



# BEESTON HALL SCHOOL

## HEALTH AND SAFETY POLICY

Person Responsible: Bursar

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## **Introduction**

This Policy has been compiled with the aim of helping school employees to recognise, understand and accept their duties and responsibilities in occupational health and safety matters.

Although the creation of the document is primarily a legal requirement it is, nevertheless, a practical working document, the purpose of which is to stimulate action.

Such actions should, by the setting of standards, ensure the health and safety of educational staff and pupils, other employees of the school, contract workers and visitors to school premises.

The setting of such standards is achieved by identifying conditions, conduct, systems of work and education and training activities that could be unsafe or present a health hazard and then specifying a safer risk-free approach.

The effectiveness of the standards will depend upon the degree of co-operation by all employees in setting them, applying them and checking that they are achieving their objectives.

The following policies should be read in conjunction with this policy:

- **Fire prevention policy**
- **Risk assessment policy**
- **COSHH policy and Risk Assessment policy**
- **Slips and Trips policy**
- **Workplace transport safety policy**
- **Policy on PAT testing and Electrical devices**
- **Occupational stress policy**
- **Management of asbestos policy**
- **Legionella management policy**
- **Swimming pool policy**

The following **Health and Safety Policy** Statement applies to all school premises and activities.

## **The Policy Statement**

It is the policy of Beeston Hall school to conduct its affairs in a manner whereby the highest reasonably achievable health and safety standards are set and maintained, consistent with a well run educational establishment.

The school recognises and accepts its responsibilities for providing such standards in order to ensure the continued health and safety of education staff, pupils, other employees of the school, contract workers and visitors to the school premises.

In particular, the school will ensure that, as far as reasonably practicable, all premises, plant, equipment, systems of work and educational facilities and procedures are safe and without risk. They will also provide such information and training as necessary and establish consultative channels and procedures so that staff representation on health and safety matters can be made and discussed.

Whilst all employed persons on school premises have specific duties and responsibilities under the **Health and Safety at Work Act** (Appendix A1), the school expects that senior members of staff will treat health and safety matters as equal in importance to their other managerial and leadership duties, and thereby set an example and standard for all other employees. Beeston Hall school, school staff and others also have a duty under the common law to take care of pupils in the same way a prudent parent would do so.

Equally, the Head and Governing Body expect all other employees to fulfil their legal responsibilities and act with reasonable care at work for the health and safety of themselves, and to co-operate with the Head in ensuring that all legal and school-required health and safety provisions are observed.

Implementing the policy is covered in detail and employees and others, such as contractors, will either be given copies of those sections applicable to their job function, or the copies will be readily available at their normal place of work.

Copies of the complete document will be available for inspection at the following locations:

- The school office,
- On the staff shared drive at T:\Policies\Policies\2018-19\Policies\11 Health and Safety

This policy statement will be regularly reviewed and amended in accordance with changes in legal, school or technical requirements.

### **Implementing the policy**

Implementing the policy requires commitment by everyone and although such commitment is best created by leadership-generated motivation, the legal motivation should not be overlooked, with criminal law in the form of the **Health and Safety at Work Act** (Appendix A1) placing very clear duties and responsibilities on employers and employees.

Whilst the compulsions of criminal law are always there in the background, the school sees the Policy Statement as more concerned with the day-to-day realities of managing and running a business which, of course, is to do with people and their responsibilities and work activities.

The “**Organisation**” is to do with people, their working relationships with each other and their duties and responsibilities in respect of health and safety matters. The duties and responsibilities obviously vary according to status, and can become more onerous relative to seniority and/or job function.

Education staff and other school employees should carefully note the health and safety functions they are charged with carrying out and bear in mind that they owe a special duty of care to pupils, with this applying especially to those teaching staff who are also in the position of “in loco parentis”.

The “**Arrangements**” are the methods, techniques and systems of work, or play, aimed at preventing injuries or ill-health arising from accidents and thereby achieving compliance with legal requirements and the school policy objective.

The methods, techniques and systems are based on either legal requirement, approved codes of practice, official guidance notes or developed good safety practices. Individually or in combination, these aspects become the standards that have to be complied with.

The “**Arrangements**” set out in this **Health and Safety Policy** are not and should not be assumed to be exhaustive relative to each subject.

