



## Health and Safety Policy

### GENERAL STATEMENT OF POLICY

**This policy covers all areas of the school's provision, including for boarding and the EYFS.**

This policy is written in accordance with information contained within Health and Safety: Responsibilities and Duties for School (2018) document produced by the Department for Education. The aim is to outline the school's arrangements to establish, monitor and review measures needed to meet satisfactory health and safety standards.

The Health and Safety act of 1974 is now law and affects you as an employee of the school. The general policy of the school towards accident prevention is to ensure, as far as reasonable, the health, safety and welfare of all employees and pupils, and to protect the general public from any risk to their persons or health.

The Headmaster is responsible for the safety standards within the school and his attention should be drawn to any aspect of school which presents a hazard to the health and safety of employees of the school or of the pupils.

The Heads of Department, the Catering Manager, all Teachers and the Matrons are expected to be responsible for health and safety within their own departments and should ensure that all equipment etc. is in safe and working order. Any faulty equipment should be reported to a senior member of staff for attention. Electrical installations in particular can be a hazard, and checks should be made from time to time to ensure that wiring etc. is in good order.

Particular care should be taken to ensure that the pupils do not put themselves at risk through foolish or thoughtless behaviour with or near potentially dangerous equipment or installations. Proper safeguards should be taken and problems reported to the Headmaster. Many accidents are caused through lack of thought and care and can be prevented if simple safety precautions are observed by all. It is incumbent upon ALL STAFF but particularly the Heads of Department and persons in responsibility (named below) to ensure that the following points are observed at all times:

During your work, always act with reasonable care for the safety and health of yourself, fellow workers, pupils and the general public. THIS IS THE LAW.

Follow the correct procedures and use the correct tools" equipment and materials and wear any protective clothing which may be provided for your safety and health. Do not improvise. THIS IS THE LAW.

Do not remove or interfere with anything provided in the interests of safety, health or welfare (e.g. First Aid Kits, Extinguishers, etc). THIS IS THE LAW.

Do not allow unauthorised persons to use school machinery or equipment.

Avoid creating hazards by returning machinery and equipment after use to the appropriate storage area.

Keep all tools, machinery and equipment in good and clean condition and report defects and hazards to the maintenance team immediately.

Observe all danger and warning notices and codes of practice.

Ensure that pupils are instructed in safety procedures where necessary. ALWAYS WORK SAFELY.

Ensure that the electricity supply available is suitable and fused correctly for the machinery or equipment to be used without endangering employees, pupils or equipment.

### **Manual Handling**

Staff are advised to consider any potential risks when handling goods or materials. If they have any doubt as to whether they should handle any goods they should consult the Headmaster of the groundsman.

### **Maintenance Requests**

There is a clear system in use for putting in maintenance requests. Staff should complete a 'pink slip' and pass on to the school secretary. The slips will be collected by the groundsman on a daily basis and work carried out in order of priority with regards to health and safety risks.

### **New and Expectant Mothers**

The policy for New and Expectant Mothers is included as Appendix 1.

### **On-site Maintenance**

Work should be kept to a minimum whilst the school is in session with essential and on-going maintenance being carried out by grounds staff the priority. Contractors are subject to clearance as per the Safeguarding Procedures. No vehicles are allowed on-site without the permission from the Headmaster.

The school does not expect you to take chances or to work under hazardous conditions. Certain areas present particular hazards and responsibility for health and safety in these areas will be the person 'in charge' of that area.

**AREAS OF RESPONSIBILITY:**

| <b>Area</b>  | <b>Staff Member in Charge</b> |
|--|-------------------------------|
| The Kitchen and Dining Rooms   | The Catering Manager          |
| The furniture and fabric of the school buildings, the ground staff and their equipment and machinery | The Headmaster                |
| The Science Laboratories   | The Head of Science           |
| The Design / Technology departments  | The Head of Technology        |
| The Information Communication Technology Dept  | The Head of I. C. T.          |
| The Swimming Pool, the Sports Hall and Athletic equipment  | Director of Sport             |
| The Forbes Hall and Lighting etc   | Head of Maintenance           |
| Changing / shower rooms  | Director of Sport             |
| The Boarding Houses  | The Houseparent               |
| Sport on the field   | Director of Sport             |
| The school Minibuses   | The Headmaster                |

