

Health and Safety Policy

The Priory School

May 2010

1. Introduction

1.1. Scope:

This Health and Safety Policy ("the Policy") applies to all staff (including employees, fixed-term, part-time, temporary and voluntary staff and helpers), pupils and visitors at The Priory School ("the School").

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 other's 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 applies high standards in the management and control of all its operations, to include matters of health and safety. These are designed to ensure that staff, pupils and those who visit the School or may otherwise be affected by the School's operation are safe.

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 and egress to 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)
- ensuring that an effective management structure and arrangements are in place for delivering this Policy.

3. Linked Policies

- Child Protection Policy
- Educational Visits Policy
- First Aid Policy
- Anti-Bullying Policy

4. Responsibilities and delegation of duties

General responsibilities

Under the Health and Safety at Work etc Act 1974 employers are responsible for the health, safety and welfare of staff, pupils and visitors. Overall and final responsibility for health and safety therefore rests with the Proprietor and Principal Mr EJ Matyjaszek " the Principal".

The Principal accepts that he has a responsibility to take all reasonably practicable steps to secure the health and safety of pupils, staff and others using the School premises or participating in off-site visits.

The Principal recognises his responsibility for providing, so far as is reasonably practicable, safe and healthy work places, work practices and working environments for all staff, pupils and visitors this respect and will ensure that the School's policies and procedures comply with relevant legislation, Regulations and Guidance.

Principal

- 4.1. The Principal is responsible for the planning, dissemination and implementation of the Policy.
- 4.2. 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).
- 4.3. The Principal will ensure that he is familiar with current Regulations, Codes of Practice and Guidance appropriate to the School and to this Policy.
- 4.4. The Principal will obtain appropriate advice on health and safety issues and engage external specialist(s) if necessary.
- 4.5. 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.
- 4.6. 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 .
- 4.7. 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.
- 4.8. 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.
- 4.9. 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.
- 4.10. 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.

- 4.11. The Principal will 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.
- 4.12. The Principal will monitor first aid and welfare provision.
- 4.13. 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.
- 4.14. The Principal will be responsible for overseeing the planning and safe execution of works by contractors.
- 4.15. The Principal will review the Policy at least annually.

The School Administrator

- 4.16. The Principal delegates the following day to day duties to the School Administrator, Robert Bartlett ("the School Administrator).
- 4.17. The School Administrator will review the entries in the School's accident book(s) and the accident report forms regularly and at least annually.
- 4.18. The School Administrator will co-ordinate the investigation of any accident, or incident where personal injury could have arisen, or work-related ill-health absence and is responsible for taking appropriate corrective action.
- 4.19. The School Administrator will liaise with Regulators, such as the HSE, will ensure compliance with any advice given by Regulators and any enforcement action taken and will report any contact with Regulators to the Principal.

Supervisory staff

- 4.20. The Principal delegates day to day responsibility for matters of health and safety in their specialist areas to Supervisory Staff, 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 and School Administrator 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) receive adequate information, supervision and training (both induction training and ongoing training) in health and safety matters specific to their specialist area
 - 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

4.21. 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
- provide appropriate protective clothing and safety equipment as necessary, provide guidance on their use and ensure that these are used as required
- co-operate with Supervisory staff, the Principal and School Administrator on health and safety matters
- 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 and team policies and procedures and set a good example personally
- exercise effective supervision over those for whom they are responsible, 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 their Supervisor and/or the School Administrator and/or 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
- ensure that protective clothing and safety equipment is used where appropriate and ensure these are kept in good condition
- not interfere with or misuse anything provided to safeguard health and safety
- ensure that offices, general accommodation and vehicles are kept tidy and report any defects to the School Administrator
- be vigilant at all times but particularly where there are vehicles on site and/or when activity is taking place at height
- report any health and safety concerns (including those reported to them by others) to their Supervisor and/or the School Administrator and/or to the Principal
- ensure that any accidents or incidents which could have resulted in personal injury are reported to the School Administrator

- report those who consistently and/or significantly fail to consider their own well-being or the health and safety of others to the School Administrator and/or the Principal
- assist in the investigation of any accident or incident where personal injury could have arisen and take appropriate corrective action

Pupils

4.22. All pupils must:

- co-operate with the Principal, School Administrator and 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 wilfully 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

4.23. 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 pass issued and their host notified or alternatively have consulted with the School Administrator regarding the appropriate means of their access to and egress from the site and host arrangements. 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 directed by their host, or if unaccompanied, make their way to the front car park or parade Ground, whichever is the closer

5. Consultation

5.1. The Principal recognises the need to consult staff and pupils on health and safety matters and makes arrangements for consultation in a regular basis.