### **Monitoring the policy**

Verification as to whether the stated “Functions” and “Standards” are being carried out can best be achieved by a scheme of monitoring, whereby staff are required to carry out spot or occasionally more in-depth checks to ensure the allocated functions and safety standards are not being forgotten or overlooked.

The Health & Safety Committee meets once a term to review and monitor Health & Safety issues within the school, ensuring that standards are monitored and met, while also reviewing ongoing Health & Safety issues. When it has not been possible to meet, the Bursar produces a Health and Safety Termly Report for all H&S Committee Members.

Health and Safety is also on the agenda for every Wednesday morning staff meeting where information can be shared from the committee and also where staff are able to pass on any concerns.

The Head and the Bursar will also carry out random checks, and in all cases the objective will be to ensure that the standards achieved in all the specified activities conform as closely as possible to the objectives and standards stated in the **Health and Safety Policy**.

Such checks and inspections should be noted in a log, kept by the Bursar and it is important to note successes as well as failures, and follow up actions if any.

### **The Organisation**

#### **Role of Governors**

The Governors recognise and accept ultimate responsibility for all matters to do with the health and safety of those people who are employed by the school and those who are undertaking their education at the school, both when present on school premises and when

engaged in authorised activities to do with their employment or education away from premises.

The Governors also recognise their responsibility to make all reasonable efforts to ensure the health and safety of contract workers and visitors to the school premises, so far as the premises and plant, equipment, and substances there for use by the school are concerned.

Whilst every employee and others involved in school activities have personal responsibility to co-operate in safeguarding themselves whilst on school premises, some individuals and groups of people have additionally been given the authority to fulfil the Governors' responsibilities for health and safety as specified in this **Health and Safety Policy** document, with the Head/Bursar being assigned the central role of overseeing the co-ordination and application of the school's Health and Safety Policy.

The governor responsible for Health and Safety is Mr. Geoff Webster.

### **The Role of the Head**

In representing the Governors the Head has been assigned the responsibility of overseeing the co-ordination and application of the **Health and Safety Policy**.

This role includes:

- Overall allocation of resources for the maintenance of school properties and plant.
- The dissemination of new or up-dated statutes, guidance and school requirements on health and safety matters to appropriate school staff or further dissemination.

### **The role of the Safety Officer – Bursar**

The Bursar undertakes the duties of Safety Officer and is responsible for ensuring safe conditions of work for staff, pupils and authorised visitors to the school. This responsibility will be discharged by direct action or by delegation to Heads of Department. The Bursar is directly responsible for ensuring that the following systems are maintained under running contracts in a safe and serviceable condition:

- The school fire alarm system.
- The school fire extinguishers.
- Fixed electrical installation tested in accordance with the Act.
- Portable electrical appliances tested in accordance with the Act.
- Sports Hall Equipment.
- Water Storage and Supply Systems.
- The school central heating boiler system.
- The updating and correction of this Health and Safety Policy and Standards Guide.

The Bursar will give particular attention to ensuring that the monitoring of the personally specified functions and safety standards are carried out by the respective bodies.

The ancillary staff responsible for catering, cleaning and some ancillary services are answerable to the Bursar in respect of their work and, in particular, their compliance with the undertaking to fulfil all health, safety and hygiene responsibilities.

The Bursar also sits on the Health & Safety Committee and is responsible for the implementation of any physical works required as a result of such meetings with respect to Health & Safety concerns.

### **The Health and Safety Committee**

The Health and Safety Committee is made up of the following staff:

- The Bursar – Safety Officer
- The Head
- The Deputy Head – Fire Officer
- The Maintenance Supervisor
- The Head of Science – whole school teacher representative
- Director of Sport – whole school teacher representative

The Health and Safety Committee meets once a term to discuss matters of health & safety within the school. They are responsible, along with all staff, for monitoring all health & safety procedures and measures throughout the school.

They are responsible for reviewing safety procedures as a consequence of an accident and the resultant investigation for future enactment.

As a result of this, the Health and Safety Committee will then meet with the Head with recommendations for future action. Any serious concerns would be then forwarded to the Chair of Governors and other Governors for discussion.

The role of the Committee is to:

- Discuss matters concerning Health and Safety, changes in regulations.
- Monitor the effectiveness of health and safety within the school.
- Review accidents and near misses.
- Discuss preventative measures.
- Review and update risk assessments.
- Discuss training requirements.
- Monitor the implementation of professional advice.
- Assist in the development of safety rules and safe systems of work.
- Monitor communication and publicity relating to health and safety in the workplace.
- Encourage suggestions and reporting of defects by all members of staff.