**ARRANGEMENTS TO MONITOR, ESTABLISH AND REVIEW MEASURES TO MEET HEALTH & SAFETY STANDARDS**

- Health & Safety Committee meet once a term.
- The Health & Safety Committee includes a nominated governor, the Headmaster and staff who have responsibility for Health & Safety in the School.
- A set agenda for the H&S committee allows for monitoring, establishment and review of standards to be met. Minutes of the H&S committee are forwarded to the full governing board so that all governors are aware.
- A systematic Policy Review procedure allows for monitoring, establishment and review of policies relating to H&S Policies. (See Policy Review)
- An annual Risk Assessment procedure allows for monitoring, establishment and review of risk assessments. (See Risk Assessment folder)
- A comprehensive INSET programme allows for monitoring, establishment and review of training courses required to meet H&S standards. (See INSET programme)

Any problem that might affect the safety in these areas should be discussed with the Headmaster. In the event of a minor accident or injury, the person present should initiate First Aid if possible, and then accompany the casualty to the surgery department where the matron will take over.

If the injury is more serious then the patient MUST NOT be moved and help must be sent for. The surgery manager or a matron will come and take the casualty into their care and decide upon the best course of action.

In a situation of life and death, most of the staff have been trained in the art of resuscitation by ' mouth to mouth ' and therefore should only apply this in cases of absolute necessity whilst at the same time help is sought by phoning for an ambulance (999).

The constant monitoring and review of Health and Safety measures at the school is undertaken by the Health and Safety Committee and reported to the governors via a termly Health and Safety Committee meeting.

### **THE SCHOOL SURGERY**

This is operated by the Matron, with assistance from duty staff and the houseparent in the evenings who also have some First Aid training. Someone is always on call and available at the surgery in cases of emergency. A note is posted on the door as to the whereabouts of the matron on call, if not in surgery and the matron can be contacted via the School Office. In addition, the Headmaster is available at Raftsund and his contact details are posted in the boarding house.

The surgery is well stocked with essential medical equipment and medicines to deal with all 'run of the mill' medical matters. Appointments to see the doctor are made by the school for those children who are registered at the New Surgery, when they require professional help.

### **RISK ASSESSMENT**

A RISK ASSESSMENT must be taken by staff in all school activities where there is a risk to the health and safety of pupils and staff.

Particular areas for risk assessment are the :

- SCIENCE DEPARTMENT,
- THE TECHNOLOGY DEPARTMENT,
- THE P.E. DEPARTMENT - THE SWIMMING POOL and the SPORTS HALL,
- THE KITCHENS AND THE GROUND WORK.

### **THE PROCEDURE**

An annual RA is carried out by members of staff of their areas of responsibility. Advice and guidance is given to the staff from the Headmaster on the completion of such procedures. The Headmaster will request the completion of various forms on an annual basis. If you require one at any other time please speak to the Headmaster.

The completion of risk assessments allows the school to ensure the safety and suitability of premises, environment and equipment within the allotted areas of the staff. This is also to ensure that the spaces used are fit for purpose and suitable for the age of children using the spaces.

## **THE KITCHEN AND DINING ROOMS**

Pupils are not allowed into the kitchen area.

The greatest risk of danger is from burns and scalds.

For employees working in the kitchens, the Catering Manager has codes of practice that he will enforce.

## **THE GROUND STAFF AND MACHINERY**

Pupils are forbidden to go near equipment and machinery unless specific permission has been granted.

All chemicals, weed killers and other such hazardous substances must be kept in well-marked containers in the sheds and these are locked when not in use.

Pupils are also forbidden to enter the sheds and work rooms etc unless specific permission has been granted.

## **THE SCIENCE LABORATORIES**

All experimental, investigative and practical work must undergo a 'Risk Assessment ' by the teacher in charge before proceeding. This also applies to any demonstrations.

There must be no running or rushing in the laboratories.

Pupils are not to enter the chemical store at any time. Pupils are not allowed to enter the classrooms unless an adult is present.

Nothing is to be taken home with the consent of the HoD

Gas Supply not to be handled by pupils and hands should be washed after conducting any practical experiments.

Protective clothing must be worn at all times during practical work (e.g. coats, goggles etc.)

