

HEALTH AND SAFETY POLICY

Introduction

1. The Governors and management of the School recognise their responsibilities under the Health and Safety at Work Act 1974 and all subsequent regulations including those implementing EU directives. We attach the highest priority to ensuring that all the operations within the school environment, both educational and support, are delivered in a manner that is safe and healthy for all and will endeavour to ensure, as far as is practically possible, that those who attend, work within, or visit the School are not exposed to unacceptable risks to their health and safety. This policy sets out the arrangements for ensuring that regard is given to DfE Guidance 2011, Health and Safety DfE Advice on Legal Duties and Powers for Local Authorities, Head Teachers and Governing Bodies.

Roles and responsibilities

2. It is the responsibility of the Board of Governors to ensure that the School complies with the statutory requirements. The Head is responsible for ensuring that the policies outlined in this document are implemented by staff and pupils; the Bursar is responsible for carrying out regular reviews of the policy; convening and chairing the Health and Safety Committee; promoting safe working practices among maintenance and domestic staff; and compliance with health and safety standards in relation to buildings, plant and equipment in the School.

3. Every Head of Department is responsible for ensuring the health and safety of staff, pupils and others (especially: visitors who are unfamiliar with the school, those who are disabled, or who have special educational needs).

4. The School nurse is responsible for maintaining supplies in the medical centre and for ensuring that first aid equipment is supplied and kept restocked in classrooms and other parts of the School. She should notify the Head at once if she identifies a pupil or member of staff as having a serious condition, or a serious contagious or notifiable disease.

5. Where work is undertaken by contractors, those contractors will be responsible for the management of the health and safety of their own staff, but the Bursar and Estates & Facilities Manager will assess any risk to users of the School and will work with the contractors to minimise that risk. A Code of Safe Working Practice for Contractors is available from the Bursar or Estates & Facilities Manager.

Health and Safety Committee

6. The Health and Safety Committee will meet at least once each term and will include representatives of the science and technology departments, boarding staff, the catering contractors, the Estates & Facilities Manager and the Maintenance Works Manager; the Bursar or Deputy Head chairs it. Minutes of each meeting are circulated to the Governors Education and Welfare, and Estates Committees.

7. Each H&S meeting will consider a report on the accidents recorded in the School's accident books; other business will be as agreed, but a particular responsibility will be to ensure that safe working procedures are in place. Any member of staff is entitled to raise a health and safety issue for consideration by the Committee by notifying the Bursar before the meeting.

Advice and Training

8. All teachers should be aware of the need to identify any potential health or safety hazards in their classrooms and take steps to minimise the risk. Advice on meeting health and safety standards

can be sought from the School Nurse (in the case of pupils' and staff health and welfare) or the Estates & Facilities Manager (in the case of buildings, plant and equipment).

9. Regular training activities will be arranged to enhance staff's appreciation of health and safety and risk assessment issues.

10. A students' guide to basic health and safety "dos and don'ts" are discussed in tutor time and is reproduced in the pupil planners and as an annex to this policy.

Hazardous Substances and Classroom Equipment

11. In academic departments where potentially hazardous equipment or chemicals are used, it is the responsibility of the Head of Department to ensure that an appropriate risk assessment is carried out at least once a year, and that satisfactory health and safety standards are met in storage, transportation, handling and use. These departments are principally Technology (including Food and Design), Art (photography) and Science. However, all teachers should be aware of the potential risks of using everyday electrical equipment such as smart boards and computers in the classroom, and should guard against misuse.

12. Teachers are responsible for the health and safety of the pupils who attend their lessons. They should ensure that pupils are instructed as to the safe and proper use of equipment and materials, and that appropriate protective clothing is worn. The teacher is responsible for ensuring that pupils are not allowed to behave in a way that is unsafe and for initiating aid if an accident should occur. Heads of Department will review and update risk assessments for their individual areas of responsibility at least once each year

13. The School's Radiation Protection Supervisor (RPS), Head of Science, is responsible for liaison with the Radiation Protection Advisor of Guildford Borough Council for ensuring compliance with the Ionising Radiation Regulations 1985 and Local Rules made to comply with these Regulations. The RPS is also responsible for ensuring compliance with the Radioactive Substances Act 1993 and exemption certificates granted under them.

