

Health and Safety Policy

[Next update – September 2018]

Priory School Health and Safety Policy

The School complies fully with the requirements of the Education Act 2002 and the Education (Independent Schools) (England) requirements 2010. With due regard to the requirements, this policy should be read in conjunction with the School's Child Protection Policy, First Aid Policy, Emergency Policy, Examination Room Evacuation Policy, Anti-Bullying Policy, Health and Safety on Educational Visits Policy and the Code of Conduct, Behaviour and Discipline Policies.

1. Introduction

1.1. Scope:

This Health and Safety Policy applies to all staff, whether fixed-term, part-time or temporary, voluntary staff, helpers, pupils and those who visit the School or may otherwise be affected by the School's operation.

1.2. Policy aims:

Through the operation of this Policy, the School aims:

- to ensure compliance with legal obligations regarding the health and safety of all staff, pupils and visitors to the School
- to provide a healthy and safe environment at the School and on off-site visits
- to minimise the potential for injury and damage to property
- to implement the general aims of the School
- to help pupils develop increasing responsibility for their own and others' safety
- to maintain and drive a positive safety culture among all staff and pupils throughout the School
- to encourage the reporting of health and safety concerns.

1.3. Legal aspects:

This policy is issued in accordance with the Health and Safety at Work Act 1974 and pursuant to the Education (Independent Schools Standards) (England) Regulations 2003 and DCSF Guidance Health and Safety Responsibilities and Powers (DCSF 0803/2001).

2. Policy statement

The School will, so far as is reasonably practicable, achieve the Policy aims by:

- maintaining a safe and healthy environment throughout the School and on off-site visits
- providing adequate control of the health and safety risks arising out of the School's activities
- providing and maintaining safe premises (including access to and egress from the School). The School has a rolling maintenance programme.
- the provision and maintenance of safe plant and equipment which is fit for its intended use
- ensuring safe handling, storage and use of articles and substances
- ensuring all staff are competent to do their tasks
- maintaining safe working procedures among staff and pupils
- providing appropriate information, instruction and supervision for staff and pupils
- providing staff and pupils with adequate health and safety training
- co-operating with safety representatives and providing them with such facilities and training as are required
- consulting with staff and pupils on matters affecting their health and safety
- preventing accidents, work-related ill-health and damage to property
- formulating effective procedures following an accident or incident which could give rise to personal injury
- formulating effective procedures for use in case of fire and/or the need for emergency evacuation of the School
- publishing this Policy to all staff and pupils at the School
- reviewing and revising the Policy as necessary and at regular intervals (at least annually) to reflect any changes in legislation
- ensuring that an effective management structure and arrangements are in place for delivering this Policy.

3. Responsibilities and delegation of duties

General responsibilities

Under the Health and Safety at Work Act 1974, overall and final responsibility for the health and safety of pupils, staff and others using the School premises rests with the Principal, who is also responsible for ensuring that the School's policies and procedures comply with relevant legislation, regulations and guidance.

Principal

- 3.1. The Principal is responsible for the planning, dissemination and implementation of the Policy.
- 3.2. The Principal will ensure compliance with child protection and safeguarding responsibilities and the maintenance of a central register (in accordance with the School's Child Protection policy).

- 3.3. The Principal will ensure that he is familiar with current Regulations, Codes of Practice and Guidance appropriate to the School and to this Policy.
- 3.4. The Principal will obtain appropriate advice on health and safety issues and engage external specialist(s) if necessary. The Principal will identify the training needs of staff and pupils and ensure, within the financial resources available, that all members of staff and pupils who have training needs receive adequate and appropriate instruction and training on health and safety.
- 3.5. The Principal will ensure the health, safety and welfare of staff, pupils and others using the School premises, machinery and equipment or on off-site visits and will monitor first aid and welfare provision. The Principal will also ensure that any defects in premises, plant, equipment or facilities which relate to or may affect the health and safety of staff, pupils and others are made safe without delay.
- 3.6. The Principal will monitor health and safety management systems on site and those for off-site visits and will conduct and/or arrange periodic reviews and safety audits.
- 3.7. The Principal will discipline those members of staff and pupils who consistently and/or significantly fail to consider their own well-being or the health and safety of others.
- 3.8. The Principal will ensure that there are safe working practices and procedures in place throughout the School and that suitable and sufficient risk assessments are undertaken where required.
- 3.9. The Principal will consult with members of staff, including safety representatives, on health and safety issues and will encourage staff, pupils and others to promote health and safety.
- 3.10. The Principal will ensure that he is aware of all contracts and/or third parties entering the School to undertake maintenance, service or works contracts, and that all works by contractors are planned and executed safely.
- 3.11. The Principal will review the Policy at least annually and will ensure compliance with any advice given by Regulators and any enforcement action taken.
- 3.12. The Principal will review the entries in the School's accident book(s) and the accident report forms regularly and at least annually.
- 3.13. The Principal will co-ordinate the investigations of any accident, or incident where personal injury could have arisen, or work-related ill-health absence and is responsible for taking appropriate action.

