



HEALTH & SAFETY POLICY

RGS Worcester

This Policy applies equally to RGS Worcester, RGS The Grange and RGS Springfield including Early Years Foundation Stage.

August 2018

RGS Worcester
HEALTH & SAFETY POLICY

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Part 1 – Health and Safety Policy Statement

1. The Governing Body recognises and accepts that under the Health & Safety at Work etc. Act 1974 (the Act) it has a legal responsibility to ensure, so far as it is reasonably practicable, the Health, Safety and Welfare of all employees of the School. It has certain duties towards pupils, the public and people who, from time to time, use the premises of the School. This includes the health and safety of pupils, employees and volunteers participating in off-site visits and school activities.

2. It is the policy of the Governing Body to take all necessary steps to meet its responsibilities under the Act, Regulations made under the Act, and Approved Codes of Practice. The Governing Body considers Health and Safety to be a matter of paramount importance in the School and will therefore take appropriate steps:
 - a. To provide and maintain safe and healthy places of work and systems and methods of work, with adequate facilities and arrangements for the welfare of all employees and pupils and to protect all employees, pupils and others (including the public) in so far as they come into contact with foreseeable work hazards.

 - b. To provide all employees and pupils with the information, instruction, training and supervision that they require to work safely and efficiently.

 - c. To develop safety awareness amongst all employees and pupils, and in doing so promote a positive health and safety culture within the School.

 - d. To provide a safe environment for all visitors to the School, bearing in mind that these visitors may not be aware of the risks arising from aspects of use of a school's facilities.

 - e. To encourage full and effective two-way consultation on Health and Safety matters through the Board of Governors, Heads, Director of Finance and Operations, designated Health & Safety Co-ordinator (Facilities and Compliance Manager), senior teaching, administrative and Support staff in the School and in the Schools' Health & Safety Committees.

 - f. To undertake risk assessments, implement the identified control measures and ensure that safe systems of work are applied in relation to all of our activities.

- g. To ensure safety and the absence of risks to health in connection with the storage, handling, use and transport of articles and substances.
 - h. To ensure that all vehicles and work equipment are suitable for purpose and properly maintained.
 - i. To make available all necessary safety devices and protective equipment and supervise their use.
 - j. To take steps to assess the competence of any contractor we engage and to ensure that information is exchanged on matters relevant to health and safety.
 - k. To be prepared for emergencies such as fire and medical emergencies and investigate all incidents of injury or ill health.
 - l. To ensure that the Policy is used as a practical working document and that its contents are fully publicised.
 - m. To keep the details of this Policy under review and in line with changing safety practices and current legislation; this Health and Safety Policy Statement, the Organisation for Health & Safety section of the policy and the Health & Safety Manual that supports it, will be reviewed at least annually or more frequently where there have been significant changes to the School or the nature of the School's activities.
3. The Governing body is committed to ensuring that the implementation of the health and safety management system is adequately resourced to enable the full implementation of this policy. This commitment includes the provision of sufficient financial resources, management and employee time, training and health and safety advisory support. The school appoints a combination of internal and external specialists to provide competent health and safety advice.
4. In Part 2 - the Organisation for Health & Safety, the responsibilities of key individuals and all employees to carry out this Policy are identified.
5. In Part 3 – the Health & Safety Manual, Policies for the significant hazard areas within the School are described together with the procedures for ensuring the Health, Safety and Welfare of employees, pupils and others.
6. The Governing Body wish to remind employees that under Section 7 of the Act:

It shall be the duty of every employee whilst at work:

To co-operate with their employer, and others, to enable them to fulfil their legal obligations

and;

To take reasonable care for the Health & Safety of themselves and others who may be affected by their acts or omissions at work.

7. Any employee who fails to observe the requirements of any part of this Policy will be the subject of an investigation which may lead to disciplinary proceedings.

A handwritten signature in black ink, appearing to read 'J Q Poole', with a horizontal line underneath.

Mr J Q Poole
Chair of the Governing Body

August 2018

Part 2 – The Organisation for Health and Safety

Organisational Responsibilities

1. Part 2 of the Health & Safety policy, the organisation for Health & Safety deals with the responsibilities of key individuals and employees of the school in relation to Health & Safety.