### **All Teaching Staff**

Teachers are responsible during classroom, extra-curricular activities and any other duty detailed by the Head for:

- Ensuring the safety and healthy environment of pupils in their care as far as is reasonably practicable and pupils are not required to carry out any physical task which is likely to constitute an unreasonable hazard to their health and safety.
- Ensuring proper use by pupils of safety devices and/or equipment and protective clothing where provided.
- Ensuring that pupils are instructed in safety procedures for all operations and processes, and, in particular, for those involving known hazards.
- Ensuring that pupils are aware of the location of fire alarm points relevant to their class or activity.
- Initiating aid in the event of an accident and where necessary calling for the aid of the Nurse department.
- Reporting to their Head of Department any known safety hazard, accident or an occurrence which has or is likely to adversely affect the pupils.

### **Boarding Staff**

Boarding Staff have the duty to ensure that:

- All their pupils fully understand what to do in the event of a fire alarm sounding.
- Regular fire evacuation practices take place.
- All fire check doors are closed, especially at night in boarding houses, unless they have a door guard.
- Fire fighting equipment is not misused or interfered with.
- Pupils' own electrical equipment is correctly connected to power plugs and that there are no multi-sockets, poor-quality extension leads or obstructed ventilation panels on any power equipment that could be the cause of a fire and that all electrical items are switched off when the room is vacated.

### **All other employees**

(Maintenance, Administrative, Catering, Domestic and Technical)

All employees are legally required to co-operate with the school in respect of health and safety requirements and in the application of health and safety standards.

- All employees should wear the correct clothing and safety equipment required by their job (personal protective equipment), e.g. wearing eye protection when there is foreseeable risk of eye injury, wearing hearing protection in noisy situations (as specified in the Control of noise at Work Regulations, 2005 (appendix B1)), wearing head protection when engaged in building operations (as required by the Health and safety in construction (use of hard hats ) regulation) (appendix B4) and wearing stout work shoes, preferably safety footwear, when engaged in general maintenance activities.
- Employees should always conduct themselves in a manner whereby they do not endanger themselves or others while on school premises.



- If there is conflict between the requirements of their job and health and safety requirements, they must bring this to the attention of their superior.
- All employees should assist in the investigation of accidents and dangerous occurrences.

### **External Advisors for Health and Safety**

At Beeston Hall School, we use external consultants to advise when needed on matters of health and safety within the school.

- Structural Surveyors will provide advice on the external fabric of the school.
- Engineers monitor and service the school's plant and equipment, including boilers annually and as appropriate.
- All Sports equipment and machinery used in both Art and Design and in the maintenance department are reviewed annually.
- The school's adherence to health and safety in catering and cleaning is subject to external inspection by the Environmental Health Officer (EHO). In addition, the Bursar arranges for:
  - The deep cleaning of all equipment, high level cleaning of all cooking, food preparation and storage surfaces and areas etc three times a year.
  - Appropriate pest control measures in place.
- The school has a professional fire risk assessment which is updated by the Fire Officer and reviewed by the Norfolk Fire liaison officer every year, more frequently if significant changes are made to the interior of buildings, or new buildings are bought or added.
- In addition to the weekly fire alarm tests, the alarm system will be tested bi-annually by a qualified contractor from October 2015.
- The school will have a professional risk assessment for Legionella, carried out according to regulations and a water sampling and testing regime in place.
- The school maintains an asbestos register and the Bursar is responsible for ensuring that it is kept up to date and for any sampling or removal before major works takes place. The Bursar is also responsible for making sure that Contractors are fully briefed on areas of asbestos before starting work.
- The school has current electrical test certificates for all its buildings. It uses NICEIC qualified Electrical Engineers to inspect and maintain its electrical installations all of which are RCB protected and meet the requirements of BS7671 IEE wiring regulations.
- All work on gas boilers and appliances is carried out by registered Gas Safe Engineers
- All lightning protection and earthing conforms to BS 6651-1999 or to BS EN 62305. It is tested annually by a specialist contractor.
- A qualified Planning Supervisor is used in order to ensure compliance with the Construction (Design and Management) Regulations 1994 (Appendix B2) whenever major work is undertaken.