Buildings, Machinery and Equipment

14. The Estates & Facilities Manager, in consultation with the Bursar, is responsible for maintaining the School buildings, grounds, machinery, plant and equipment so that they meet health and safety standards. Suitably qualified professionals carry out annual maintenance and inspection of plant, equipment and systems. The Estates & Facilities Manager will keep the School's asbestos register, and ensure that it is consulted as appropriate. As manager of the maintenance and cleaning teams, he will also ensure that staff are properly instructed in safe working practices and the safe storage and handling of chemicals, machinery and other potential hazards by School staff. As the manager of work which is contracted out, he should ensure that contractors do not put at risk the health and safety of people within the School. He will ensure that maintenance staff are trained in manual handling and working at height. Attention will be given to the use of ladders, scissor lift and wherever possible a scaffold tower or cherry picker will be provided for prolonged high level work. Appropriate risk assessments are reviewed annually by the Bursar and Estates & Facilities Manager.

15. The School employs a qualified electrician who will assess work activities which use or may be affected by electricity to consider the risk of danger and/or personal injury and make recommendations to mitigate risk. Twenty percent of the School's fixed electrical wiring system is inspected and checked annually and appropriate records maintained. Although there is no legal duty to carry out annual testing of portable electrical appliances, all such appliances brought into the boarding house will be checked by a suitably qualified person and the results recorded on an annual basis. All other portable appliances are checked bi-annually. Any electrical appliance found to be damaged or faulty will be removed for repair or disposed of in accordance with WEEE regulations.

16. Day to day responsibility for monitoring water safety and ensuring that procedures are being correctly carried out is by the Estates & Facilities Manager and the Water Services Engineer of the Maintenance department, who has attended a certificated course in water safety awareness. A separate policy details the controls in place and appropriate records of water testing and certification are maintained.

17. A brief risk assessment should be undertaken for all off site events. The event organiser is responsible for its completion and should consult with the Deputy Head or Bursar if the nature of the event makes it appropriate to carry out a more detailed assessment. A selection of sample risk assessments is available to all staff on the school's intranet.

Transport and Use of Vehicles

18. The Estates & Facilities Manager is responsible for the maintenance and safety of the School minibuses. A minibus may only be driven by a person who has been authorised by the Bursar; this may be done on a one-off basis, or a letter granting blanket authority may be provided. Drivers must provide evidence that they have a suitable licence and that they are competent to drive the bus; they must not use mobile telephones while driving or drive under the influence of alcohol or drugs.

Swimming Pool

20. The swimming pool will be kept locked, and is out of bounds to unaccompanied pupils. The Estates & Facilities Manager will arrange for the pool to be checked for safety hazards and the water to be tested and dosed in accordance with recommended guidelines. The pool will be available for use to groups of pupils provided there is a trained lifeguard on duty. Staff families may use the pool out of normal school hours, provided there are a minimum of 2 adults present, if there are more than 5 children using the pool then additional adults will need to be in attendance at a ratio of 1:3. A maximum of 18 bathers will be permitted to use the pool at any one time. Rules on acceptable behaviour in the pool area are posted at the pool side and will be issued to all staff applying to the Estates & Facilities Manager or Bursar for permission to use the pool.

Boarding Houses

21. The health, safety and welfare of pupils while they are in the boarding houses is the responsibility of the Head of Boarding, in consultation with the Deputy Head. She should ensure that all electrical equipment brought in by pupils is tested for electrical safety, that fire doors are closed (except where held open by an approved device), that all rooms have fire notices and that emergency exits and the routes leading to them are kept clear.

22. Where the Head of Boarding, or any housemistress, is of the view that any aspect of the School buildings, plant or equipment presents a hazard to boarders, she should raise the matter with the Bursar and/or the Estates & Facilities Manager without delay.

Accident books

23. Accident books are available in the bursary, medical centre, sports hall office, sixth form office, junior boarding office and front office. Any member of staff who has an accident, or attends a pupil, visitor or contractor who has an accident should ensure that the details are recorded on a tear-out page from an accident book and sent to the Bursar.

24. The Bursar will review the cause of the accident, make any necessary report under RIDDOR and file the report. An exception may be made for a very minor injury, at the discretion of the member of staff concerned, but **all** injuries to the head or which result in bleeding should be the subject of a report. Where accidents should be reported to the Health and Safety Executive, this will be undertaken by the Bursar.

Fire precautions

25. Detailed policies and guidelines appertaining to Fire Precautions are available in a separate policy document which has been issued to all staff. An electronic version is available on the school's intranet.