The Governing Body

2. The Governing Body is responsible for ensuring that:

- a. An effective Health & Safety Policy is in place and that it is reviewed on a regular basis to ensure that it remains suitable for the needs of the School
- b. Health & Safety responsibilities are communicated to all employees
- c. Resources are available to implement the Health & Safety Policy
- d. Health & Safety performance is regularly reviewed at Board level
- e. Consideration is given to the health and safety implications of introducing new processes, new working practices, new personnel or other significant business change, and, ensuring that no significant changes to the School are introduced without dedicating sufficient resources for health and safety purposes and managing the change effectively.

3. Whilst statutory responsibilities for Health & Safety rest with the Governing Body, The Heads, Director of Finance and Operations and others may be nominated as being responsible for implementing the general policy of the Governing Body. As such they are to take all reasonable steps to provide a safe and healthy workplace and environment for all pupils and employees.

4. The Director of Finance and Operations is responsible for monitoring the effectiveness of this policy and its implementation at all levels, bringing to the attention of the Governing Body and the Heads any necessary modifications required by changes in legislation or that arise from experience in implementing the Policy.

5. The Governing Body have retained the services of a Specialist Health & Safety Consultant. Information provided in circulars and other documents' will, from time to time, be sent to the Director of Finance and Operations, who should ensure that the information is properly actioned and that it is brought to the attention of the Heads, the Facilities and Compliance Manager, the Health & Safety Committees, and through those Committees to the attention of all school employees.

6. The Governors wish to emphasise that managers are responsible for Health and Safety in all aspects of their management duties. These responsibilities must always be regarded as a prime responsibility at all levels of management and cannot be delegated.

The Heads & Director of Finance and Operations

7. In general terms, The Heads are responsible for Health & Safety in the organisation and conduct of all activities in their school directly associated with the education and care of pupils. The Director of Finance and Operations is responsible for the upkeep of the facilities and for the Health and Safety of those on the site not involved in educational matters, such as maintenance, administration, visitors and contractors.

8. Within their particular areas of responsibility The Heads & Director of Finance and Operations are responsible for:

- a. Taking a leadership role on health and safety matters by setting a good example and acting promptly where deficiencies are identified.
- b. Investigating and, where necessary, taking action following an accident or incident, and following a safety issue being raised by an employee or visitor.
- c. Complying with the Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations (RIDDOR) 2013 and for insurance purposes ensuring that the Director of Finance and Operations is kept informed.
- d. Ensuring that the Health & Safety Law poster, a copy of the School's Health & Safety Policy Statement, Employer's Liability Certificate, Health & Safety Responsibility Chart, Fire Evacuation Procedures as well as the Fire and Accident Reporting Procedures, are all displayed in the School.
- e. In the selection of employees, considering the health and safety competence requirements including attitude to health and safety matters and fitness for work, and, ensure they are sufficiently supervised and monitored to the extent that this is practicable.

The Heads

9. The Heads are responsible to the Governing Body for the Health & Safety of the employees, pupils and, where appropriate, members of the public, in relation to the running of their School and its activities. The Heads are also responsible for ensuring that the buildings, associated services and equipment are used in the correct manner.

10. In particular the Heads are responsible for:

- a. The Health, Safety and Welfare of all pupils.
- b. The implementation of the School's Health & Safety Policy and Procedures through a structured management organisation, the School Health & Safety Committee and individual employees involved in teaching or direct teaching support.
- c. Ensuring that all teaching staff are aware of their responsibilities for Health & Safety and have received appropriate training, including induction of new employees.
- d. Ensuring that appropriate Risk Assessments for School activities have been carried out by Heads of Departments and that they are reviewed annually, and/or following any changes or accidents/incidents/near misses.
- e. Ensuring that at all times the appropriate number of trained First Aid and Fire Marshal personnel are available on site and that appropriate first aid cover is provided at School activities.
- f. Ensuring that areas of particular concern regarding health and safety that cannot be resolved at this level are communicated to the Governing Body.

School Senior Management

11. School Senior Managers are responsible to their respective Head for ensuring as far as it is reasonably practical the safety of pupils, staff and other persons in their areas of responsibility. In particular they are required to:

- a. Ensure that the Health Safety and welfare of all pupils is seen as a primary responsibility.
- b. Ensure that safe systems of work are implemented and observed, and take appropriate disciplinary action for failure to adhere to safe working practices.
- c. Enable & encourage the appropriate use of personal protective equipment (PPE) and, in cases of wilful non-compliance, take appropriate disciplinary action.
- d. Ensure employees and pupils are adequately trained for the tasks they perform and that pupils are adequately supervised whilst carrying out these tasks.
- e. Retain training records, or ensure records are retained by the HR Manager or Health and Safety Coordinator, for all skills and health and safety training undertaken in the School.
- e. Provide for appropriate instruction in safe practice and in particular the production of written risk assessments for activities within their area of

responsibility, in accordance with the Management of Health & Safety at Work Regulations 1999. Such risk assessments should be included in School and departmental handbooks.

f. Ensure that hazardous waste or other harmful substances are disposed of in accordance with current regulations or instructions.

g. Monitor premises, equipment, teaching and working practices to ensure the required standards of Health and Safety are met, reporting concerns or problems as necessary.

