



## Wychwood School

### **HEALTH AND SAFETY POLICY STATEMENT**

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#### **FOREWORD**

The health and safety of staff, pupils and visitors is of paramount importance to the School. There is a diverse range of activities associated with running the school. A minority of these have a high hazard element. It is important that we all give consideration to working and living in a safe manner.

The objective of our Health and Safety policy is to enable the School to operate and allow staff, pupils and visitors to go about their business, studies and activities safely. Application of good practice in health and safety enables these to be carried out in a safe and well organised fashion.

The School's Health and Safety Policy sets out our commitment to good practice, lists responsibilities for health and safety, and the standards that should be met. Good health and safety practice will only be achieved if staff, pupils and their visitors give their full support.

**Andrea Johnson**  
**Head**

**June 2018**

#### **PART 1 STATEMENT OF INTENT**

1. The Health & Safety at Work Act 1974 and subsequent amendments impose legal duties on employers and employees to take care of their own and others' safety at work in so far as it is reasonably practicable.
2. In addition the school acknowledges and follows the Department for Education advice bulletin June 2013 (updated Feb 2014) entitled Health and Safety: advice on legal duties and powers for school leaders and governing bodies.
3. To enable these duties to be carried out it is the intent of the **Board of Governors of Wychwood School** (the Board or the Board of Management) to ensure that the responsibilities for health and safety matters are effectively assigned and fulfilled at all levels within the school structure. It is of the utmost importance that the Board will provide

a workplace which is secure for teachers and other school staff, pupils and visitors, and a range of policies and guidance statements, as well as behaviours to ensure this is a key part of the ethos of the school.

4. Adequate resources will be provided so that proper provision can be made for health and safety and, when necessary, appropriate action can be taken without delay.
5. The Board will also take reasonable steps and exercise due diligence to safeguard the health, safety and welfare of all employees, pupils, visitors and members of the public who may be affected by operations.
6. In recognition of its corporate responsibility the Board has appointed the Head to undertake measures to comply with requirements under relevant statutory provisions. The Head will be assisted in these duties by the Bursar.
7. The Board recognises and accepts its responsibility as an employer to provide a healthy place of work and safe working environment and to reduce hazards accordingly for the protection of its employees. Within that undertaking the Board will ensure arrangements are made to:
  - 7.1 provide an effective and suitable system for the assessment of risk, to identify the hazards present and implement preventative and protection measures
  - 7.2 provide effective planning, organisation, control and monitoring procedures
  - 7.3 provide appropriate health surveillance where necessary – please also refer to the Occupational Stress Policy
  - 7.4 appoint suitable persons to provide health and safety assistance for implementing the Board's responsibilities
  - 7.5 make provision for adequate procedures to deal effectively with situations that may present serious and imminent danger should they arise
  - 7.6 provide all employees with comprehensive and relevant information on all health and safety issues
  - 7.7 ensure all employees are provided with adequate health and safety training
  - 7.8 ensure, when entrusting tasks to employees, their overall capability is taken into account as regards health and safety
  - 7.9 make adequate provision for temporary workers with regard to their health and safety
  - 7.10 ensure that contractors visiting site are signed in, their identities checked and that they are briefed on relevant health and safety procedures by the Bursar or one of the Maintenance team
  - 7.11 establish co-operation with other employers where employees of the Board and those from the other organisations need to make suitable provision for joint health and safety matters

**8. Declaration**

The Board hereby declares that the provisions of relevant European Community Directives, Legislation, Regulations and Approved Codes of Practice must be observed.

**9. Employees' Responsibility**

It shall be the duty of all employees at work to:

- (a) take reasonable steps to ensure the health and safety of themselves, pupils and other persons who may be affected by their acts or omissions at work
- (b) co-operate with Wychwood School management in pursuance of health and safety
- (c) not interfere with or misuse anything provided in the interests of health and safety

**10. Policy Review**

The Health & Safety Policy will be reviewed, amended and up-dated annually. Changes will be communicated to all employees via staff meeting and by being placed in the Current Policy folder in the Staff Share area of the school intranet.

**11. Unacceptable Behaviour towards Staff**

Wychwood School always welcome visitors to our school but we will act to ensure it remains a safe place for pupils, staff and all other members of our community. If parents, girls or visitors have concerns we will always listen to them and seek to address them. However, abusive, threatening or violent behaviour will not be tolerated in this school. Visitors behaving in this way are likely to be removed from the premises and prosecuted.

