



REIGATE ST MARY'S
PREPARATORY AND CHOIR SCHOOL

Health and Safety Policy and Statement of Organisation, Arrangements and Procedures.

UPDATED 19 th February 2015	REVIEW DATE 1 st September 2016
Mrs Louise Erratt Bursar	

CONTENTS

- 1. General statement of intent**
- 2. General Policy**
- 3. Application**
- 4. Management Organisation and Arrangements**
- 5. Information**
- 6. Accident Reporting**
- 7. First Aid Arrangements**
- 8. Administration of medicine**
- 9. General Risk Assessment**
- 10. Security**
- 11. Fire Safety Strategy and Policy**
- 12. Emergency Evacuation of Buildings**
- 13. Electrical Safety**
- 14. Display Screen Equipment**
- 15. Eyesight Testing**
- 16. Use of Work Equipment**
- 17. Control of Contractors and Permits to work**
- 18. Personal Protective Equipment**
- 19. Control of Substances Hazardous to Health**
- 20. Workplace Health and Safety and Welfare**
- 21. Manual Handling**
- 22. Violence and Aggression at Work**
- 23. Managing stress at work**
- 24. Lone Working**
- 25. Offsite Educational Visits**
- 26. Joint Consultation**
- 27. Health and Safety Committee**
- 28. Policy Review**

APPENDICES:

- 1. School Management Structure**
- 2. Reportable Accident Categories**
- 3. First Aid Arrangements**
- 4. First Aid Box Contents / Locations**
- 5. General Fire Emergency Procedures**
- 6. Fire Procedures in the event of the Fire Alarm Sounding**
- 7. Electrical Safety**
- 8. DSE – Workstation Assessment Form**
- 9. DSE – Self Assessment Checklist Guidance on Workstation Adjustment and Laptops**
- 10. Workplace Health, Safety and Welfare**
- 11. Use of Work Equipment**
- 12. Use of ladders**
- 13. General Access Permit**
- 14. Control of Substances Hazardous to Health**
- 15. Manual Handling**
- 16. Stress Management**
- 17. Lone Working**
- 18. Safety Committees**

1 General statement of intent

- 1.1 Reigate Grammar School trading at Reigate St Marys (hereafter referred to as the school) recognises and accepts its responsibilities for providing, so far as is reasonably practicable, a safe and healthy place of work for its entire staff and a safe and healthy educational environment for all its pupils.
- 1.2 It also recognises its duty to protect the health and safety of other persons who may be affected by its activities, both on and off site.
- 1.3 The school is committed to “Best Practice” in matters of health and safety and shall endeavour where practicable to achieve a higher standard than may be required by national guidelines.

2 General Policy

It is the school’s policy to:

- 2.1 Promote a positive attitude from staff and pupils towards all matters relating to health and safety.
- 2.2 Make all staff aware of their responsibilities under the *Health and Safety at Work Act* and all other relevant legislation and regulation in order to ensure the maintenance of a safe and healthy working environment.
- 2.3 Provide induction training in health and safety to all new staff to familiarise them with the school’s practices and procedures.
- 2.4 Provide appropriate health and safety training for staff so that they understand their duties and responsibilities and are qualified to carry them out.
- 2.5 Encourage pupils to be aware of the general health and safety risks associated with the day to day running of the school and how they can be involved in maintaining good safety standards
- 2.6 Treat health and safety considerations as an integral part of the planning, design, building and alteration of premises; also in drawing up safe systems of work and the introduction of new equipment and / or working practices.
- 2.7 Encourage consultation on all relevant matters of health and safety with appointed staff safety representatives.
- 2.8 Draw the school’s health and safety requirements to the attention of contractors working on school premises at the beginning of each contract so that their activities will be subject to agreed safe working procedures.
- 2.9 Clearly define responsibilities of management and staff, at all levels, for health and safety and to detail appropriate procedures to enable such procedures to be effectively discharged.
- 2.10 To safeguard, so far as is reasonably practicable, the health, safety and welfare of pupils and visitors who may be affected by the school’s activities and processes.

