

## HEALTH and SAFETY

### 1. Policy Statement

*In line with the 'Health and Safety at Work Act 1974' and the 'Management of Health and Safety at Work Regulations 1999', the UCST Board recognises and accepts its responsibility as the employer for providing, in accordance with the law, work places and work practices which are safe and healthy for employees, for pupils, for visitors (including contractors) and for anyone else who might be affected by their work activities. The UCST Group Health and Safety Policy has regard to the DfE Guidance 'Health and Safety: Responsibilities and Powers' and is available in full on the BiE Cloud and the Bursars office. The school's Local Management Arrangements also have regard to the 'National Minimum Standards for Boarding (July 2010)'.*

*In a similar way, employees have a responsibility to be mindful of their own personal health and safety and that of fellow employees, pupils and other persons who might be affected by their work activities. All employees also have a duty to cooperate with their employer to ensure good safety management and to report immediately any new hazards identified. All managers with responsibility for staff and/or pupils are also required to commit to writing their own specific local management arrangements for safety. All employees, therefore, must carry out their activities in accordance with training, procedures (including the use of appropriate safety devices), risk assessments, and reporting protocols laid down in the Group's Health and Safety Policy and the school's Local Management Arrangements.*

*Hampshire Collegiate School (HCS) is fully committed to ensuring that the application of this Health and Safety policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the school's Equal Opportunity Policy document.*

*This policy is applicable to all pupils in both senior and junior schools, including those in boarding and EYFS and HCS seeks to implement this policy through adherence to the procedures set out in the rest of this document.*

*In line with our Provision of Information policy, this document is available to all interested parties on our website and on request from the Senior school and Junior school offices and should be read in conjunction with the following documents: UCST Group Health and Safety Policy; HCS Health and Safety Compliance File; all documents cross-referenced in the list.*

*This document is reviewed annually by the Health and Safety Coordinator or as events or legislation change requires. The next scheduled date for review is April 2012*

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## **3. Key Personnel**

*It is the Principal's duty to ensure compliance with the Group's Health and Safety Policy at HCS. His duties are set out in HCS's Organisation for Health and Safety Management Document. This document also contains the names of those to whom certain duties have been delegated and those who have been appointed to advise. The document is available in the school's Health and Safety Compliance File which is available on the school intranet. A hard copy is kept by the Bursar in her office.*

*The Health and Safety Co-ordinator at HCS is Lynette Rademaker (Bursar)*

*UCST also employs Oxford Safety and Risk Management (OSRM) to provide professional health and safety advice to schools.*

## **4. Procedures**

Detailed arrangements for Health and Safety at HCS are set out the school's Health and Safety Compliance File which is available on the school intranet. A hard copy is kept by the Bursar in her office. All relevant forms are held in electronic format.

These detailed arrangements cover the following:

- UCST General Statement of Policy (Appendix 1)
- Organisation for Health & Safety Management at HCS (Appendices 2 & 3)
- Local Management Arrangements
- Accident Records and Notification - including the recording and reporting of those accidents reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).
- Asbestos
- Construction "Projects"
- Consultation with Employees

- Contractors and Practical Guidance on Safe Working Practices based on Health and Safety Executive Advice
- Display Screen Equipment
- Electrical Equipment and Systems
- Fire Precautions [*see also Fire Safety Policy and Emergency Procedures*]
- First Aid and administration of medicines [*Accident Reporting Policy*]
- Flammable Liquids
- Gas Safety
- Hazardous Materials Register
- Information, Instruction, Training and Supervision
- Inspections, Maintenance, Regular Safety Activities
- Ionising Radiations
- Lifting Operations and Lifting Equipment
- Manual Handling and Lifting
- Minibuses
- Noise Control
- Personal Protective Equipment (PPE)
- Pesticides
- Premises and Accommodation Statement which deals with:
  - Catering
  - Premises
  - Water Hygiene
- Pressure Vessels and Associated Equipment
- Pupil Supervision [*see also Supervision Policy; Missing Child Policy*]
- Risk Assessment [*see also Risk Policy*]
- Security and Lone Working
- Signs
- Smoking
- Sports, Games and Activities – Non Curriculum
- Statutory Notices (Health and Safety)
- Stress Management
- Substances Hazardous To Health
- Swimming
- Vehicles
- Vibration Control
- Visitors
- Visits and Activities out of School [*see also Educational Visits and Activities Offsite Policy*]
- Woodworking Machinery
- Work at Height
- Work Equipment
- Work/Careers Experience [*see also Careers Guidance Policy*]