Girls' responsibilities are addressed in the school Behaviour and Discipline Policy.

**12. Non-compliance with Board Policy**

Failure of an employee to comply with provisions of the Board's Policy could lead to legal and/or disciplinary action.

Signed: .....

**Position: Chair of Board of Governors**

Date: .....

Signed: .....

**Position: Head**

Date: .....

## 2. RESPONSIBILITIES AND ORGANISATION

2.1 The Board of Management recognise the need to identify organisational arrangements in the school for implementing, monitoring and controlling health and safety matters. A summary of the individual duties including reporting arrangements and hence the organisation and accountability are as follows:

2.1.1 The Board of Management will ensure that adequate funds are made available for health and safety matters

### 2.2 Head

In addition to the responsibilities specified in the Statement of Intent the Head:

2.2.1 is responsible and accountable to the Board of Management for implementing the school Health & Safety Policy and for all matters relating to health, safety and welfare within the school

2.2.2 will delegate day to day management of health and safety matters to the Bursar who is the Health and Safety Co-ordinator

2.2.3 must be aware of all contracts and/or third parties entering the school to undertake maintenance, service or works contracts. This duty will be delegated to the Bursar.

### 2.3 Bursar

In addition to the responsibilities specified in the Statement of Intent the Bursar is responsible to the Head for the following:

2.3.1 taking day to day responsibility for all health and safety matters in the school

2.3.2 reporting to the Head on all health and safety matters

2.3.3 overseeing the implementation of the School's Health and Safety Policy

2.3.4 monitoring standards of health and safety throughout the School

2.3.5 obtaining specialist advice on health and safety matters where required

2.3.6 convening and chairing the Health and Safety Committee

2.3.7 liaising with outside contractors to ensure adoption of safe working practices while on site

2.3.8 establishing and maintaining a system of checks for all health and safety matters ensuring that all plant and equipment is inspected and tested and records maintained

2.3.9 assisting staff, pupils and others in the development of appropriate risk assessments

2.3.10 investigating, recording and retaining for four years details of all accidents and liaising with HSE and other appropriate bodies

2.3.11 establishing and maintaining systems for the reporting and resolution of any health and safety issues

2.3.12 implementing fire evacuation drills at least once a term

2.3.13 RIDDOR reporting

2.3.14 Providing the risk assessments for area of common space both internal and external

### 2.3.15 Overseeing first aid provision

## 2.4 Department Heads

In addition to the responsibilities specified in the Statement of Intent Department Heads are responsible for the following:

- 2.4.1 ensuring staff and pupils in their area of work understand and implement the School's Health and Safety Policy and Procedures
- 2.4.2 producing the departmental Health and Safety Policy
- 2.4.3 establishing and maintaining safe working practices
- 2.4.4 carrying out and then reviewing risk assessments with their staff
- 2.4.5 carrying out and then recording regular safety inspections of their area of activities
- 2.4.6 satisfying themselves that adequate risk assessments have been made and suitable controls put in place for any off-site activities
- 2.4.7 identify any training needs and ensuring that staff and pupils are appropriately trained in the use of any equipment or materials
- 2.4.8 ensuring that appropriate protective equipment is available and used
- 2.4.9 reporting defects in equipment and buildings to the Bursar.

## 2.5 Teaching Staff

In addition to the responsibilities specified in the Statement of Intent Teaching Staff are required to:

- 2.5.1 exercise effective supervision of their pupils
- 2.5.2 ensure pupils understand and follow evacuation procedures when required
- 2.5.3 know the specific safety measures and risk assessments to be adopted in their specialist areas
- 2.5.4 ensure all equipment is safe to use or disable it and arrange repair or replacement
- 2.5.5 give clear instructions and warnings to pupils as often as is necessary
- 2.5.6 ensure pupils use personal protective equipment (PPE) and safe system of working practices as appropriate
- 2.5.7 ensure teaching areas are tidy and loose cables are covered or clearly marked as hazardous
- 2.5.8 integrate all relevant aspects of safety into the teaching/learning process
- 2.5.9 implement appropriate first-aid procedures as appropriate  
(These requirements also apply to students and GAP Assistants who are carrying out teaching practice or assistance under the auspices of the School and the relevant line manager must make them aware of their responsibilities.)