Any long hair etc must be tied back in a safe manner.

All pupils must have a thorough training in the use of equipment and the Bunsen burner etc before being allowed to use them on their own. They must then apply all safety procedures at all times, working with care and consideration for the health and safety to themselves and others about them.

## **THE FORBES HALL**

The stage area and the lighting are the two areas of danger.

The stage has a trap door which must be kept locked securely at all times, unless in use for a production and then the stage manager will strictly control its use.

The lighting and the electrical set up is regularly checked by electricians.

The console is easy to use and pupils are taught how to use the system for stage productions etc. Pupils are STRICTLY FORBIDDEN to go up any ladders to change the lights etc in the Hall. This is always done by a member of staff and the ladder must always be attended at the bottom whilst someone is using it.

## **TECHNOLOGY DEPARTMENT**

Risk Assessment to be undertaken by the teacher before proceeding.

Children must not enter the Design Technology or Food Technology Room unless instructed to do so by a teacher. The D&T room will remain locked at all other times.

Cookers and other electrical equipment checked to make sure they have been turned off correctly.

An apron must be worn during all practical work.

Machinery and any equipment, materials must not be touched unless told to do so by a teacher. When using any equipment you must make sure that hair is tied back, ties are tucked in.

Hands should be washed before handling any food.

When working with liquids stand up - then you can move away quickly if there is a spill.

Care taken around the room when carrying tools. Always use tools and equipment for the purpose for which they are intended.

Report any accident however small and record, even if they attend surgery. This includes burns or cuts.

Keep work areas tidy and the floor clear of obstruction.

All tools and equipment must be stored away at the end of the lesson.

All surfaces including the floor must be cleared/swept at the end of the lesson.

## **THE SWIMMING POOL**

### **HEALTH**

1. No-one may enter the pool with:-
  - (a) a skin complaint.
  - (b) a verucca ( unless wearing a verucca sock)
2. Everyone must use the toilet before swimming.
3. There is to be no spitting or spraying of water.

### **SAFETY**

Any person supervising swimming sessions must hold current lifesaving qualifications and must be familiar with the Normal Operating Procedures for our pool.

The children must be supervised at all times.

In the event of an emergency, repeated short blasts on a whistle mean clear the pool immediately and pupils should move to the nearest side and get out of the water.

The supervisor must press the "ALARM " button and send a child to summon the matron on duty or a senior member of staff. Any member of staff hearing the alarm should respond immediately.

## **SPORTS HALL**

Pupils must wear P.E. or games kit and their Sports Hall shoes for activities in the Sports Hall unless otherwise told by the member of staff in charge.

Sports Hall shoes must be kept in the Sports Hall and are NOT to be used elsewhere. All shoes must be kept tidily stacked in the containers whilst they are in the Sports Hall and when they have finished their activities.

The Sports Hall is out of bounds to pupils unless accompanied by a member of staff.

If given permission, pupils may change their shoes and wait quietly in the entrance foyer awaiting the arrival of the member of staff in charge.

Pupils are NOT to take equipment from the storeroom unless instructed to do so by a member of staff.

Equipment is only to be played upon / used under the supervision of a member of staff. All staff using the Sports Hall should familiarise themselves with how equipment is safely erected, used and put away.

The balcony is out of bounds at all times and pupils may only go onto it with specific permission from the member of staff in the Hall at the time.

## ATHLETICS

### GENERAL

1. Athletics is a sport in which a variety of different activities are often taking place at the same time. It is therefore important to be constantly aware of the dangers and to plan facilities and practices with this in mind.
2. Teachers must ensure that new events are carefully introduced so that pupils are fully aware of the potential dangers involved.
3. Safety precautions and rules must be carefully explained and obeyed. It is vital that safe habits are formed from the outset.
4. An attitude of trust must exist between teacher and pupil before events with an element of danger are attempted.
5. Care should be taken at competitions to ensure that spectators watch from a safe distance and behind barriers.

### EQUIPMENT

1. Equipment should be kept in good repair and stored in a safe and secure place.
2. Throwing implements should be treated with respect and should not be 'played with' at any time.

Throwing of any sort must only take place under the controlled supervision of a teacher.