The Director of Finance and Operations

12. The Director of Finance and Operations is responsible for:

a. The Health, safety and welfare of all Non Teaching staff, other than teaching support staff.

b. Ensuring that safe systems of work are implemented and observed, and ensuring appropriate disciplinary action is taken for failure to adhere to safe working practices.

c. The provision of suitable and appropriate personal protective equipment (PPE) and, where appropriate ensure that appropriate disciplinary action is taken.

d. Ensuring that all employees are adequately trained for the tasks they perform and equipment they use.

e. Providing for appropriate instruction in safe practice and in particular the production of written risk assessments for activities within their area of responsibility in accordance with the Management of Health & Safety at Work Regulations 1999. Such risk assessments should be included in school and departmental handbooks.

f. Ensuring that hazardous waste or other harmful substances are disposed of in accordance with current regulations or instructions.

g. Monitoring premises, equipment, and working practices to ensure the required standards of Health and Safety, reporting concerns or problems as necessary.

h. Providing advice to the Governing Body & Heads on matters of Health and Safety.

i. Ensuring that the School buildings, associated services and equipment are maintained in a safe condition.

- j. Selecting construction and maintenance contractors who have demonstrated their competence and resourcing, to undertake the work safely, and ensure that contractors receive, and are requested to provide, adequate information for them to carry out their work safely and without adversely affecting others.
- k. Ensuring that required inspections of equipment and premises take place, and that records of such inspections are maintained, together with records of fire practices and accidents.
- l. Ensuring that compliance with Health and Safety is observed by those on the premises using School facilities other than for the educational purposes of the School, during term time or in the school holidays.
- m. Ensuring that appropriate inspections, required under health and safety legislation or guidance, are carried out and that records are kept.
- n. Ensuring consistency in Health and Safety practices throughout the School.
- o. Carrying out an annual check of the driving licences, via the DVLA website, of all staff that drive on School business.
- p. Carrying out checks on the insurance arrangements for private cars used on School business, and ensure that all School vehicles are insured for business use and for those people authorised to drive them.

Facilities and Compliance Manager

13. The Facilities & Compliance Manager carries out the role of School Health & Safety Coordinator and is responsible to the Director of Finance and Operations for:
- a. Assisting in the conduct of the Director of Finance and Operations' duties, and deputising for the Director of Finance and Operations on Health and Safety issues in his absence.
 - b. Liaising with Heads and managers to ensure consistency in Health and Safety practices throughout the School.
 - c. Providing day to day advice on matters of Health and Safety, in liaison with the Health and Safety consultants, where necessary.
 - d. Ensuring that appropriate inspections are carried out and that appropriate records are kept.

- e. Every five years, arrange for the testing and inspection of the fixed electrical installations and identify any remedial actions required.
- f. Arrange for the testing of portable electrical equipment using competent, appropriately qualified personnel according to an agreed schedule.
- g. Ensure the fire extinguishers and other fire extinguishing appliances are serviced annually by a specialist contractor.
- h. Monitor, on a daily basis, that high standards of housekeeping are maintained, with corridors, escape routes and exits remaining clear and unobstructed, and kitchens/toilets in a clean condition.
- i. Test the fire alarms on a weekly basis, record the outcome and instigate any remedial action required.
- j. Implement fire safety measures specified in the fire safety risk assessment.
- k. Ensure that the no smoking policy is strictly applied.
- l. Conduct a monthly activation test of all emergency lighting and ensure that a full discharge test is completed annually. Ensure that emergency lighting is inspected annually by a competent person.
- m. Ensure that the building fabric and services are maintained in good condition and effective working order. Ensure that records are maintained of all of the above premises checks, testing and maintenance activities .
- n. Ensuring that compliance with Health and Safety is observed by those using the School's facilities during term time or in the school holidays.
- o. Compliance with Health and Safety for non teaching matters
- p. Attendance at School Health & Safety committee meetings.
- q. Formally review the workmanship of employees and sub-contractors for both quality and safety. This should be during the work activity and by review of the completed work.
- r. Conduct regular reviews of Health and Safety training requirements of all employees. Arrange for the suitable Health and Safety training of all employees as necessary to perform their duties safely. Retain a record of training received and when update / refresher training is required.