3 Application

- 3.1 The statement of general policy and procedures on health and safety applies to all staff of the school who have been contracted to work within, or at, any school premises. These are defined as any building, car park, playing field or other area wholly, or partially owned and / or controlled by the school, hereinafter described as the site. It also applies to school staff and pupils when they are carrying out school activities off site.

4 Management Organisation and Arrangements

- 4.1 The school management structure is set out in **Appendix 1**.
- 4.2 The Board of Governors of the school is ultimately responsible and accountable for ensuring the school complies with its statutory health and safety obligations.
- 4.3 The Bursar is responsible for the overall management of health and safety within the school, and chairs the School's Health & Safety Committee (see item 26).
- 4.4 The Facilities Manager will act as the school's Health and Safety Advisor and will assist the Bursar in the discharge of her responsibilities.
- 4.5 They will ensure that statutory provisions are complied with, that workplace policies and associated arrangements are effectively implemented, and will maintain and update as necessary the school's statement of policy and procedures.
- 4.6 Teachers will be responsible for ensuring that:
- They keep themselves informed of their statutory health and safety duties and any developments in health and safety legislation applicable to the activities of their teams through regular liaison with the Bursar.
 - They are aware of the health and safety risks connected with their duties and have received adequate training to enable them to perform their tasks to agreed safe working practices
 - In liaison with the Bursar appropriate assessments required by statutory provision are carried out within their areas of responsibility
 - Health and safety performance is regularly monitored and reviewed and any areas in need of improvement are discussed with the staff involved and action agreed to rectify the situation.
- 4.7 All staff are responsible for ensuring that they:
- Take reasonable care for their own health and safety whilst at work.
 - Take reasonable care for the health and safety of pupils and other persons who might be affected by the things they may or may not do during the course of their employment.
 - Co-operate with those arrangements made by the school in compliance with its statutory obligations.
 - Take care of, and not intentionally interfere with or misuse, anything provided in the interests of health and safety.
 - Do not indulge in practical joking or horseplay in the workplace.
 - Familiarise themselves with the school's health and safety policy and comply with all arrangements, emergency procedures and fire precautions made by the school in discharge of its legal obligations.
 - Understand and adhere to all school safe working procedures and practices, and seek clarification from the Bursar where they are not clear about any aspect of these.

- Report all accidents, incidents, and near misses to the school as soon as they occur.
- Keep their work area tidy and prevent the obstruction of walkways or creation of tripping or fire hazards.
- Report immediately to the school office any working situation that they consider a danger to the health and safety of themselves or other persons.

5 Information

- 5.1 The provision of information on health and safety is an essential part of any effective health and safety management system.
- 5.2 Within the school, the Bursar will be responsible for keeping management, staff safety representatives and staff informed of changes to health and safety legislation and regulation and any other relevant information that may affect them.

6 Accident Reporting

- 6.1 **Definition of Accident, Incident and Near Miss (HSG65).** **Accident** – An accident includes any undesired circumstances which give rise to: ill-health or injury, damage to property, plant, products or the environment; production losses or increased liabilities. **Near Miss** – near misses (or near hits) are any form of incident that very nearly did result in injury or loss. An **Incident** is an event that has or had the potential to cause a **Near Miss** or an **Accident**.
- 6.2 Every accident in a school building, on school grounds, or during an official off-site visit, however trivial, must be reported using the school Accident Report Form
- 6.3 The person witnessing or attending the accident or the school office must complete the form on the day of the accident, or at the latest by the following day, when completed the form is to be forwarded directly to the Headmaster's Secretary.
- 6.4 The Headmaster's Secretary will monitor the details of any accident trends and raise directly with the bursar any concerns relating to these.
- 6.5 The records will be kept confidentially on file in the Headmaster's Secretary's office.
- 6.6 Where an accident falls into a statutory notifiable category (see **Appendix 2** and HSE form **edis1** for notifiable categories) then the Bursar is to be informed immediately.