3. There should be adequate supervision when equipment is distributed.

### THE SPORTS STORE ROOM

This is the small room on the end of the Changing Rooms. It contains equipment for many sporting activities and athletics etc. The room is locked and is out of bounds to all pupils, but they may enter under the supervision of a member of staff.

All equipment taken out of the room must be returned and stored in its correct place and this is the responsibility of the member of staff in charge of each activity.

Particular attention must be made over counting out the number of balls used for various sports and then checking that they are all returned.

### Smoking

St. Hugh's operates a **No Smoking** policy on the school site and the staff are informed regularly throughout the school year.

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## **TRAINING OF HEALTH & SAFETY, INCLUDING RISK ASSESSMENT**

- All staff are to undertake an on-line H&S course that covers basics of work-place H&S issues, these include manual handling and slips & trips. Specific staff will be asked to complete extra courses relative to their areas of work. E.g. staff who regularly use ladders are asked to undertake Ladder Safety Training Guidance. A record of general training is maintained by the Director of Studies. Records of specific H&S training courses are maintained by the Headmaster. The School will always have a member of staff trained in Risk Assessment – current responsibility lies with the Headmaster.

## **CONSULTATION ARRANGEMENTS WITH EMPLOYEES REGARDING H&S MATTERS**

- The School will always look to consult with staff where implementation of H&S matters affects working practices. A H&S noticeboard is prominently displayed in the staff room where notices can be displayed. A weekly H&S slot during staff briefing allows staff members to raise any issues regarding H&S – minutes are maintained in the staff briefing book.

## **RECORDING AND REPORTING OF ACCIDENTS TO STAFF, PUPILS & VISITORS, INCLUDING RIDDOR**

- An Accident folder is kept in the school office. There are separate books for pupils and adults. All accidents are to be reported in line with the HSE guidance provided in the accident folder. A decision on whether the accident is reportable under RIDDOR will be made by the headmaster in line with the HSE guidance contained within the folder. All accidents are Minuted in termly H&S meetings in order to assess any patterns of occurrence.

## **OCCUPATIONAL HEALTH SERVICES AND WORK-RELATED STRESS MANAGEMENT**

- Through the School Insurers (currently Marsh) the staff have access to an Occupational Health helpline. Information on accessing this helpline is prominently displayed on the H&S noticeboard in the staffroom. The School's Appraisal procedures ensure that all staff have a point of contact to discuss any work-related stress matters.

## **MANAGEMENT OF ASBESTOS**

- An Asbestos survey has been carried out (Nov. 17) – all action points as a result of survey to be carried out within next academic term
- If necessary, staff will always be made aware of the location of any asbestos in school and all contractors must sign to say they have seen the register before starting work on site.

## **CONTROL OF HAZARDOUS SUBSTANCES**

- The use of hazardous substances in school will be kept to a minimum.
- COSHH assessments for all hazardous substances used on site are to be kept. Areas identified are the Maintenance Shed, Science Department and Kitchen areas. Data sheets will be kept where necessary to inform all staff of hazardous substances kept on site.

## **SCHOOL SECURITY**

- Keypads are used as means of entrance to exterior doors around school. The main school buildings are surrounded by security fencing. When pupils are using the school playing fields they are supervised at all times. The school has an 8 camera CCTV system that is not intrusive. An evening 'lock-up' routine ensures that the site and buildings (including access to boarding accommodation) are secure.

**In order to be vigilant about the welfare of pupils this policy and the H&S committee will always look to be pro-active in the following:**

(a) Policy and procedures for off-site visits, including residential visits and any school-led adventure activities – *See separate Educational Visits Policy*

(b) Policy and procedures for Outdoor Learning – see separate Outdoor Learning, Off-Site Visits and Learning Outside the Classroom Policy

(c) Dealing with health and safety emergencies – procedures and contacts – see separate policies listed at the end of this document.

(d) First aid and supporting medical needs - *See separate Medical and First Aid Policy*

(e) Workplace safety for teachers, pupils and visitors - Members of staff are employed to ensure the building and work areas are safe. A system of maintenance request forms ensure that all maintenance issues are rectified upon a priority basis.

