



Pitsford School

HEALTH AND SAFETY POLICY

Owner	Health & Safety Committee
Person(s) Responsible for Policy	Bursar/Assistant Head (Systems)
Linked to	Risk assessment Safeguarding Fire Safety First Aid Educational Trips and Visits
Last Review Date	June 2021
Website Updated	
Next Review Date	Autumn Term 2022

INTRODUCTION

The Governing Body of Pitsford School recognises the legal duty of care towards employees, pupils and others who may be affected by the school's activities as set out in the Health and Safety at Work Act 1974. Every employer should ensure exposed to risk that can affect an individual's health and safety is reduced 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.

In order to discharge its responsibilities, the School's policy is to:

- bring this Policy Statement to the attention of all employees
- carry out and regularly review risk assessments to identify proportionate and pragmatic solutions to manage and reduce risk
- communicate and consult with our employees on matters affecting their health and safety
- comply fully with all relevant legal requirements, codes of practice and regulations
- reduce or eliminate risks to health and safety, where possible, through selection and design of materials, buildings, facilities, equipment, and processes
- encourage employees to identify and report hazards so that we can all contribute towards improving safety
- ensure that appropriate fire procedures are in place
- maintain premises and provide and maintain safe plant and equipment
- only engage contractors who are able to demonstrate due regard to health and safety matters
- provide adequate resources to control the health and safety risks arising from our activities
- provide adequate training and ensure that all employees are competent to carry out their duties
- provide an organisational structure that defines the responsibilities for health and safety
- provide appropriate information, instruction and supervision for employees
- regularly monitor performance and revise policies and procedures to pursue a programme of continuous improvement
- where risks cannot be eliminated, minimise them by substitution, the use of physical controls or safe systems of work or, as a last resort, through use of personal protective equipment.

This Health and Safety Policy will be reviewed by the Governing Body at least annually and revised as necessary to reflect changes in school activities and any changes to legislation. Any changes to the Policy will be brought to the attention of all employees.

ORGANISATION FOR HEALTH AND SAFETY

The overall responsibility for health and safety sits with the Governing Body and the Headmaster. However, it is the responsibility of every employee to co-operate in providing and maintaining a safe place of work.

This part of our policy allocates responsibilities to heads of departments, both teaching

and non-teaching, to provide a clear understanding of individuals' areas of accountability in controlling factors that could lead to ill health, injury or loss. Heads of departments are required to provide clear direction and accept their responsibility to create a positive attitude and culture regarding health and safety.

HEALTH AND SAFETY RESPONSIBILITIES

The Governors, Headmaster and SLT will take all reasonable steps to identify and reduce hazards to a minimum. To assist in this, all staff and pupils must be vigilant regarding their own and others' personal safety in any of the school's activities, both on and off site.

The Governing Body

The Governing Body has the ultimate responsibility for the health and safety of the School.

The Governors have nominated the Bursar to have general responsibility for health and safety. The Bursar along with the Assistant Head (systems) co-ordinate the health and safety and regulatory compliance.

The Governing Body will ensure that:

- they provide a lead in developing a positive health and safety culture throughout the School
- any decisions reflect its health and safety intentions
- adequate resources are available for the implementation of health and safety procedures
- an effective management structure for the implementation of health and safety procedures is established
- they will promote the active participation of employees in improving health and safety performance
- they review the health and safety performance of the school on a regular basis.

Health and Safety Committee

The Health and Safety committee is chaired by the Bursar and includes the following:

- Health and Safety governor
- Bursar
- Assistant Head (systems)
- Head of estates
- Junior School representative
- Director of sport
- Compliance officer (admin)

The Health and Safety Committee will ensure that:

- standards of health and safety are set across all areas
- a health and safety ethos of continuous improvement is created and monitored

- for progress against agreed targets
- a risk management/risk assessment programme is developed and implemented across Pitsford School (see section on risk assessment)
- a system of communication and consultation with employees is established via departmental meetings and training days
- health and safety policies and procedures are reviewed at least annually and in light of the results of internal and external audits
- actions required are included within health and safety plans, to ensure legal compliance
- accident/incident statistics are monitored for trends.