Senior Teachers

3.14. The Principal delegates day-to-day responsibility for matters of health and safety in their specialist areas to the form tutors and senior subject teachers, who are responsible for:

- Ensuring that they are familiar with current Regulations, Codes of Practice and Guidance appropriate to their specialist areas and with this Policy
- Obtaining appropriate advice on health and safety issues
- Co-operating with the Principal on health and safety issues at the School
- Developing and undertaking suitable and sufficient risk assessments, policies and procedures for use in their specialist area
- Ensuring that all staff in their area (to include supply teachers and work experience pupils) are aware of the Health and Safety Policy, and where appropriate receive adequate information, supervision and training
- Ensuring that emergency exits are clearly signed and free from obstruction
- Taking appropriate steps to prevent the unauthorised or improper use of plant, machinery, equipment and substances within their area
- Taking positive corrective action, where necessary, to ensure the health and safety of staff, pupils and visitors

Teaching staff

3.15. All members of teaching staff will:

- Take reasonable care for their own health and safety and for that of staff, pupils, volunteer helpers and visitors under their supervision and report any health and safety concerns via the School office to the Principal
- Provide appropriate protective clothing and safety equipment as necessary and provide guidance on their use and ensure that these are used as required
- Ensure that they are familiar with the contents of this policy, any particular arrangements in their specialist area and of the health and safety aspects of their work generally
- implement safe working practices which comply with School policies and procedures and set a good example personally
- Exercise effective supervision over those for whom they are responsible (whether in class or in the School grounds, at before-school, break, lunch and after-school times and on official school trips), including visitors on site and ensure that visitors are not left unaccompanied and/or permitted to have unescorted contact with pupils without the express permission of the Principal
- Ensure that all plant, machinery and equipment is adequately guarded and in good working order before use (and not use them otherwise), ensure that they are appropriate to that use and that adequate instructions for their use are provided

- Report any defects in tools, equipment or facilities and any actual or potential hazards to the Principal and introduce procedures to minimise the possibility of mishaps
- Ensure that toxic, hazardous and highly flammable substances in their specialist area are correctly used
- Not interfere with or misuse anything provided to safeguard health and safety
- Ensure that classrooms, general accommodation and vehicles which they are using are kept tidy and report any defects to the Principal
- Ensure that any accidents or incidents which could have resulted in personal injury are reported to the Principal
- Report those who consistently and/or significantly fail to consider their own well-being or the health and safety of others to the Principal
- Assist in the investigation of any accident or incident where personal injury could have arisen and take appropriate corrective action

Pupils

3.16. All pupils must:

- co-operate with the Principal, teaching and administrative staff on health and safety matters and in particular must follow the instructions of staff in the event of an emergency
- take reasonable care for their own health and safety and that of others at the School
- observe standards of dress consistent with safety and/or hygiene
- use and not misuse, neglect or interfere with anything provided to safeguard their health and safety
- report all health and safety concerns to a member of staff.

Visitors

3.17. All visitors and other users of the School premises (to include contractors, delivery people and visitors) must:

- observe the rules of the school
- ensure that they report to Reception where their identity will be checked, a signature entered in the Visitors' Book, a Visitor Lanyard - to be worn at all times during the visit - issued. Thereafter, they should remain in the presence of their host unless express permission to the contrary has been given by the Principal
- Ensure that they are familiar with the School's fire and emergency evacuation procedures. In the event of the fire alarm sounding, they should proceed to the assembly point, the tarmac area by the outdoor stage.

4. Health and safety management arrangements and risk assessments

- 4.1. The Principal is responsible for the implementation of effective health and safety management arrangements and for ensuring that appropriate risk assessments of any activity, premises, equipment or substance presenting a significant risk of injury are undertaken. For the avoidance of doubt, risk assessments include assessments of substances hazardous to health.
- 4.2. Suitable and sufficient risk assessments must be carried out to identify hazards and who may be harmed by them, to determine whether the risks are adequately controlled and what further action might be necessary to achieve adequate control.
- 4.3. The Principal is responsible for ensuring that those undertaking risk assessments are appropriately trained and competent to do so.
- 4.4. Risk assessments should be carried out before an activity is undertaken or plant, machinery or substance is used and will be formally recorded, reviewed and stored in the School office.
- 4.5. The findings of risk assessments will be reported to the Principal, who is responsible for ensuring that all relevant persons are informed about the assessments and that appropriate control measures are implemented where necessary.
- 4.6. Risk assessments will be reviewed regularly, when the activity, equipment or substance changes or when appropriate (including after any significant accident or incident or significant change to Premises).
- 4.7. Where written policies and procedures are introduced the Principal will ensure that these are monitored, enforced and formally reviewed as appropriate.
- 4.8. The School recognises that safety monitoring is an important aspect of hazard identification, elimination and control and regular safety inspections will therefore be conducted.