(f) Violence to staff – *See separate Behaviour Policy*

(g) On-site vehicle movements - *See separate On-site Vehicle Movement Policy*

(h) Maintenance (and, where necessary examination and testing) of plant and equipment (such as electrical equipment, local exhaust ventilation, pressure systems, gas appliances, lifting equipment and glazing safety) – all records of Maintenance are maintained by the Finance & Administration Officer and are available on request

(i) Fire safety, including testing of alarms and evacuation procedures - *See Separate Fire Policy*. All records of alarm testing are maintained by the Site Manager.

**In relation to this policy please also see:**

Managing Contractors Policy

On-site Vehicle Movements Policy

Minibus Policy

Risk Assessment Policy

Critical Incident Policy

Risk of Fire Policy

Safeguarding and Child Protection Policy

|                      |                                   |
|----------------------|-----------------------------------|
| Policy Last Reviewed | Autumn Term 2021 (Headmaster)     |
| Policy Next Reviewed | Autumn Term 2022                  |
| Staff Responsible    | Headmaster                        |
| Governor Review      | H & S Committee – due Spring 2022 |
| ISI Reference        | A9, B8, B9                        |
| Website              | Yes                               |

Annex A

Written September 2021

### **St Hugh's School Policy for New and Expectant Mothers**

This policy is applicable to all those employees who give written notification to the Finance Manager that they are pregnant, have given birth within the last six months or are breastfeeding.

#### **Objectives:**

- 2.1 To identify those employees who are new & expectant mothers.
- 2.2 To ensure that a risk assessment of their work activities is undertaken.
- 2.3 To ensure that suitable arrangements are in place to protect the health, safety and welfare of such individuals.

#### **Procedure**

- 3.1 The Finance Manager and Head will undertake / arrange for a specific Individual Risk Assessment for the employee.
- 3.2 The Risk Assessment will be carried out using the standard forms, attached at Appendix 1. It must be carried out with the specific employee and take account of any medical advice that has been provided by her doctor.
- 3.3 Once the Risk Assessment has been completed a copy must be retained by the Finance Manager and treated as confidential.
- 3.4 The individual assessed will be informed of any significant risks to them / their child. Any required actions or recommendations will be discussed with the Head Master and /or Head of Department as appropriate.
- 3.5 The Risk Assessment should be reviewed on a regular [monthly] basis as the employee's condition changes. Any changes to the Risk Assessment must be fully documented and communicated both to the employee and Head of Department.
- 3.6 The individual assessed should:
  - inform their doctor of the nature of their work

- follow any arrangements implemented for their protection at work
- not act in a manner that could adversely affect their own health and safety, or that of their child
- keep the Finance Manager / Head Master / Head of Department informed of any concerns or difficulties they may have

3.7 The individual will be given a copy of the HSE leaflet "A guide for new and expectant mothers who work" ([www.hse.gov.uk/pubns/indg373.pdf](http://www.hse.gov.uk/pubns/indg373.pdf))

#### Legal Requirements & Education Standards

#### References:

A: Handbook for the Inspection of Schools - The Regulatory Requirements, Part 3 ([www.isi.net](http://www.isi.net))

B: New and expectant mothers at work, a guide for employers, HSG 122 ([www.hse.gov.uk](http://www.hse.gov.uk))

C: "Health and Safety at Work" Section H of the ISBA Model Staff Handbook,

D: "Health and Safety and Welfare at Work" Chapter N of the ISBA Bursar's Guide

E: "Insurance" Chapter K of the Bursar's Guide by HSBC Insurance Brokers Ltd

F: "Guidelines for Environmental Design in Schools" DCSF Guidance

## APPENDIX 1: New & Expectant Mothers - Risk Assessment

Recommended review period: Annual

Review by: Headmaster

Date reviewed:

Name:

Dept:

Job Title:

Location:

Does your work involve:

Yes

No

Comments

Manual handling

Working at height

Standing for long periods

Extremes of temperature

Slippery surfaces

Uneven floors

Variations in level

Working with DSE

Night work / shifts

Lone working

Food preparation / smells

Wearing a uniform

Excessive movement

Are you exposed to Noise, Radiation, Chemicals, Biological Agents or other substances?

Yes (if so, state which in comments below)

No

Comments

A second risk assessment will be carried out on the mother's return to work

Initial Review Date:

Assessor

Print:

Sign:

Person assessed

Print:

Sign:

Second Review Date:

Assessor

Print:

Sign:

Person assessed

Print:

Sign: