of health and safety.

Risk assessment

Day-to-day responsibility for ensuring that risk assessments are carried out and that records are kept and reviewed rests with the Bursar. Teachers are likely to be tasked with ensuring that their own departments follow endorsed school policies and procedures. The entire school community needs to “buy into” the school’s health and safety culture and to become involved with using and updating risk assessments as part of their daily routine. The Bursar, will use the Health and Safety Committee to review and monitor risk assessments.

The individual risk assessments identify the hazards to which pupils, staff and visitors to the school could be exposed, as well as detail the current control measures that are in place to either eliminate the hazard or reduce the risk to an acceptable level, and that those risk assessments be reviewed every two years.

The Governors of Pitsford School are fully committed to promoting the safety and welfare of all in our community so that effective education can take place. Their highest priority lies in ensuring that all the operations within the school environment, both educational and support, are delivered in a safe manner that complies fully with not just with the law; but with best practice. Risks are inherent in everyday life. We need to identify them and to adopt systems for minimising them. Our pupils need to be educated into how to cope safely with risk.

The school uses its risk assessments as a tool for conducting a formal examination of the harm or hazard to people that could result from a particular activity or situation.

Risk assessments are carried out by individual members of the school with responsibility for either a specific area or activity at the school. Each member of staff is given guidance on how to undertake a risk assessment which includes the following;

Aims of risk assessment

Process of risk assessment

Specific risk assessments

Underlying principles

Risk assessment methodology

Risk assessment calculator

Types of hazard

Risk assessment template

Sample risk assessment

Risk assessments are to be listed on a single central register, to be held by the Bursar, detailing: reference number, area or activity, date carried out, review date and person responsible. The risk assessments are categorised on the register into the following areas:

Junior School

Senior School Academic Departments

Administration

Catering

Grounds

Premises

Vehicles

Whole School

The categories listed above, are the responsibility of a number of middle managers, who are listed below. Each hold a separate file containing a hard copy of the specific risk assessments, these managers will review and authorise risk assessments within their area of responsibility.

Junior Head

Senior School Assistant Heads

Director of Sport

Office Manager

Catering Manager

Estates Supervisor

There are separate risk assessments for individual school trips, these are attached to school trip paperwork and then authorised by the Bursar.

EYFS

Pitsford School ensures that, as well as conducting a formal risk assessment, we constantly reappraise both the environments and activities to which children are being exposed and make necessary adjustments to secure their safety at all times."

We have a risk assessment for both our outdoor area and our indoor classroom. Many risks are assessed as on-going and are part of the daily routine. We review our risk assessment once a year or more often as needed and this is reported to the Estates Supervisor and the Health and Safety Committee. Some aspects of our risk assessments are checked and noted on a daily basis and records of these are kept with the Head of Early Years.

The Early Years department carry out a risk assessment of their teaching area daily and all staff are expected to undertake visual risk assessments of their teaching area prior to commencing a lesson. Those teachers who are using materials or undertaking activities which may pose additional risks are expected to risk assess their activity comprehensively.

The needs of the Early Years children are slightly different to that of the whole school and the classrooms are checked in accordance to their age and stage.

The Early Years children use some of the whole schools facilities, staff are expected to consider the age and stage of the children they are teaching and make additional checks prior to classes taking place.

Specialist Risk Assessments

The Bursar and Estates Supervisor arrange for specialists to carry out the following risk assessments:

Fire safety

Asbestos

Legionella

Gas safety

Electrical safety

Reviews

All risk assessments are reviewed (and recorded) regularly or in any case every two years, when major structural work is planned, or in the event of an accident. The separate policy on the management of health and safety describes the arrangements for regular health and safety audits of the fabric of the school, its plant, machinery and equipment, together with its arrangements for catering and cleaning and for water sampling.

Emergency plans

The Headmaster will ensure that an emergency plan is prepared to cover all foreseeable major incidents which could put at risk the occupants or users of the School. This plan will indicate the actions to be taken in the event of a major incident so that everything possible is done to save life, and prevent and minimise loss. This sequence will determine the priorities of the emergency plan. For the record, unannounced fire drills will take place at least once per term under the direction of the Fire Officer.

The plan will be agreed by the Governing Body and be regularly rehearsed by staff and pupils. The result of all such rehearsals will form part of the regular risk assessment survey and the outcome will be reported to the Governing Body.

First-aid

The arrangements for first-aid provision will be adequate to cope with all foreseeable major incidents. The number of certificated first-aiders will not, at any time, be fewer than the number required by law.

At the discretion of the Governing Body, other staff will be given such training in first-aid techniques as is required, to give them a basic, minimum level of competence. This level will be agreed by the Governing Body after seeking appropriate advice.

Supplies of first-aid material will be held at various locations throughout the School. These locations will be determined by the Headmaster. They will be prominently marked and all staff will be advised of their position. The materials will be checked regularly and any deficiencies

made good without delay. First-aid provision is co-ordinated by the Office Manager, who is responsible for the oversight of the Medical Room and First Aid Box which is held in the School Office. The Science Department also maintains first-aid boxes in the Wake and Sunley Buildings. Additional first-aid boxes are located in the Sports Centre and The Junior School.

Adequate and appropriate first-aid provision will form part of the arrangements for all out-of-School activities. A record will be made of each occasion any member of staff, pupil or other person receives first aid treatment either on the School premises or as part of a School-related activity.

Review

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