Headmaster

The Headmaster has overall responsibility for ensuring compliance with Health and Safety legislation in the day-to-day running of the School but delegates the responsibility for implementation to the Bursar and Assistant Head (Systems).

The Headmaster will ensure that:

- Health and Safety Policy is implemented, monitored, developed, communicated effectively, reviewed and amended as required
- a health and safety plan of continuous improvement is created, and the Health and Safety committee monitor progress against agreed targets
- suitable and sufficient funds, people, materials and equipment are provided to meet all health and safety requirements
- senior management designated with health and safety responsibilities are provided with support to enable health and safety objectives to be met
- a positive health and safety culture is promoted, and that senior management develop a pro-active safety culture which will permeate into all activities undertaken and reach all personnel
- a system of communication and consultation with employees is established,
- effective training programmes are put into place
- reports are presented to the Governing Body on a regular basis.

Bursar

The Bursar co-ordinates health and safety across Pitsford School and has designated responsibility for:

- ensuring compliance with health and safety legislation
- ensuring the Governing Body, the Headmaster and the Health and Safety Committee are advised of relevant changes in health and safety legislation, codes of practice and Department for Education standards
- regular Health and Safety committee meetings are held
- risk assessments are completed and the implementation of any action required is monitored
- risk assessments are reviewed regularly
- advice on health and safety training requirements is provided
- details of accidents, dangerous occurrences or diseases that are notifiable are

reported to the enforcing authorities, and any required RIDDOR reports are submitted.

- assistance is provided to Heads of Departments in investigating and recording accident investigations
- contact with external organisations such as the emergency services is co-ordinated,
- adequate arrangements are in place to ensure the security of Pitsford School, staff, visitors, and pupils
- adequate arrangements for first aid are established
- welfare facilities provided are maintained in a satisfactory state
- driving licences are checked annually for all staff who drive Pitsford school vehicles
- health and safety notices are displayed.
- act as the chief fire marshal
- ensure the fire risk assessment is completed, actioned, and kept under review
- establish arrangements for the safe evacuation of the school in the event of a fire
- ensure liaison with the local fire service
- safety training for staff is identified, undertaken, and recorded to ensure staff are competent to carry out their work in a safe manner

Assistant Head

The Assistant Head (systems) has responsibility for ensuring compliance with health and safety legislation within all teaching departments in the senior school and has special responsibility for ensuring health and safety with regard to access to learning.

The Assistant Head will:

- actively lead the implementation of the health and safety plan
- ensure risk assessments are completed and the implementation of any action required is monitored
- ensure risk assessments are reviewed regularly
- ensure staff are competent in the exercising of their health and safety duties, providing additional appropriate training as required
- consider and implement safe access arrangements for pupils and others with special needs
- ensure liaison with the local fire service regarding any radiological issues
- provide advice and support to teaching staff on health and safety matters
- act as the RPO (Radiation Protection Officer) for the school
- ensure compliance with the Independent School Standards Regulations (ISSR) 2014

Head of Junior School

The Head of Junior School has responsibility for ensuring compliance with health and safety legislation within all teaching departments in the junior school.