## **Special Responsibilities**

### **Safety and Security**

- Building security (including alarms, CCTV, locking external doors and windows) – is the responsibility of the Bursar, who in turn has delegated day-to-day management to the Head Groundsman.
- Preventing unsupervised access by pupils to potentially dangerous areas, such as the swimming pool, the science laboratories, the design technology rooms etc – the Bursar and Head Groundsman working in co-operation with the Heads of PE, Science and Art/DT.
- Controlling lone working after hours: Bursar in conjunction with the Head Groundsman
- Ensuring that all visitors book in at Reception or with the Groundsmen and wear visitors' badges – the school Office and the Head Groundsman.

### **Vehicles**

- Car parking on site and vehicles on site – the Bursar.
- Ensuring the school minibus and other vehicles are properly maintained and roadworthy – the Bursar and Head Groundsman.

### **Accidents**

- Maintaining an accident book and reporting notifiable accidents – The school Nurse, or in their absence the Headmaster's Wife who is also responsible for keeping statistics of accidents and preparing any summary reports for the Health and Safety Committee.
- Escorting pupils to hospital (and informing their parents) – Headmaster's Wife.
- Checking that all first aid boxes and eye washes are kept replenished – school Nurse.

### **Fire Prevention**

- Keeping fire routes and exits clear – All Staff.
- Electrical Safety Testing. All the buildings have current electrical installation certificates – the Bursar.
- Regular portable appliance testing – Bursar.
- Testing all fire alarms weekly (and recording all tests). Head Groundsman, Monitored by Fire Officer termly.
- Arranging a bi-annual service of alarms, smoke detectors and emergency lights.
- Fire extinguishers are checked annually – Head Groundsman.
- All gas appliances (boilers, kitchen equipment etc) are regularly maintained and serviced by Gas Safe Registered Engineers – Groundsmen and Bursar.
- Ensuring that flammable rubbish and combustible materials are stored away from buildings – the Head Groundsman.
- Termly fire practices, combined with a programme of inducting new staff and pupils with emergency escape procedures help to ensure that the school can be safely evacuated in the event of a fire – the Fire Officer.

- Switching off all kitchen equipment at the end of service – Cook on duty.
- Checking that all Scientific, Art and DT equipment is switched off at the end of the school day – the Heads of Science, Art and DT.
- Switching off lights and computers when finished with use: all Staff.
- Securing flammable materials used in teaching or maintenance locked in purpose-made, flame-proof containers – The Heads of Science, Art and the Head Groundsman.
- Shooting range equipment to be locked in fire-resistant store that is within a permanently locked room – Shooting Master.

### **Water, Drainage etc**

The Bursar, together with the Head Groundsman, is responsible for:

- Maintaining water quality. A sampling regime, using external contractors, is in place.
- Ensuring that drains, gutters etc are kept unblocked. Checking that all drain runs are clear.

### **Risk Assessments**

Ensuring that up-to-date risk assessments are maintained for:

- Fire – the Fire Officer and monitored by the Bursar
- Legionella – the Bursar
- All rooms, corridors and exits – the Bursar
- Catering and cleaning functions, (including Hazard Analysis Critical Control Points (HACCP (Appendix B3) system of food hazard awareness and Control of Substances Hazardous to Health (COSHH (Appendix B6)) procedures) – the Bursar
- Grounds maintenance (including use of pesticides and COSHH) – the Head Groundsman.
- Maintenance functions, (including working at heights, electricity, manual handling, and building work, use of power tools, COSHH and flammable materials) – the Head Groundsman.
- Asbestos Register – the Bursar.
- Reprographics machines and copiers – the school Office Staff

Ensuring that up-to-date risk assessments are maintained for teaching in the following areas:

- Science (including COSHH and flammable materials) – Director of Studies
- All outdoor games – Director of Sport
- Swimming – Director of Sport
- Athletics – Director of Sport
- Karate, fencing – Director of Sport
- Riding – Director of Sport
- Dance and gymnastics – Director of Sport
- Drama – Head of Drama
- Art (including COSHH and flammable materials) – Head of Art

- Music – Director of Music
- All outdoor lessons – Director of Studies
- All visits and trips – Educational Visits Co-ordinator

## **Training**

Responsibility for organising (and maintaining records of training) is as follows:

- Minibus training – Director of Sport
- Science-related health and safety training – Director of Studies
- Art and Design-related training – Head of Art
- Health and safety training for the Catering and Domestic staff – Bursar
- Briefing new pupils on emergency fire procedures – Fire Officer
- Briefing new staff on emergency fire procedures – Fire Officer
- Inducting new staff in health and safety – The Head
- Identifying specific health and safety training needs of Staff – all Heads of Department and Line Managers or Supervisors.
- First aid training – The school Nurse.