7 First Aid Arrangements

- 7.1 First Aid is defined as "treatment for the purpose of preserving life and minimising the consequences of injury or illness until appropriate help is obtained and the treatment of minor injuries that require limited intervention".
- 7.2 The first aid arrangements of the school are provided in accordance with the requirements of the Health and Safety (First Aid) Regulations 1981 and are detailed in **Appendix 3**.
- 7.3 Sufficient numbers of First Aid boxes will be provided at specific locations throughout the school premises (see **Appendix 4** for details of locations).
- 7.4 It will be the responsibility of the School First Aider to ensure that only those items allowed under the First Aid Regulations are kept in each box and that they are

maintained to minimum stock levels (see **Appendix 4** for contents list and stock levels).

8 Administration of Medication

8.1 Where the school receives a request from a parent or guardian to administer or assist in administering medication to a pupil, a First Aider will be responsible for authorising the request and for organising administration.

8.2 Any medication should be:

- Brought into school by the parent or guardian in a suitable container clearly labelled with the contents and the pupils name and directions for the correct dosage.
- Kept in controlled conditions.

8.3 In the case of inhalers for asthma sufferers and Epi Pens for anaphylaxis, these may be retained by the pupil so as not to delay administration at the onset of an attack.

9 General Risk Assessment

9.1 See separate Risk Assessment Policy

10 Security policy

10.1 See separate Security Policy.

11 Fire safety strategy and policy

11.1 See separate Fire Safety Strategy and Policy

12 Emergency Evacuation of Buildings

12.1 The need to evacuate school buildings is signalled by **the continuous ringing of alarm bells**. Procedures to be followed are detailed in the Fire Action Notices displayed through out the school. Each notice specifies the nearest evacuation route and location of the assembly point.

12.2 The Bursar will be responsible for ensuring that practice fire evacuations are arranged once a term in consultation with the Headmaster.

12.3 Procedures for Emergency Evacuation are contained in **Appendix 7 & 8**

13 Electrical Safety

13.1 All electrical appliances purchased centrally by the school, or by individual departments, must be checked for electrical safety by a competent person before being used.

13.2 All portable electrical appliances (tools / equipment) and fixed equipment, will be subject to periodic inspections by a competent person.

13.3 All staff must ensure that all electrical equipment is kept in good condition and any defects or damage is recorded in the maintenance book.

13.4 All staff should ensure that no socket should be overloaded by the use of an adaptor or multi-gang socket extension. Any doubts on the safety of electrical connections should be recorded in the Maintenance book.

13.5 Trailing leads must be avoided and staff should ensure that before a piece of electrical equipment is re-positioned account must be taken of where the

nearest socket is located to prevent cables being positioned across gangways or floors.

- 13.6 All staff must ensure that any private portable electrical appliance brought in for use on school premises is checked by a competent person before it is used.

Further guidance is given in **Appendix 9**.

14 Display Screen Equipment

- 14.1 It is recognised that regular use of display screen equipment does not present an undue risk to health subject to the suitable arrangement of the workstation and sensible use of the equipment by staff.
- 14.2 "Workstation" is a collective term given to the display screen equipment consisting of monitor-screen, mouse and central processing unit. In addition it also covers any accessories such as printer, scanner, telephone, document holder, as well as the desk, chair and other furniture and the surrounding environment in respect of heating, lighting and noise etc.
- 14.3 The school will ensure adequate health and safety information and training is given to all staff who have to use display screen equipment as an integral part of their employment continuously for more than 1 hour per day, and would not be able to carry out their duties without it. Such personnel are defined as "Users" under the *Display Screen Equipment Regulations 2002*.
- 14.4 The school has a legal duty to arrange for an assessment of all workstations used by staff designated as "users" as follows
- i. On the initial setting up of the workstation with the member of staff
 - ii. Whenever a change of equipment or relocation of equipment is effected
 - iii. At the request of the "user" when they consider they are at risk from operating the equipment.
- 14.5 The workstation assessment may be carried out using either:
- (a) A self-assessment check list available from the Bursar or directly from <http://www.hse.gov.uk/pubns/ck1.pdf> to be completed by the individual workstation user and signed by their Head of Department.
 - (b) The Display Screen Equipment assessment form detailed in **Appendix 10** completed by a nominated member of staff or other qualified person.
- 14.6 Guidance for users in adjusting their workstations and for staff using laptop computers is given in **Appendix 11**.