Health & Safety Committees

- 14. In each school (RGS Worcester, RGS The Grange and RGS Springfield) there is to be a standing Health & Safety Committee chaired by the respective Head.

15. The Committee will consist of a broad representation from departments and other areas within the School including; All Academic departments, Health administration, Catering, Sports, Estates, Maintenance and Caretaking.

16. The Committee should meet at least once each term and its brief is to consider all Health and Safety matters within the school. Minutes are to be recorded and copies of the minutes should be widely circulated and displayed to ensure that all Staff can access them. Copies of all Minutes must be sent to the Governor responsible for Health and Safety.

Employees

17. Employees have a responsibility to:

- a. Co-operate with the Governing Body and School Management in the implementation and adherence of the School Health & Safety Policy and resulting Safety Procedures
- b. Take reasonable care for their personal safety and for the safety of others who may be affected by their actions in the School or on a school activity.
- c. Not intentionally or recklessly interfere with or misuse anything provided for the purpose of Health and Safety in the School.
- d. Notify the School Health Administrator of any accident in which they are involved and which occurs on the School premises or on a School activity.
- e. Make themselves, and those for whom they have responsibility, familiar on an ongoing basis with the means of escape, fire alarm systems and evacuation procedures.
- f. Notify their Head of Department or Line Manager if they consider the condition of the buildings, grounds, furniture, transport or any other equipment to be unsafe; this includes the notification of any near misses.
- g. Ensure that Machinery, Equipment, materials and safety devices are only used after appropriate training and instruction.
- h. Bring to the employer's attention, via Line Managers, the Estates team, the Director of Finance and Operations or the Head, any dangerous work situation or any shortcomings in safety arrangements that they identify.

Teaching Staff

The H&S of students/pupils is the responsibility of the person teaching them whilst they are in the learning environment. It is imperative that teaching staff set an example with regards to H&S, and that they demonstrate best practice in H&S at all times. In addition to the responsibilities of all employees (as detailed above), Teaching staff are also responsible for:

- a. Ensuring that students/pupils receive training in the school's fire and emergency procedure (and more specifically for the building(s) in which they will be taught);
- b. Ensuring that students/pupils are informed of H&S regulations, rules and procedures and that students/pupils and other staff in their area of work apply these effectively;
- c. Briefing students/pupils on the key points of all relevant risk/COSHH assessments prior to the start of practical sessions;
- d. Ensuring that students/pupils are provided with and wear appropriate personal protective equipment (PPE), where relevant;
- e. Ensuring that all students/pupils that will be learning in a high risk area (e.g. workshops, labs, kitchens etc.) receive an area specific induction before being permitted to work in the area. The induction must be recorded and must cover the following elements as a minimum:
 - Emergency arrangements (fire, accidents and first aid);
 - Any significant risks that may affect them (for example, machinery and equipment, manual handling, hazardous substances, slips, trips and falls etc.);
 - Control measures for the above (for example, safe systems of work, supervision, protective and preventative measures, training and instruction, signs and notices etc.);
 - Any restrictions or prohibitions that apply to the students/pupils (for example, equipment, processes, areas, systems);
 - Any personal protective equipment or clothing that they must wear, why this is so, and when and how they should wear it; and
 - General "do's" and "don'ts".

Each time a student/pupil is introduced to a new hazardous activity (e.g. use of a machine/tool, use of a hazardous substance etc.), it is the responsibility of the teacher to ensure that all the hazards and control measures are explained to them. The teacher must be confident that the student/pupil has understood the risks before they are permitted to commence the activity.

Students/Pupils

18. It is the responsibility of each individual student/pupil to take reasonable care of his or her own H&S and not to act in a manner that places others in danger.

In particular, all students/pupils should:

- a. Be familiar and comply with, fire and emergency evacuation procedures;
- b. Assist teaching staff and technicians in maintaining good standards of housekeeping;
- c. Use plant, machinery and equipment only when authorised to do so and in accordance with instructions;
- d. Wear the appropriate personal protective equipment for the task (as directed by their teacher);
- e. Report immediately to their teacher, any defects in the premises, plant, equipment and first aid facilities which they observe; and\
- f. Report immediately to a member of staff, any accidents, incidents or near misses.