5. Contractors and Others

- 5.1. Contractors will be selected and managed in accordance with the HSE Guidance *Use of Contractors: A Joint Responsibility* and, where appropriate, in accordance with the Construction (Design and Management) Regulations 2004.
- 5.2. All contractors who work at the School are required to comply fully with the provisions of this Policy. Contractors must also ensure safe working practices by all of their 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 School premises.

- 5.3. It is the responsibility of the Principal to ensure that the contractor is fully briefed on the safety aspects of the job in question and satisfactorily supervised.

6. Information, instruction and supervision

- 6.1. The Health and Safety Law poster is displayed at the School and Health and Safety advice is available from the Principal.
- 6.2. Supervision of staff, pupils and volunteers will be arranged, undertaken and monitored by the Principal or a delegated member of staff.
- 6.3. The Principal is responsible for ensuring that staff who are working at locations outside the School are given relevant health and safety information and instructions.
- 6.4. The Principal will ensure that there is adequate information, instruction and supervision for health and safety matters in all schemes of work for pupils. Administration and monitoring of this is delegated to senior subject teachers and / or Curriculum Group Leaders.

7. Training and Competence of staff

- 7.1. The School recognises that effective training is necessary to meet the functional objectives of the School and this Policy and to ensure the wellbeing of staff.
- 7.2. It is the responsibility of all staff to notify the Principal of any further training needs on health and safety matters.
- 7.3. It is the responsibility of all staff to ensure that their health and safety training record is kept up to date and stored centrally with the School Administrator.
- 7.4. Health and safety training needs of staff will be monitored by the Principal and training arranged as appropriate.

8. Accidents, first aid and work related ill health and reporting

- 8.1. The School has a separate policy for First Aid.
- 8.2. All accidents and cases of work-related ill health are to be recorded on an accident report form and in the appropriate accident book. These documents (together with guidelines for staff and pupils) are kept in the School office.
- 8.3. The Principal is responsible for reporting accidents, diseases and dangerous occurrences to staff, pupils and visitors to the Health and Safety Executive and for reports to other relevant authorities as appropriate.

9. Workplace safety and Safe Plant and Equipment

- 9.1. The Principal will undertake regular inspections of the School site with a view to identifying and addressing actual and potential hazards.
- 9.2. The Principal will check the safety implications of new plant and equipment before it is purchased and utilized, and where appropriate should obtain operating and maintenance instructions and any available assessment of safety implications.
- 9.3. The Principal will ensure that no machine will be operated without all safety guards and devices properly fitted and operating, except for adjustment, repairs and testing purposes by qualified members of staff.
- 9.4. The Principal will be responsible for identifying all premises, plant and equipment needing maintenance, for ensuring effective maintenance procedures are drawn up and for ensuring that all appropriate maintenance is implemented.

10. Traffic Routes

- 10.1. The School will ensure that all traffic routes within the School's sphere of responsibility are of suitable construction, free from defects and obstructions, and that there is adequate segregation of pedestrians and vehicular traffic.

11. Control of hazardous substances and Asbestos

- 11.1. The Principal will ensure that all hazardous substances are properly identified and risk assessed, that appropriate safe practices for their use are introduced (to include the use of protective equipment where appropriate) and disseminated and to ensure that they are used in accordance with those assessments, policies and procedures.
- 11.2. All staff, visitors and pupils will be advised of hazardous materials to be used by them and any policies relating to their use and will be given suitable training in their safe use, storage and handling as appropriate.
- 11.3. All staff will ensure that hazardous substances are locked away after use.
- 11.4. The Principal will keep a register of known asbestos material within the School (if any) and will seek specialist advice on asbestos-related issues whenever necessary.

12. Linked Policies

The School has in place, inter alia, the Policies listed at the start of this Policy document, all of which are designed to ensure the health and safety at all times of all personnel in the School; in particular, the Emergency Policy details procedures to be

followed in the event of any incident which could put at risk the occupants or users of the school. Such procedures aim to in order of priority:

- a) save life
 - b) prevent injury
 - c) minimise loss or damage
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- The Fire Marshals are: Nicolette Alexander, Emma Dale, Edmund Matyjaszek
 - The Assembly point is: in the Senior Playground by the covered outdoor stage.

Authorised by Mr E J Matyjaszek, Principal

November 2017