The Head of Junior School will:

- actively lead the implementation of the health and safety plan in the junior school
- ensure risk assessments are completed and the implementation of any action required is monitored
- ensure risk assessments are reviewed regularly
- ensure staff are competent in the exercising of their health and safety duties, identifying additional training as required
- consider and implement safe access arrangements for pupils and others with special needs
- provide staff within the Junior School advice and support on health and safety matters

Estates Manager is responsible for the following:

- health and safety systems are implemented
- contractors are supervised to ensure that they work safely
- safe systems of work are developed and implemented within their area
- risk assessments are completed, recorded, and regularly reviewed
- accidents and 'near miss' incidents at work are investigated, recorded, and reported
- support communication and consultation with staff on health and safety issues
- ensuring staff are encouraged to report hazards and raise health and safety concerns
- empowering staff to raise issues concerning safety
- agreed safety standards are maintained particularly those relating to housekeeping
- be pro-actively in ensuring health and safety rules are followed by all.
- reputable contractors are engaged
- Ensure all statutory checks are carried out in an effective and timely manner.

Heads of Departments

The Heads of Departments will ensure that in their areas of control:

- they actively lead the implementation of health and safety procedures
- written risk assessments of teaching practices and activities including equipment, substances and educational visits as relevant are completed; that any general advice on safety matters given by the DfE, Local Authority and other relevant bodies in relation to the School implemented, and is translated into written safe methods of working practice, where appropriate
- risk assessments are regularly reviewed
- safe methods of work are implemented
- they supervise their staff to ensure that they work safely
- pupils, staff and visitors within the department are informed as to their own personal safety and make sure they are aware of the health and safety procedures in place
- accidents, ill health and 'near miss' incidents at work are recorded, investigated and reported to the Bursar/Assistant Head (systems)

- they communicate and consult with staff on health and safety issues via regular staff meetings
- they encourage staff to report hazards and raise health and safety concerns
- safety training for staff is identified, undertaken and recorded to ensure staff are competent to carry out their work in a safe manner
- issues raised by anyone concerning safety are thoroughly investigated and, when necessary, further effective controls implemented
- equipment is maintained in a safe condition and where appropriate statutory examinations are planned, completed and recorded
- where appropriate, personal protective equipment is provided and worn by staff and pupils, and that staff and pupils are instructed in its use
- any safety issues that cannot be dealt with are referred to the Bursar/Assistant Head (systems) for action
- where appropriate, hazardous substances are stored, transported, handled and used in a safe manner according to manufacturers' instructions and established rules and procedures
- agreed safety standards are maintained, particularly those relating to housekeeping
- all relevant safety documents including CLEAPSS, DfE Guides, etc. are maintained and made available to all employees
- health and safety rules are followed by staff and pupils
- they perform regular health and safety inspections within their department, as required by the Assistant Head (systems)

Catering Manager

The Head of Catering will ensure that:

- catering equipment is maintained, and records are kept
- Pitsford School Hazard Analysis Critical Control Point (HACCP) plan is completed and reviewed to ensure the service of safe food
- food safety due diligence is maintained, and records are kept
- actively leads the implementation of health and safety and food safety procedures
- supervises staff to ensure that they work safely, and food hygiene standards are maintained
- risk assessments are completed, recorded, and regularly reviewed
- safe systems of work are developed and implemented
- accidents, ill health and 'near miss' incidents at work are investigated, recorded and reported
- communicates and consults with staff on health and safety issues
- encourages staff to report hazards and raise health and safety concerns
- ensures safety and food hygiene training for staff is identified, undertaken and recorded to ensure staff are competent to carry out their work in a safe and hygienic manner
- issues concerning safety raised by anyone are thoroughly investigated and, when necessary, further effective controls implemented
- agreed safety standards are maintained particularly those relating to hygiene and housekeeping
- any safety issues that cannot be dealt with are referred to the Bursar for action

- health and safety and food hygiene rules are followed by all.

Teaching Staff

Teachers are expected to:

- exercise effective supervision of their pupils and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out
- not leave pupils unattended and must ensure that their actions do not lead to an insufficient child to adult ratio occurring in classrooms or other supervised areas at any time
- give clear oral and written health and safety instructions and warnings to pupils as often as necessary
- ensure the use of personal protective equipment and guards where necessary
- make recommendations to their Head of Department on health and safety equipment and on additions or necessary improvements to plant, tools, equipment, or machinery
- integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education
- ensure that no personal items of equipment (electrical or mechanical) or proprietary substances are brought onto Pitsford School site without authorisation
- regularly check their classrooms for potential hazards and report them
- report all accidents, defects, and dangerous occurrences (including near misses) to their Head of Department.