If you have any questions about Health and Safety at HCS please speak to your line manager or the Health and Safety Coordinator.

## 5. Appendices

### Appendix 1: UCST General Statement of Policy (2010-2011)

The Local Governing Body recognise and accept their responsibility, in accordance with the law, work places and work practices which are safe and healthy for employees, for pupils, for visitors including contractors and for anyone else who might be affected by their work activities.

Particular care will be taken to provide and maintain:

- Safe premises
- Safe places of work with safe access and egress
- Safe plant and equipment
- Proper arrangements for the use, handling, storage and transport of articles and substances
- Information, instruction, training and supervision for safety and safe systems of work
- A safe and healthy working environment throughout.
- Appropriate communication with employees
- Committee arrangements for the consideration of health and safety matters.

The day to day duty of ensuring health and safety rests with the Principal at each site and without detracting from this primary duty health and safety matters will be administered by Bursar who will work on behalf of the Local Governing Body (LGB) by providing and interpreting policy. The LGB will provide professional health and safety advice and additional resources when required.

The principal must report to the LGB at least annually on all significant health and safety matters and as and when there is a major accident or incident

Employees must be mindful of their own duties to take care of their own personal health and safety and that of fellow employees, pupils and other persons who might be affected by their work activities. All employees have the duty to co-operate with the employer to ensure good safety management and to comply with the health and safety policy.

Details of the organisation for health and safety management and the arrangements for policy compliance are to be found in the compliance documents following.

The policy will be reviewed annually and copy of this statement is issued to all employees.

[Signature \_\_\_\_\_ ]

Chairman of the  
Governing body [ \_\_\_\_\_ ]

[Date \_\_\_\_\_ ]

# General Statement of Policy

The Trustees recognise and accept their responsibility as the employer for providing, in accordance with the law, work places and work practices which are safe and healthy for employees, for pupils, for visitors including contractors and for anyone else who might be affected by their work activities. In particular care will be taken to provide and maintain:

- Safe premises
- Safe places of work with safe access and egress
- Safe plant, and equipment
- Proper arrangements for the use, handling, storage and transport of articles and substances
- Information, instruction, training and supervision for safety and safe systems of work
- A safe and healthy working environment throughout
- Appropriate communication with employees
- Committee arrangements for the consideration of health and safety matters.

The day to day duty of ensuring health and safety rests with the Principal at each site and without detracting from this primary duty health and safety matters will be administered by the Company Secretary who will work on behalf of the Trustees by providing and interpreting policy.

The Trustees will provide competent professional health and safety advice and additional resources when required.

The Principal must report to the Trustees at least annually on all significant health and safety matters and as and when there is a major accident or incident.

Employees must be mindful of their own duties to take care of their own personal health and safety and that of fellow employees, pupils and other persons who might be affected by their work activities. All employees have the duty to co-operate with the employer to ensure good safety management and to comply with the health and safety policy.

Details of the organisation for health and safety management and the arrangements for policy compliance are to be found in the compliance documents following.

The policy will be reviewed as and when necessary and copy of this statement is issued to all employees.

Signature



Chairman of

UNITED CHURCH SCHOOLS TRUST

Date

Sept 4<sup>th</sup> 2010

## **Appendix 2: Organisation for Health and Safety Management at HCS (2010-2011)**

### **Management Responsibility for Safety**

As **Principal** it is my duty to ensure compliance with this health and safety policy. My specific duties follow.