## **Fire Precautions**

- The Bursar and Deputy Head for general fire precautions.
- The Boarding Staff are responsible for producing a 'fire evacuation plan' for night use.
- All Staff are responsible for managing the evacuation during the day.
- The House Parents are responsible for ensuring that staff and pupils are familiar with the approved evacuation plans.
- The House Parents are responsible for the carrying out of fire drills at regular intervals during the day and night. A record of these drills is to be maintained and their effectiveness is monitored by the Bursar and the Deputy Head.

## **Emergency Lighting (Luminaires)**

The Bursar employs a suitably qualified contractor who is responsible for carrying out user checks of all emergency lighting systems. The user check consists of switching the luminaires on to their standby batteries as follows:

- Test A. Twice yearly for a period of one hour. The luminaire must remain illuminated during the period of the test.
- Test B. Once every two years for the rated duration of the standby capacity of the luminaire. i.e. hours rated.

Test A as appropriate is to be carried out during a holiday, when the test is to be carried out on the first working day following. Test B is to be carried out on the biannual anniversary of the previous Test.

## First Aid

- The school Nurse is responsible for implementing the school's First Aid Policy.
- The provision and maintenance of first aid equipment for the use of all staff and pupils.
- The school Nurse is responsible for the provision and maintenance of first aid appliances.

First aid boxes for school buses, the kitchen, ground and maintenance staff, cleaners and for general use are to be provided in the following locations:

- Kitchen
  - Grounds Office
  - Surgery
  - Office
- 
- The first aid kits are to be checked by the school Nurse at the beginning of each month and replenished as necessary, with the exception of the kit used for school matches, which should be replenished after every home match as necessary.
  - The school Nurse is to maintain a record of all accidents requiring medical attention and of the treatment provided in each case. *Follow-up action in accordance with the form 2508 procedure (Appendix C1) is to be taken where necessary.* The records detailing when, how and where the accident occurred are to be presented to the Head for examination.
  - The Science Labs and Art & DT Departments all have eye wash equipment.

The Grounds Team have their own accident book for when no other staff are on site.

Refer to the **First Aid Policy** for more information.

## Laundry Room

- The Headmaster's Wife is responsible for ensuring that personnel employed in the laundry room are fully conversant with the manufacturer's operating instructions for the washing machines and tumble dryers.
- Each person employed in the laundry room must be aware of, and understand, the manufacturer's recommended safety precautions for the installed washers and dryers.
- The Headmaster's Wife is to ensure that the Bursar is informed as soon as possible of any defects that might hazard the safe operation of the laundry room machinery.
- The laundry room equipment is only to be operated by those personnel specifically employed on and trained in laundry duties and the room is out of bounds to all other personnel.

- The following servicing is to be carried out on all tumble dryers:
  - By operator daily before use isolate incoming electrical mains supply.
  - Check for damage to the door (including door seal), front panels and controls.
  - Check that the drum has not been damaged and that there are no sticky deposits (e.g. sweets left in garment pockets), or foreign bodies lodged in the drum (e.g. hair grips or curtain hooks). Move the drum one full turn to ensure it rotates freely.
  - Remove all accumulated lint from the lint compartment. Lightly brush of any lint that may be left on the lint screen. If there is any damage to the lint screen, it should be replaced. The dryer must not be operated without the line screen filter in place.
- By operator weekly:
  - carry out daily checks
  - Check the area behind the dryer for any lint leaking from ducting joints, etc. Repair any visible leaks with ducting tape.
  - Check the area outside the air inlet grill to ensure that it is not being obstructed.
  - Check the final outlet point of the exhaust ducting to ensure it is not being obstructed.
- By operator monthly.
  - Carry out weekly checks.
  - Remove lint screen and carefully clean the area under the drum making sure that the temperature sensing devices are clean and free from lint.
  - Before replacing carefully vacuum the surface of the lint screen.