Employees

Apart from any specific responsibilities which may have been delegated to them, all employees must:

- act in the course of their employment with due care for the health, safety and well-being of themselves, other employees, and other persons
- observe all instructions on health and safety issued by the Headmaster or any other person delegated to be responsible for a relevant aspect of health and safety
- act in accordance with any specific health and safety training received
- report all accidents and near misses the estates manager
- co-operate with other persons to enable them to carry out their health and safety responsibilities
- exercise good standards of housekeeping and cleanliness
- know and apply the procedures in respect of fire, first aid and other emergencies.

All employees who authorise work to be undertaken or authorise the purchase of equipment will ensure that the health and safety implications of such work or purchases are considered.

Visitors

- All visitors are required to sign in at reception of Pitsford Hall. Visitors will be

collected from Reception in Pitsford Hall by the member of staff concerned or escorted to the appropriate area of the school

- Hirers of the school premises must use plant and equipment correctly and use the appropriate safety equipment. Hirers will be made aware of their obligations in relation to health and safety when making the booking
- Whilst on site, all visitors and contractors must wear a visitor's badge. Cleaning contractor's employees must always wear an identifiable uniform or an identity badge. Temporary teaching staff on cover duties will be required to indicate their presence by reporting to reception
- If members of staff meet someone on site who they do not recognise and is not wearing a visitor's badge, they should, if they do not feel threatened, enquire if the person needs assistance and direct them either to Reception or off the site, as appropriate
- If a visitor is uncooperative in going to Reception or leaving the site, or a member of staff feels threatened, or is threatened with violence or a violent attack takes place, immediate help from the police should be sought by telephone. Staff should not put themselves at risk.

Contractors

All contractors must:

- take reasonable care of their own safety
- take reasonable care of the safety of pupils, school staff and others affected by their actions
- observe the safety rules of Pitsford School
- submit their health and safety policy and relevant risk assessments to the school for approval
- comply with and accept our health and safety policy if they do not have one
- dress appropriately, sensibly, and safely when on Pitsford School premises and for the task being undertaken
- conduct themselves in an orderly manner
- use all safety equipment and/or protective clothing as required by the Pitsford School and as indicated in the risk assessment
- avoid any improvisations of any form which could create an unnecessary risk to their personal safety and the safety of others
- maintain all equipment in good condition, not use any defective equipment and ensure that any portable electrical equipment bears a current test certificate
- report all accidents and serious incidents to Pitsford School whether an injury is sustained or not
- ensure that their employees only use equipment for which they have been trained
- observe all agreed procedures for processes, materials and substances used
- observe the fire evacuation procedure and the position of all fire equipment and not obstruct fire exit routes
- provide adequate first aid arrangements unless otherwise agreed with the school.

Pupils

All pupils must:

- co-operate with teachers and school staff on health and safety matters
- exercise personal responsibility for the health and safety of themselves and others
- observe standards of dress consistent with safety and/or hygiene
- not interfere with anything provided to safeguard their own health and safety or the safety of others
- report all health and safety concerns to a teacher

Risk Assessment

Risk assessment is a systematic examination of those issues associated with any of Pitsford School's activities, whether on or off site, that could cause harm to staff and pupils. As a result, risk assessments help Pitsford School determine whether it is doing enough to promote the welfare and safety of pupils, staff and all other individuals who could be affected by its activities, or whether further actions are required in order to reduce the likelihood of injury or ill-health. The policy of Pitsford School is to complete a risk assessment of all known and reasonably foreseeable health and safety hazards relating to our premises, staff/pupils, equipment and activities. Our aim is to control risks and to plan and prioritise the implementation of the identified control measures. In order to implement this policy, Pitsford School will ensure that:

- risk assessments are carried out and records are kept
- all control measures introduced as a result of risk assessments are implemented and followed
- employees are informed of the relevant results and provided with necessary training
- any injuries, incidents or near misses lead to a review of the relevant risk assessment(s)
- risk assessments and the effectiveness of control measures are regularly monitored and reviewed
- suitable information, instruction and training is provided to all persons involved in the risk assessment process.