It is my duty directly or through delegation as detailed below and in accordance with the law to:

- A Ensure compliance with this health and safety policy in each and every respect, to keep the senior management team and all employees informed of this policy and any changes to it, to ensure that the necessary resources for implementation are available and to report to **governors** at least annually. **[This responsibility cannot be delegated.]**
- B Plan, organise, control, monitor and review arrangements for health and safety for employees, for pupils, for visitors including contractors and others affected by our work activities – this includes committing to writing local management arrangements for safety and stand alone management plans
- C Assess risks and commit assessments to writing
- D Ensure that work in all its aspects is safe and without risks to health
- E Ensure that information, training, instruction and supervision is provided and that systems of work are safe
- F Make proper provision for occupational and pupil health
- G Investigate and keep a record of accidents, occupational ill health, hazardous incidents and fires
- H Post warning signs and notices
- I Appoint first aid personnel and have first aid provision checked regularly
- J Ensure that the conditions of licences are observed
- K Ensure the safe disposal of hazardous wastes
- L Ensure that fire safety risk assessments are comprehensive, that their requirements are satisfied and in particular to:
  - Produce an emergency fire plan
  - Be responsible for fire safety training
  - Arrange practice fire drills
  - Check that any close down procedures are followed
  - Check the adequacy of fire-fighting equipment and ensure its regular maintenance
  - Check that fire escape routes and fire exit doors are kept unobstructed and that fire doors operate correctly
  - Ensure that fire detection, alarm and emergency lighting systems are properly installed, maintained and tested
  - Arrange fire safety inspections once each term and when there are changes to the fire safety risk assessment
  - Keep relevant records
  - Include fire safety in the regular health and safety reports to the **governors**.

A number of my duties are delegated to others. The following paragraphs describe the delegations and other arrangements which I have made. All those with health and safety duties will be provided with sufficient time to undertake their duties.

Each line manager is delegated the duty to comply with the policy and ensure in accordance with the law the health and safety of employees, pupils and other persons within their area of responsibility and also anyone else who may be affected by their work activities. In particular, the duties listed above **[B, C, D, E, F, G and H]** are delegated to these persons and written local management arrangements and stand alone management plans can be found with these persons and in the safety file.

Similarly, in the areas listed below, the persons named have the overall duty to comply and ensure safety and health:

**Neil Carr** is responsible for property including internal traffic management.

**Lynette Rademaker** is the fire safety manager with duties [L].

The following employees have the duty to comply and to ensure safety and health as it applies to their special function:

**Stuart Gordon (senior school) and Peter Meaden (junior school)** are the educational visits co-ordinators.

**Neil Carr** is responsible for asbestos management.

**Neil Carr** is responsible for legionella risk assessment and control.

**Bob Dixon** is responsible for minibus/transport management.

**Louise Sampson** is the radiation protection supervisor.

**Helen Crawford (senior school) and Teresa Rogers (junior school)** in collaboration with the appropriate line manager and/or safety co-ordinator are responsible for duties **[E], [J]** and **[K]**.

**Helen Crawford (senior school) and Teresa Rogers (junior school)** are responsible for making arrangements for visitors (who may be contractors) and this will involve carrying out suitable risk assessments.

All those with line management responsibility should notify me and the safety co-ordinator and any other persons affected of any planned, new or recently identified significant risks in their areas and also of the control measures needed and should report to me any significant breach of safety arrangements.

When line managers are absent for significant periods, adequate delegation of duties must be made.

**Diane Jarvis** is responsible for first aid. The first aiders details can be found in the H&S section of the staff handbook on **Sharepoint reference D024.0.B**. **Diane Jarvis** is responsible for checking the first aid facilities, usually first aid kits and eye wash stations, at least termly. In the junior School this is done by Mrs Kalarai, the senior first aider.

**Lynette Rademaker** is responsible for accident recording and investigation. All accidents, occupational ill health, dangerous occurrences and near misses, should be reported promptly on the forms in the H&S section of the staff handbook on **Sharepoint reference D004.4.B** to **Lynette Rademaker**. Notification to the enforcing authority at the HSE Incident Contact Centre is the responsibility of **Lynette Rademaker**.