## **Swimming Pool**

The Director of Sport is responsible for:

- All aspects of safety when the Swimming Pool is in use by staff or pupils in accordance with the Swimming Pool Risk Assessment.
- The Head Groundsman is responsible for carrying out water purity checks for acidity and chlorine levels when the pool is in use and for recording the findings of these checks on the appropriate record sheet kept in the Swimming Pool Shed.
- The Bursar is responsible for maintaining the Swimming Pool in a safe condition for use by staff and pupils.

## **School Mini Bus.**

- The Bursar is responsible for the roadworthiness of the minibus.

- The Grounds Staff will carry out an inspection of the minibus prior to its use at any time and is to certify the roadworthiness of the vehicle in the log book.
- The Grounds Staff will check the log book weekly to ensure that any defects are noted and rectified.
- All drivers are to check the log book before use of the bus and are to independently satisfy themselves of the road worthiness of the vehicle and that the 'first aid kit' and a mobile phone is carried on all journeys.
- All drivers should use the minibus checklist enclosed in the log book before embarking on any journey.

**If there are any doubts THE VEHICLE IS NOT TO LEAVE THE SCHOOL.**

- The driver of the bus is responsible for the safety and behaviour of their passengers, for ensuring that seat belts are worn by all passengers and for entering defects in the vehicle log book.
- Defects affecting roadworthiness are to be reported immediately to the Bursar and noted in the log book by the Head Groundsmen.

**Maintenance and Grounds Staff.**

The Senior Maintenance and Groundsman is responsible for ensuring:

- Proper use by himself and his staff of safety devices and/or equipment and protective clothing where provided.
- Utilising his professional knowledge to inform the Bursar of the requirement for specialist safety equipment or clothing not currently provided to carry out his specialist duties.
- Identifying and informing the Bursar of any hazards which may endanger the health and safety of himself or his staff during the performance of their duties.
- That all 'in use' hazardous substances are handled in accordance with the Control of Substances Hazardous to Health (COSH) regulations and manufacturers recommendations as required by the Act.
- Maintaining a stock record of all hazardous substances stored within the chemical store and providing the Bursar with a copy of this stock record.
- Maintaining a record of manufacturers recommendations for 'in use' hazardous substances and for ensuring that members of his staff have read and fully understood these recommendations.
- That appropriate notices are displayed adjacent to specific hazards.
- Informing the Bursar of any accident occurring to any person during the performance of his duties that has not previously been reported to the school Nurse.
- Ensuring that his staff are fully conversant with the fire evacuation plan and assembly procedure.

### **Domestic Staff.**

The Bursar is responsible for:

- Ensuring the safety and healthy environment of all staff as far as is reasonably practicable.
- Ensuring all hazardous substances are handled in accordance with COSHH regulations and manufacturers recommendations as required by the Act and that protective clothing where provided is worn by all cleaning staff.
- Maintaining a record of manufacturer's recommendations supplied with 'in use' hazardous substances and ensuring that members of staff have read and fully understood these recommendations.
- Identifying and informing the Headmaster of any hazards which may endanger the health and safety of himself or his staff during the performance of his duties
- Ensuring staff are fully conversant with the fire evacuation plan and assembly procedure.

### **Catering Staff.**

- Ensuring the safety and healthy environment of the catering staff as far as is reasonably practicable.
- Identifying and informing the Headmaster of any hazards that may endanger the health and safety of the catering staff during the performance of their duties.
- Ensuring that the requirements of the **Food Safety Act** (Appendix A2) are fully complied with.
- Ensuring that the requirements of current food storage/handling and preparation legislation are fully complied with.
- Ensuring all hazardous substances are handled in accordance with COSHH regulations and manufacturers recommendations and that protective clothing where provided is worn by all members of the Catering staff during the performance of their duties.
- Maintaining a record of manufacturer's recommendations supplied with 'in use' hazardous substances and ensuring that members of staff have read and fully understood these recommendations.
- Ensuring staff are fully conversant with the fire evacuation plan and assembly procedure.

### **Sport's Hall Equipment.**

The Director of Sport is responsible for:

- Informing the Bursar of any defect in the Sports Hall or its equipment, that constitutes a hazard to pupils or staff.



- Confirming to the Bursar following the contractor's annual inspection of sports hall equipment, that the inspection has been carried out to his satisfaction.
- Confirming to the Bursar that any repairs carried out by the contractor have been carried out to his satisfaction.