Students/pupils must not interfere with or misuse anything provided in the interests of health, safety or welfare (e.g. misuse/discharge of fire extinguishers) and/or engage in horseplay that could put themselves and/or those affected by their actions at risk. Such behaviour should be dealt with appropriately i.e. disciplinary action by the school.

The school will provide an induction covering H&S aspects (and area specific H&S induction where appropriate) to ensure that students/pupils are aware of their health and safety responsibilities.

The Health & Safety Consultant

19. The Health & Safety Consultant fulfils the requirements of a competent person and Health and safety advisor in accordance with Regulation 7 of the Management of Health & Safety at Work regulations 1999. Specific tasks include:

- a. Providing advice and guidance on matters of Health & Safety
- b. Attendance at the Health & Safety Committee meeting immediately following the annual Health and Safety Review and Fire Risk Assessment at each of the Schools, in order to de-brief the committee.

- c. Assisting in the publication and review of the School Health and Safety Policy, Health and Safety Manual and associated policies and procedures, where requested.
- d. Reviewing the School's Risk Assessments as part of the annual health and safety audit, or as and when requested for review by the School.
- e. The production of Fire Risk Assessments, and thereafter advice as to any necessary works arising from such assessments.
- f. Identifying Health and Safety training needs and providing guidance on the source and level of such training, via the annual health and safety audit or as a separate exercise when requested.
- g. Identifying the implications of change in legislation or HSE (Health and Safety Executive) guidance, and advising the School appropriately.
- h. The completion of an annual Health and Safety Audit at each School, and thereafter, provision of advice as to any necessary works arising from such inspections or reviews.
- i. Be available to advise and guide Heads of departments and carry out departmental tuition and training workshops, when appropriate.
- j. Work closely with the School Health & Safety Co-ordinator, when requested, to develop Safe systems and procedures.

First Aiders

20. All first aiders must have the necessary training and qualifications as evidenced by a valid qualification, having attended an appropriate recognised course. It is the individual responsibility of first aid trained staff to maintain a valid qualification and to advise their line manager and/or Health administrator (School Nurse) when it is due to be renewed. In addition, the Health administrator (or other responsible person) for each school will monitor the number and qualifications for first aiders in their respective schools.

21. A list of first aid trained personnel and their locations will be displayed on appropriate notice boards within each school and a comprehensive list available in the Staff Handbook.

22. Any treatments given must be recorded, with specific details of the injury, or other reason for treatment. Such records should be passed to the school Health administrator (or other responsible person) as soon as possible after an incident.

Health and Safety Communications to Employees

23. Consultation and communication of Health and Safety matters to all employees is through the following:

- a. Mandatory attendance of Health and Safety Briefing during the September Inset
- b. Mandatory attendance of Health and Safety Briefing for new employees
- c. Regular circulation of Health and Safety Bulletins with current Health and Safety issues, including reminders on policies, processes and procedures.
- d. Circulation of Health and Safety Committee Meeting Notes to all staff
- e. Health and Safety included on the agenda of all meetings and all non-urgent issues raised and discussed by Health and Safety Committee.

Part 3 – Health and Safety Manual

1. Part 3 of the Health and Safety Policy (Health and Safety Manual) is contained electronically within Section 6 of the Staff Handbook which covers subject specific Health and Safety policies.
2. The Staff Handbook is structured so that each policy is presented as an independent document.
3. Policies within Section 6 of the staff handbook include the following:
 - a. Asbestos Policy
 - b. Contractor Procedure
 - c. COSHH Policy
 - d. Critical Incident Plan
 - e. Fitness Suite Health and Safety Policy
 - f. Legionella Procedure
 - g. Lone Working Policy
 - h. Manual Handling Policy
 - i. Medical and First Aid Policy
 - j. Reporting of Accident, Incidents and Near Misses
 - k. Risk Assessment Policy
 - l. Use of School Property
 - m. Dealing with an Intruder
 - n. Fire Policy and Procedure
 - o. Severe Weather Policy
 - p. Swimming Policy
4. Policies not covered in Section 6 of the Staff Handbook, but related to Health and Safety include:
 - a. Anti-Harrassment, Discrimination and Bullying in the Workplace
 - b. Attendance Policy
 - c. Violence, Threatening Behaviour and Abuse Policy

- d. Staff Welfare Policy
- e. Minibus Policy and Vehicle Handbook
- f. Educational Visits Policy

Sponsor: Facilities and Compliance Manager

Reviewed and Endorsed by Mr Bryan Radford, Governor responsible for Health and Safety: March 2018

Reviewed and Endorsed: August 2018