2.5.10 [Insert PEd-specific para singling out its specific risks. More detail to follow if supported.]

## 2.6 Technicians

In addition to the responsibilities specified in the Statement of Intent Technician Staff are required to:

- 2.6.1 assist teaching staff and pupils in the safe operation and use of equipment

- 2.6.2 maintain equipment in safe working condition in compliance with current legislation
- 2.6.3 maintain records required by health and safety legislation
- 2.6.4 know the specific safety measures and risk assessments to be adopted in their specialist areas, familiarising themselves with any user instructions
- 2.6.5 ensure there is an adequate stock of clean personal protective equipment (PPE) for staff and pupils
- 2.6.6 ensure the storage of chemicals and other hazardous materials is to a high and appropriate standard

## **2.7 Business Support Staff**

In addition to the responsibilities specified in the Statement of Intent Business Support Staff are required to:

- 2.7.1 carry out a risk assessment of their work area to satisfy the requirements and guidance relating to Display Screen Equipment (DSE) – (ICT Manager)
- 2.7.2 ensure office areas are tidy and loose cables are covered or clearly marked – (ICT Manager)
- 2.7.3 ensure all electrical equipment is in current PAT certification (Bursar & Maintenance Staff)
- 2.7.4 book in visitors and contractors at reception and make them aware of emergency procedures. (Receptionist, Bursar and Maintenance Staff)
- 2.7.5 ensure all contractors report to the Bursar or his nominated representative before being allowed to work on site (Bursar and Maintenance Staff)

## **2.8 Boarding Staff**

In addition to the responsibilities specified in the Statement of Intent Boarding Staff are required to:

- 2.8.1 act *in loco parentis* for boarders in relation to their health, safety and welfare
- 2.8.2 have overall responsibility for boarders' behaviour out of normal academic hours
- 2.8.3 implement a night-time fire evacuation drill at least twice annually
- 2.8.4 follow all boarding procedures to ensure the safety and security of boarders
- 2.8.5 be responsible for the safe storage, administration and supervision of any medication and medical referral required by pupils in line with procedures in the Boarding Handbook and the School's Medical Policy
- 2.8.6 identify and notify the Bursar of any defects in buildings or equipment likely to affect the health and safety of boarders.

## **2.9 Housekeeper**

In addition to the responsibilities specified in the Statement of Intent the Housekeeper is required to:

- 2.9.1 be familiar with the School's Health & Safety Policy and aware of any implications of the policy as it affects her work e.g. storage of materials and safe use of equipment and substances

- 2.9.2 in the case of direct labour under her control, ensure that they are adequately informed, instructed or trained in the safe use of equipment, materials and substances
- 2.9.3 maintain records of all hazardous substances and risk assessments for their use
- 2.9.4 identify and notify the Bursar of any defects in buildings or equipment likely to affect the health and safety of staff and pupils
- 2.9.5 be responsible for the replacement of consumables in cloakrooms in the promotion of health and hygiene.

## **2.10 Cleaning Staff**

In addition to the responsibilities specified in the Statement of Intent the Cleaning Staff are required to:

- 2.10.1 store all hazardous materials safely immediately after use and keep COSHH Data sheets and risk assessments
- 2.10.2 use personal protective equipment (PPE) and specific safe working procedures as defined by appropriate risk assessments
- 2.10.3 ensure the safety of passers-by when working in and around the buildings
- 2.10.4 work in accordance with the Working at Height Regulations
- 2.10.5 report any safety defects immediately to the Housekeeper
- 2.10.6 store all chemicals in their original appropriately marked containers.