26. An unannounced fire practice will take place at least once a term during the day time. At least once a year, preferably during the autumn term, there will be an unannounced fire practice during the night. The dates, times and any other salient points will be recorded. Any recommendations for improving the procedure will also be noted and copied to the Head and the Bursar. The responsibility for organising and recording scheduled fire practices lies with the Deputy Head, in consultation with the Head.

27. Pupils will be instructed as to the whereabouts of the fire exits when they join the School. It is the responsibility of the housemistresses to ensure that boarders know the location of emergency fire escapes and how to access them.

28. The annual fire assessment is the responsibility of the Bursar who, under the Regulatory Reform (Fire Safety) Order 2005 is the "responsible person". The "competent person" is the Estates & Facilities Manager. He is responsible for maintenance of the fire escapes, the fire alarm system and the extinguishers, and for keeping appropriate records of servicing and maintenance works. He will also maintain liaison with the fire authorities. The Estates & Facilities Manager will keep a record of all occasions when the fire alarm is triggered.

Catering and Food Safety

29. The Estates & Facilities Manager arranges for regular external deep cleaning of the equipment and food preparation and service areas. The safe handling, cooking, and storage of food is the responsibility of the contract caterers. They are regularly inspected by their own H&S team and by the local Environmental Health Officer. They have been awarded a full 5 star rating for food hygiene and safety.

Co-operation of Staff, Pupils and Visitors

30. Visitors must display a Visitors Badge issued by reception. All staff are empowered and encouraged to challenge anyone not wearing a school identification badge whilst on school premises.

31. Whilst the school will take all reasonable steps to ensure that the principles and practice set out in this policy are implemented, it should be recognised that staff, pupils and visitors have a responsibility to co-operate with any arrangements made to protect their health and safety, to report any hazards that they have observed, and to show due care and diligence in their own behaviour so as to avoid putting themselves or others at risk. Employees have an obligation 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 the school owes a duty of care; namely people who may come into contact with their work such as pupils, parents and visitors. To achieve this, employees must familiarise themselves with the school's Health and Safety policy and procedures; obey all Health and Safety rules and procedures, including the wearing of protective clothing and the use of protective devices as necessary; exercise awareness, alertness, self-control and common-sense at work; not interfere with or misuse any item or facility provided in the interests of health safety and welfare.

Health and Safety Advice

32. The Bursar is a member of ISBA, BIFM, and IOSH, who provide regular Health and Safety guidance. In addition, more specialist guidance is available through Safety at Work or Oxford Risk and Safety Management.

Monitoring and Evaluation

33. This policy statement must be read in conjunction with the Fire Safety Policy and Procedures, First Aid Policy and any other relevant policies and procedures as may from time to time be promulgated.

This policy is reviewed annually by the Health and Safety Committee.

Reviewed by Health & Safety Committee:

Reviewed by the SLT: 24 August 2017

Reviewed E&W : Summer term 2018

ANNEX

HEALTH AND SAFETY – STUDENTS' GUIDE

Everybody who lives, works or studies in Prior's Field should be aware of their own health and safety, and the health and safety of others. This means being sensible in the way you behave in the School, taking care to avoid creating hazards for others and reporting to a teacher anything that might be dangerous, from loose carpet on the stairs to a faulty piece of equipment.

Some dos and don'ts:

Do think about others when you put down your bag – are you dropping it in a place where others might trip on it?

Don't run along corridors, down stairs or round corners.

Don't go into the wooded areas during the winter months: during the summer you may use this area in groups of 3 or more.

Do behave in a responsible and sensible manner – the grounds and wooded areas have additional risks for slips, trips and falls

Do take care not to spill food and drink in the dining hall; others may slip on it before it can be cleaned up.

Do make sure you know what to do if there is a fire, and where the fire exits are. Boarders should also know the location of the nearest emergency exits to their rooms.

Do report any faulty equipment or potential hazard that concerns you to a teacher or housemistress.

Do have any piece of electrical equipment which you bring into the School checked for safety – your housemistress can arrange this.

Don't have electrical flexes trailing across the floor of your room.

Don't use candles, matches or any other naked flame on the School premises, except under the instruction of a teacher. It is against School rules.

Do look out for cars and other vehicles whenever you go into the front drive, to the Sports Hall or across the delivery road by the back door.

Do tell a teacher about any accident which takes place on the School premises or while on a School trip.

Don't bottle up any worries you have about your health; talk to the School nurse in the medical centre.