15 Eyesight testing

- 15.1 All staff classified under the Display Screen Equipment Regulations as "users" are entitled to, but not obliged to undergo, an eyesight test by a qualified ophthalmologist in relation to their work with display screen equipment, annually if necessary.
- 15.2 The school has a duty to make arrangements to cover the cost of all such eyesight tests and also the reasonable cost of any glasses prescribed specifically for use with computers as a result of the test.

16 Use of Work Equipment

- 16.1 Work equipment is described as “any machinery, appliance, apparatus, tool or installation for use at work”. Use means “any activity involving the work equipment such as starting, stopping, setting, servicing, cleaning maintaining etc”.
- 16.2 The school will ensure that all work equipment used on its premises by staff and pupils is safe and without risks to health in accordance with its legal obligation.
- 16.3 General guidance on the safe use of work equipment and also working at heights found in **Appendices 12 – 14.**

17 Control of Contractors and Permit to Work System

- 17.1 All contractors working on the school site must sign in with the school office before starting any work. All contractors must be aware of the Fire evacuation procedure and If they are working in an area where the school has “managed asbestos” the contractor must receive this information and sign to confirm that they have understood. They may be subject to a permit to work which coordinates contractor activity on site that may be hazardous to themselves or to pupils, and visitors. The details to the permit to work policy system, its operation and permits to be used are found in **Appendix 15.**

18 Personal Protective Equipment

- 18.1 Personal protective equipment is defined as “all equipment designed to be worn or held to protect against risk to personal health or safety”. Such equipment could be a respiratory mask to prevent the inhalation of dust, or gloves to protect hands from hot, rough, sharp surfaces etc.
- 18.2 Personal protective equipment should only be used as a last resort where identified risks have not been able to be adequately controlled by other means.
- 18.3 The school will ensure that where it is necessary, adequate and suitable personal protective equipment will be provided to protect staff and students from risks to their health and safety as a result of education and employment activities.
- 18.4 Staff are to ensure that where personal protective equipment is necessary, it is correct for the risk it is seeking to protect the wearer against, and suitable for the person wearing it, fitting properly and giving adequate protection. Also that where relevant, staff and students are given appropriate training and instruction in how to use it.

19 Control of Substances Hazardous to Health

- 19.1 In a school premises substances hazardous to health are usually found in laboratories, practical workshops, arts and crafts areas, cleaner’s cupboards, and estate maintenance areas.
- 19.2 Hazardous substances can also be produced from work activities such as wood dust from machinery, silica dust from pottery, fumes from chemical experiments etc.
- 19.3 The school has a duty to assess the use at work of hazardous substances and will take adequate steps to prevent or control exposure to these substances by staff, pupils, and other persons.

19.4 Staff also have a duty to ensure that they use a hazardous substance in accordance with the manufacturers instructions or safe working procedures relating to the substance, and do not expose themselves or others to risk as a result of the way in which they work.

19.5 Guidance on working with hazardous substances is contained in **Appendix 16**

20 Workplace Health, Safety and Welfare

20.1 All Staff are reminded that they have a responsibility to assist the school to maintain a safe workplace by not working in way that might put others at risk. This means paying attention to good housekeeping at work by:

- Reducing tripping hazards through not obstructing floor space where there is frequent movement and removing or protecting all trailing cables.
- Properly storing items on shelves or in cupboards and not on top of cupboards where they could fall off and injure someone
- Placing waste paper and other combustible rubbish in proper containers to minimise potential fire risk
- Clearing up all spillages when they occur to avoid slipping accidents
- Ensuring any broken glass is safely contained to avoid potential cuts from exposed fragments and safely disposed of as soon as possible after the incident.
- Reporting any damaged flooring or any other matters that could create health and safety risks to the Site Manager.

21 Manual Handling

21.1 Incorrect lifting of loads at work or trying to lift loads that are too heavy can cause significant injuries that result in pain and suffering and time off work. The school has an obligation to avoid where possible the need for manual handling activities at work, or where this cannot be avoided, then to take action to reduce to the lowest level the likelihood of injury occurring.