## **2.11 Caretaker & Maintenance Assistant**

In addition to the responsibilities specified in the Statement of Intent the Caretaking team is required to:

- 2.11.1 oversee the overall safety, security lighting and heating of the site on a day to day basis
- 2.11.2 be responsible for the overall external cleanliness and safety of the site with particular attention during adverse weather conditions
- 2.11.3 eradicate the build-up of all materials that could lead to blocked ground & roof drains, slips, trips and falls or a fire hazard
- 2.11.4 ensure all fire routes and exits are kept clear of obstructions and flammable materials
- 2.11.5 use personal protective equipment (PPE) and specific safe working procedures as defined by appropriate risk assessments
- 2.11.6 undertake portering duties around the site paying special attention to manual handling procedures
- 2.11.7 maintain the Ladder Register and work in accordance with the Working at Height Regulations
- 2.11.8 be responsible for the maintenance of all boiler rooms ensuring they are clean and tidy
- 2.11.9 report any health and safety defects immediately to the Bursar and cordon off areas if appropriate
- 2.11.10 follow the procedures in the Asbestos Policy and Register whenever dealing with suspected or actual asbestos containing materials
- 2.11.11 ensure the safety of passers-by when working in and around the buildings and site.

## **2.12 Catering Manager**

In addition to the responsibilities specified in the Statement of Intent the Catering Manager and staff are required to:

- 2.12.1 fulfil their obligations under The Food Safety Act and all food related legislation
- 2.12.2 operate a safe system of work as described in 'Safer Food Better Business'
- 2.12.3 maintain appropriate records of e.g. food temperatures, best before dates and produce these when required by Senior Management or EHO
- 2.12.4 notify the Bursar immediately of any signs of pest infestation or damage to structure and equipment
- 2.12.5 ensure the highest standards of kitchen cleanliness and person hygiene
- 2.12.6 ensure they are fully aware of staff and pupils with food allergies and intolerances
- 2.12.7 report any illness to their line manager immediately and use first aid equipment appropriate to a catering environment
- 2.12.8 ensure that any temporary staff are fully aware of the requirements of this policy.

## **2.13 Pupils**

In addition to the responsibilities specified in the Statement of Intent Pupils are required to:

- 2.13.1 take reasonable care for the health and safety of themselves and others who may be affected by their acts or omissions
- 2.13.2 co-operate with the School and others to ensure compliance with statutory duties
- 2.13.3 ensure they do not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare including first aid and fire prevention/fighting equipment
- 2.13.4 comply with any training instruction provided by teachers or other competent person for the use of equipment or activity
- 2.13.5 inform their Form Teacher of any serious dangers to health and safety provision
- 2.13.6 adhere to all safety control measures as required by the School and others.

## **3.0 Health and Safety Committee**

The Board of Governors recognise that the way forward in achieving effective management of the School Health & Safety Policy and the Arrangements necessary to fulfil their obligations is through the School Health & Safety Committee.

### **3.1 Composition of the Committee**

Head  
 Bursar/ Health & Safety Co-ordinator  
 Housemistress  
 Head of Science  
 Teacher in charge of Design  
 Teacher in charge of PE



Catering Manager  
 Caretaker  
 Housemistress in charge of First Aid

### 3.2 Terms of Reference

- 3.2.1 To oversee health and safety matters throughout the school.
- 3.2.2 To consider the legal obligations imposed by health and safety legislation and to initiate appropriate action.
- 3.2.3 To receive reports following health and safety audits
- 3.2.4 To initiate appropriate action on health and safety matters drawn to the Committee's attention.
- 3.2.5 To monitor the implementation in the school of duties imposed in relation to health and safety legislation.
- 3.2.6 To formulate a health and safety culture throughout the school
- 3.2.7 To review all accidents and incidents, including 'near misses' and to make changes to improve the standard of health and safety within the school
- 3.2.8 To have an overview of policy compliance
- 3.2.9 To review the Educational Visits folder to ensure compliance with the Educational Visits Policy requirements.
- 3.2.10 To champion an annual Health and Safety campaign to highlight to pupils and staff the importance of reporting accidents, near misses and suggesting possible improvements to infrastructure and working practices.

**Meetings** are to be held at least termly. A copy of the minutes are to be sent to the full Board and the Governor with special responsibility for health and safety.

### 3. The Arrangements

- 3.1 All employees should familiarise themselves with the Arrangements, a series of procedures for implementation and monitoring, defined in documentation in the Health and Safety Manual
- 3.2 All employees taking an educational visit are required to comply with the Educational Visits policy as stated in the Educational Visits folder of Current Policies folder in the Policies folder in the Staff Share area of the school intranet
- 3.3 All employees are required to comply with current legislation on matters of particular importance within the school i.e. asbestos, legionella prevention, driving the minibus, radiation.