**All Members of Staff, Academic and Non-Academic.**

All members of staff, academic and non-academic, are required to assist the Heads of Department in the discharge of their responsibilities relating to health and safety. It is the duty of all members of staff, pupils and visitors to take reasonable care for the health and safety of themselves and others. They must not take any action which is likely to create a safety hazard and are to report without delay any defect, or hazard to their teacher, Head of Department or the Safety Officer.



## THE ARRANGEMENTS

(The Safety Standards)

### **SAFE ACCESS**

Safe access to and from anywhere frequented by employees or those for whom the employer has a duty of care, e.g. pupils and visitors, is a basic safety principle required in law.

It applies not only to the obvious, like entering or leaving rooms or buildings, but to a wide range of situations and activities, a cross section of which are mentioned below.

Teaching staff must set a good example by not using impromptu means of gaining access to high shelves or cupboards etc.

Safe egress should be regularly checked outside external doors, particularly those that are little used or are Fire Exits, where there could be obstructions, holes or other hazards.

The principle of safe access applies particularly in building, construction and maintenance work, and those engaged in such work must be constantly alert to the risks involved in taking short-cut actions, when proper step ladders, long-reach ladders properly secured, tower or regular scaffolding are required.

### **ACCIDENT INVESTIGATION AND REPORTING**

To report an accident accurately, it is first necessary to carry out an investigation, no matter how simple, in order to determine the cause or causes and record the facts about what happened.

An investigation is needed so that actions can be taken to prevent a recurrence of the circumstances that led to the accident and, where necessary, to provide information for complying with the **Report of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)** (Appendix B5).

Investigation of accidents, causing injury or damage to plant and/or equipment, is the responsibility of the appropriate member of staff working in conjunction with the Bursar who will carry out all necessary recordings of the event and notifications required by the above-mentioned Regulations.

Full details of the reporting requirements follow.

### **ACCIDENT REPORTING**

#### GENERAL

- Internal Reporting

- Any accident or injury is to be reported without delay to the Head, Health and Safety Officer and school Nurse.
  - All accidents and injuries to staff or members of the public must be entered in the school's accident book which is held in the Surgery. This is done using the school's standard reporting form. Stocks of the form are held in the Office.
  - Accidents and injuries to pupils are to be entered in the accident book. NB: all major injuries (see list which follows) must also be reported to the Bursar's Office on the standard report form.
- External Reporting  
Additional procedures are laid down for the external reporting of:
    - Deaths, major Injuries as defined in the following list, and other injuries entailing incapacity for more than three days.
    - Dangerous Occurrences
    - Industrial Diseases
  - The variables in these procedures are:
    - The nature of the accident or incident
    - Where it occurred
    - Who it happened to
    - Who is responsible for reporting it
    - The Enforcing Authority to whom it should be reported

The correct procedure for each permutation is set out in the detailed instructions which follow:

### **Investigation**

- The member of staff or Head, or the responsible person who is available, must gather factual information about the incident as soon as possible.
- In the event of death, major injury, or a dangerous occurrence, the scene should be left undisturbed until the Enforcing Authority has been informed of the incident.
- Clearance should be obtained from the Enforcing Authority before disturbing the scene, unless action has to be taken, for example, by the emergency services, to facilitate rescue or to prevent further danger.

### **DEATH OR MAJOR INJURY**

- In all cases of death or major injury the Bursar will notify the Health and Safety Executive immediately by telephone and keep a record of the conversation, with the name of the person spoken to.
- The completed Statutory Reporting Form (F2508) must be sent to the Enforcing Authority within 7 days of the event.

## **DANGEROUS OCCURRENCES**

- If there is a victim of any of the occurrences listed earlier, the procedure at 2 above is to be followed.
- If there is no victim the occurrence is to be reported in its own right. The Bursar (on the advice of the Head) is to notify the Enforcing Authority immediately by telephone and keep a record of the conversation with the name of the person spoken to.
- The completed F2508 must be sent to the Enforcing Authority within 7 days of the event.

## **MINOR INJURIES**

- If someone sustains an injury, other than those listed in RIDDOR, which causes incapacity for work for more than 3 days, it is to be reported.
- In reckoning the three days, exclude the day of the accident, but count all days of absence or days when the victim could not carry out normal duties, including holidays, weekends, and bank holidays.
- The Bursar will send the completed F2508 to the Enforcing Authority within 7 days of the event.