## Advisory Arrangements

**Lynette Rademaker** is the health and safety coordinator whose duties are to:

- A Be familiar with the contents of the policy and ensure that the policy and a safety compliance file is readily available to all employees
- B Ensure that the 'Organisation for Health and Safety Management' is reviewed annually, that a copy is provided for the **Leadership Team** early in each academic year and that a copy plus the 'Synopsis' is emailed to all employees early in each academic year.
- C Together with others, identify health and safety training needs and co-ordinate as necessary. A safety training needs survey must be carried out annually.
- D Monitor that line managers prepare and review local management arrangements, stand alone management plans, prepare and review risk assessments and carry out thorough examinations, test and inspections. (The 'Annual Checklists' in the Appendix and the "Requirements" identified in the policy are designed as internal audit tools to assist.)
- E Monitor the formal defect reporting procedure
- F Monitor that accidents, illnesses and incidents are reported and investigated and proper notifications are made to HSE

G Liaise with HSE/EHO/Fire Service as appropriate

H Act as clerk to the health and safety committee.

The Co-ordinator must advise me and those with delegated duties on the measures needed to comply with the policy, co-ordinate any advice given by specialist safety advisors and those with enforcement powers, monitor health and safety matters and report back to me.

Oxford Safety and Risk Management (OSRM) provide professional health and safety advice and provide the Radiation Protection Advisor (RPA) Keith Bowker.

## Health and Safety Committee

I will chair the meetings of the safety committee which will meet termly. The members are myself, **the Leadership Team, a representative of the board of Governors, the safety co-ordinator, the Estate Manager, Heads of Science, PE, DT and boarding, first aid and EVC co-ordinators.**

The purposes of the Committee are to consult with employees on matters concerning health and safety; to discuss any significant accidents, incidents, cases of ill health, or defects including 'RIDDOR' reports; to monitor progress on recommendations from an authoritative source; to monitor the effective implementation of the health and safety policy and annually update the contents of the safety policy. Recommendations for the agenda are:

Minutes of last meeting

Matters arising

Accidents/incidents/ill health/serious defects since last meeting

Matters raised by employees/others

Policy compliance, recommendations of consultants/others – progress report

Any other business

Date of next meeting.

Detailed minutes must be kept and a set of minutes must be forwarded to **Sarah-Jane Butcher at UCST** within seven days of each meeting.

## Consultation with Employees

Employees who wish to consult their representatives should contact **Helen Crawford (senior school) and Teresa Rogers (junior school).**

## Individual Responsibility

All employees, all pupils and all other persons entering onto school premises or who are involved in school activities are responsible for exercising care in relation to themselves and others who may be affected by their actions. Those in charge of visitors (including contractors) must ensure that the visitors adhere to the appropriate requirements of this health and safety policy.

Each individual must:

Make sure that work is carried out in accordance with this policy, procedures and risk assessments

Protect his or herself and others by using any guards or safety devices provided and by wearing the personal protective equipment provided and never interfering with or disconnecting safety devices

Adhere to training and instructions

Inform their immediate line manager, head of department or supervisor of any new hazards identified

Give their visitors (including contractors) a named contact with whom to liaise

Offer any advice and suggestions that they think may improve health and safety

Report all accidents, ill health, fires, incidents and defects as soon as practicable

Be familiar with the location of fire alarm points, fire escape routes, fire procedures and fire fighting equipment

If any individual is in doubt about any safety matter they must consult their line manager, the Safety Co-ordinator, or if necessary, me.

## Cross References

Documents which address specific inspection issues are often documents with content relevant to health and safety such as pupil health and medication; SENDA (including physical accessibility); pupil behaviour; whistle blowing; safeguarding; physical restraint; supervision of pupils; and drugs and substance abuse. **These documents can be found on Sharepoint Teaching Staff handbook.**

Signature..... [Date] .....

**Principal**

Endorsed by ..... [Date] .....

**Chair of governors**

**Appendix 3: HCS Health and Safety Organisation Chart**