6. Health and safety management arrangements and risk assessments

6.1. The School Administrator 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.

- 6.2. 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.
- 6.3. All relevant risk assessments should take into account the likely inexperience and immaturity of pupils.
- 6.4. The Proprietor is responsible for ensuring that those undertaking risk assessments are appropriately trained and competent to do so.
- 6.5. Risk assessments should be done before an activity is undertaken or the plant, machinery or substance is used.
- 6.6. Risk assessments will be formally recorded, reviewed and stored.
- 6.7. The findings of risk assessments will be reported to the School Administrator and the School Administrator will be responsible for ensuring that all relevant persons are informed about the assessments.
- 6.8. Action identified to remove/control risks will then be considered by the School Administrator who will be responsible for ensuring that appropriate control measures or action(s) required are implemented.
- 6.9. The School Administrator will check that implemented control measures/actions have removed/reduced the risks.
- 6.10. 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).
- 6.11. To safeguard persons at the School, the School Administrator will ensure that in addition to risk assessments, written policies and procedures are implemented where appropriate. These should give instruction on how specific tasks and activities can be carried out safely.
- 6.12. Where written policies and procedures are introduced the School Administrator will ensure that these are monitored, enforced and formally reviewed as appropriate.
- 6.13. The School recognises that safety monitoring is an important aspect of hazard identification, elimination and control and regular safety inspections will therefore be conducted and the reports reviewed by the School Administrator.

7. Contractors and Others

- 7.1. 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.
- 7.2. 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.
- 7.3. It is the responsibility of the School Administrator to ensure that the contractor is fully briefed on the safety aspects of the job in question and satisfactorily supervised.

8. Information, instruction and supervision

- 8.1. The Health and Safety Law poster is displayed at the School and Health and Safety advice is available from the Principal and the School Administrator.
- 8.2. The Principal will be responsible for obtaining advice, when appropriate, from outside agencies on matters of health and safety.
- 8.3. Supervision of staff, pupils and volunteers will be arranged, undertaken and monitored by the School Administrator.
- 8.4. The Principal is responsible for ensuring that staff working at locations outside the School are given relevant health and safety information and instructions.
- 8.5. 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 Supervisors.

9. Training and Competence of staff

- 9.1. 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.
- 9.2. The School Administrator will arrange induction and ongoing training in health and safety matters to include specific training and training in undertaking effective risk assessments where appropriate for all staff (including supply teachers, work experience pupils and volunteers).
- 9.3. It is the responsibility of all staff to notify their Supervisor and/or the School Administrator of any further training needs on health and safety matters.
- 9.4. 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.
- 9.5. Health and safety training needs of staff will be monitored by the School Administrator and training arranged as appropriate.

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

- 10.1. The School has a separate policy for First Aid.
- 10.2. 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's Reception.
- 10.3. The School Administrator is responsible for reporting accidents, diseases and dangerous occurrences to staff, pupils and visitors to the HSE through the RIDDOR reporting procedure, and for reports to other relevant authorities as appropriate.

11. Workplace safety and Safe Plant and Equipment

- 11.1. The School Administrator will undertake regular inspections of the School site with a view to identifying actual and potential hazards.
- 11.2. The School Administrator will ensure that any actual and potential hazards are appropriately assessed and controlled.
- 11.3. The School Administrator will provide instructions, warning notices and signs as appropriate.
- 11.4. The School Administrator will arrange a regular property survey of the School premises.
- 11.5. The School Administrator will check the safety implications of new plant and equipment before it is purchased. Where appropriate the School Administrator should obtain operating and maintenance instructions and any available assessment of safety implications.
- 11.6. The School Administrator will check that new premises, plant and equipment meet health and safety standards before it is utilised.
- 11.7. The School Administrator 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.
- 11.8. The School Administrator 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.

12. Traffic Routes

- 12.1. The School will ensure that all traffic routes are of suitable construction, free from defects and obstructions.
- 12.2. The School will ensure that there is adequate segregation of pedestrians and vehicular traffic.

13. Display Screen Equipment

- 13.1. The School will take all reasonable steps to ensure the health and safety of users of Display Screen Equipment at the School.

14. Manual handling

- 14.1. All staff will be given suitable and sufficient training in manual handling techniques. Records must be kept. Staff must not lift any items if they are unsure of the correct way to lift and they are heavy, bulky, unwieldy, difficult to grasp, unstable, unpredictable or unsafe and sharp without assistance.

15. Control of hazardous substances and Asbestos

- 15.1. The School Administrator 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.
- 15.2. 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.
- 15.3. All staff will ensure that hazardous substances are locked away after use.
- 15.4. The School will provide health surveillance for staff and pupils where appropriate.
- 15.5. The School Administrator will keep a register of known asbestos material within the School (if any) and will seek specialist advice on asbestos-related issues whenever necessary.

16. Fire and Safety Emergencies

The Principal will ensure that an emergency plan is prepared to cover all foreseeable major incidents which could put at risk the occupants or users of the school. This plan will indicate the actions to be taken in the event of a major incident so that everything possible is done to:

1. save life
2. prevent injury
3. minimise loss

This sequence will determine the priorities of the emergency plan.

The plan will be regularly rehearsed by staff and pupils. The result of all such rehearsals will form part of the auditing of the School's health and safety management arrangements.

Where an evacuation is considered necessary, the main School fire bell will be activated and the emergency routine followed.

- The Fire Marshalls are:

- The Assembly points are:

Authorised by

Date

Effective date of the policy

Circulation

[teaching staff / all staff / parents / pupils [on request]]

Status

Complies with requirements of the Health and Safety at Work Act 1974 and the Education (Independent Schools Standards) Regulations 2003