21.2 Staff likewise should not to attempt to move loads that are too heavy or too awkward for them to carry safely.

21.3 It is essential that all staff observe the following basic procedures when lifting or carrying items in the work place.

- Never over reach, stretch, or stoop when lifting or moving a load
- Always ask for assistance if they feel the load is too heavy or too awkward for them to manage on your own.

21.4 If pupils are required to carry out manual handling tasks, staff must give particular attention to the age, sex and physical ability of the pupil. In addition they must consider the loads that are to be moved, the environment in which they are to be moved and the location to which they are to be taken. The activity is to be controlled and no pupil is to be put at risk of physical harm from undertaking the task.

21.5 Details on the necessity of conducting risk assessments for manual handling, and guidance documents are contained in **Appendix 17**.

22 Violence and Aggression at Work

- 22.1 In the event of a member of staff being faced with verbal and or physical violence whilst at work every effort should be made to reduce the threat by acting in a calm, non-threatening manner.
- 22.2 Where such actions do not have an effect, staff should aim to remove themselves from any immediate risk by placing a barrier between themselves and the source of the threat, ensuring that they do not block their means of escape, and seek appropriate assistance.
- 22.3 Under No Circumstances should offensive or abusive language, threats or physical force be used when provoked. Only use the minimum force necessary for defence against personal injury if there is no other option available.

23 Managing Stress at Work

- 23.1 Stress is defined as “the reaction people have to excessive pressures or other types of demands that are placed on them”. If demands and pressures become too great they can induce harmful mental and physical feelings and responses.
- 23.2 The school is committed to ensuring so far as is reasonably practicable that no member of staff is subjected to an undue level of stress whilst at work that may be detrimental to their health.
- 23.3 Where it does occur then it is the school management’s objective to ensure that all such cases are dealt with openly and fairly. Details of the stress management policy can be found in **Appendix 18**.

24 Lone Working

- 24.1 Where it is outside an employees usual remit lone working is discouraged.
- 24.2 The school recognises that certain members of staff are required to work alone without close or direct supervision as part of their contract of employment, and that they may be at risk either from intruders or personal accident when no help is available.
- 24.3 Where staff are required to work beyond normal working hours on their own, or are on school premises outside normal working times, e.g., at weekends or during school holidays, the Bursar or Head Master must be informed.
- 24.4 During school holidays staff must advise the Bursar when they are going to be on site, and when they are intending to leave the site.
- 24.5 The school accepts its responsibility to minimise the risk that might arise from lone working so far as is reasonably practicable and details of how this is to be achieved are set out in **Appendix 19**.

25 Offsite Educational Visits

- 25.1 Educational visits are defined as “any activity off school premises which is part of the pupils learning programme or is organised by the school for the benefit of the pupil”.
- 25.2 The school is committed to ensuring the safety of staff and pupils on all such visits and will follow best practice to achieve this.

- All staff shall ensure when leading or participating in any educational visit, that they adhere to the highest standards in organisation, administration and visits involving Hazardous Activities

25.3 Guidance on the management of offsite educational visits is detailed in the Staff Handbook. The Bursar Maintains a full set of reference documents and her advice should be sought before any new visit is planned.

26 Joint Consultation

26.1 It is the school's policy to ensure that there is full consultation with representatives of staff on all matters concerning health and safety at work under the *Health and Safety (Consultation with Staff) Regulations 1996*. It is also committed to full consultation with nominated Trade Union representatives under the *Health and Safety at Work Act 1974*.

26.2 Appointments for Trade Union safety representatives are to be notified to the Bursar in writing.

26.3 Safety representatives will be accorded the facilities to carry out their responsibilities as specified by the *Safety Representatives and Safety Committees Regulations 1977*.

27 Health and Safety Committee

27.1 The school Health & Safety Committee has been established under Section 2 (7) of the *Health and Safety at Work Act 1974* and meets termly. **Appendix 20** details membership and terms of reference.

28 Policy Review

28.1 The general statement of policy on health and safety for the school will be subject to review every two years by the Bursar, unless it should require a significant amendment before this time which will then be carried out as and when necessary.

Signed:..... For the Governing Body Date:.....

Signed:..... Bursar/Chairman of the Health & Safety Committee Date:.....