Responsibilities

Pitsford School's Health and Safety Policy sets out the detailed arrangements for assessing and managing risk in particular areas. These include, but are not restricted to, asbestos, food hygiene, fire safety, hazardous substances, legionnaire's disease, and supporting pupils and others with medical needs. These arrangements also specify who is responsible for managing the risk assessments process.

Elsewhere, except for off-site activities (including visits and trips organised by Pitsford School), it is the responsibility of the health and safety committee or a designated person thereof to ensure risk assessments are carried out, implemented, and reviewed in accordance with this policy. In practice, the actual risk assessment process will be delegated to other individuals, including line managers whose duties include the promotion of health and safety.

Whenever a new academic course is adopted or developed, all activities are checked against current risk assessments and significant findings incorporated into the relevant documentation used daily by members of staff.

Co-operation

All aspects of health and safety remain a management responsibility. However, a safe and healthy workplace can only be achieved with the full co-operation of every employee.

Employees are duty bound to act responsibly and to do everything possible to prevent personal injury to themselves and to others. They must also safeguard all persons to whom Pitsford School owes a duty of care, namely people who may come into contact with their work; pupils, parents, visitors etc. To achieve this, **ALL** employees must:

- obey all the safety rules and procedures, including the wearing of protective clothing and the use of protective devices if they are specified by the School risk assessments;
- exercise their awareness, alertness, self-control and common sense at work;
- report promptly to their department head or line manager all hazards, potential hazards, defects in equipment and any shortcomings in the School's work systems or procedures.

Employees should not be in any doubt that Pitsford school's will apply disciplinary procedures to any employee who is in breach health and safety policy. This includes any specific safe systems of work, instructions, training and procedures laid down for the protection of those involved in the operation of Pitsford School, and for those who may become involved in them.

Risk assessments for curriculum activities will be carried out using the relevant codes of practice and subject guides. These include:

Art

National Society for Education in Art & Design

(NSEAD) <http://www.nsead.org/hsg/index.aspx>

CLEAPSS Risk assessments in technology <http://www.cleapss.org.uk/>

BS 4163:2007 Health and Safety for Design and Technology in Schools and Similar Establishments

Science

CLEAPSS <http://www.cleapss.org.uk/>

CLEAPSS School Science Service Laboratory Handbook

CLEAPSS Hazards

Physical Education

Safe Practice in Physical Education and School Sport'
BAALPE/afPE <http://www.afpe.org.uk/>

Off-site Activities, including trips and visits

To ensure that trips and visits are planned with consideration to school procedures and risk assessments three steps are followed, this is outlined below and can be considered as Pitsford School the educational visits process (more details can be found in the educational trips and visits policy).

Steps

1. Assistant Head (pupil progress)
 - confirms suitability of trip
 - agrees dates
 - ensures office admin is completed

2. Bursar
 - confirms trip is financially viable
 - reviews completed risk assessment

3. Headmaster
 - final agreement for trip

The risk assessment procedure for off-site activities must take account of:

Health and Safety of Pupils on Educational Visits. DfE
Outdoor Education Advisers Panel. <http://www.oeap.info/>

Monitoring and evaluation

The monitoring and evaluation of the effectiveness of this policy and its implementation will be carried out by the Bursar, taking account of information provided by the Assistant Head (systems) and any relevant individual. The Senior Management Team will meet annually to review the effectiveness of the policy.