## **SPECIFIC ARRANGEMENTS FOR HEALTH AND SAFETY**

The following areas/activities present identified and significant risks at Beeston Hall school. As a consequence, pupils are not allowed unsupervised access to:

- PE: where the Director of Sport keeps risk assessments for: all outdoor games, swimming, athletics, gymnastics, dance, [fencing, karate, riding etc]. Records of training and qualifications in lifeguarding and other subject-specific training are kept by each member of staff.
- Science: where the Director of Studies keeps risk assessments for all experiments, and the use and storage of equipment. COSHH assessments and CLEAPSS Hazcards are kept on the use and safe storage of all chemicals. The Science Department keeps records of all subject-specific training by teachers and technicians.
- Art and Design: where the Head of Art and Design keeps risk assessments for all activities, the use of all equipment and machinery and the safe storage of flammables. Records of staff training are kept. Risk and COSHH assessments for the ceramic studio, the use and safe storage of oil-based paint and other flammables. Records of staff training are kept.
- Drama: where the Head of Drama keeps risk assessments for the lighting box, the safe construction, movement, building and dismantling of scenery, props and staging. Records of staff training are kept.

- The Catering Department: where the Bursar keeps risk assessments for all activities, safe use and storage of equipment and flammables, COSHH procedures of chemicals and other products. Records of staff training are kept.
- Pupils are not allowed entry to the Grounds Staff Working Area: where risk assessments for all its activities, safe use and storage of equipment and flammables, COSHH assessments of chemicals and other products are kept. Records of staff training are kept.

Whole school policies and risk assessments supplement these departmentally-based risk assessments, covering:

- Accessibility Policy
- Accident Reporting (RIDDOR)
- Anti-Bullying Policy
- Asbestos
- Building at Work
- Catering and Food Hygiene Policy
- Code of Safe Conduct for Staff
- Competent Advice
- Control of access, security and use of CCTV
- Control of Substances Harmful to Health (COSHH)
- Crisis Management and Communications
- Design and Technology
- Display Screen Equipment
- Educational visits, (the EVO maintains a dossier of risk assessments and visit reports)
- Electrical Safety
- E-safety
- First Aid
- Fire safety, procedures and risk assessment
- Gas Safety
- Health and Safety Notices
- Human Flu Pandemic
- Induction of new staff
- Legionella
- Letting and Hiring
- Lightning Protection
- Manual handling
- Medical Questionnaire
- Minibus use
- Occupational Health
- Pesticides: use of
- Portable Appliance Testing (PAT)
- Pupil Supervision
- Risk Assessments: guidance on

- Security, including workplace safety and lone working
- Slips and Trips
- Special Education Needs (SEN) and Learning Difficulties
- Sun Protection
- Swimming pool: leisure use of
- Temporary staff and Contractors
- Work Experience for Pupils
- Working at Heights
- Vehicles and on-site movements

These Risk Assessments and policies are reviewed by the Bursar who checks they have been prepared.

T:\Policies\Policies\2018-19\Policies\11 Health and Safety

## **Appendix**

### **A.**

#### **Acts linked to in this policy:**

1. Health and Safety at Work Act, 1974:

[http://www.legislation.gov.uk/ukpga/1974/37/pdfs/ukpga\\_19740037\\_en.pdf](http://www.legislation.gov.uk/ukpga/1974/37/pdfs/ukpga_19740037_en.pdf)

2. Food Safety Act, 1990:

<http://www.legislation.gov.uk/ukpga/1990/16/data.pdf>

### **B.**

#### **Regulations linked to in this policy:**

1. Control of Noise at Work Regulations, 2005:

[http://www.legislation.gov.uk/uksi/2005/1643/pdfs/uksi\\_20051643\\_en.pdf](http://www.legislation.gov.uk/uksi/2005/1643/pdfs/uksi_20051643_en.pdf)

2. Construction (Design and Management) Regulations, 1994:

<http://www.legislation.gov.uk/uksi/1994/3140/made/data.pdf>

3. Regulation (EC) No 852/2004 (HACCP), 2004:

<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2004:226:0003:0021:EN:PDF>

4. Health and Safety in Construction (Use of hard hats (pages 103-104)):

<http://www.hse.gov.uk/pubns/priced/hsg150.pdf>

5. RIDDOR, 2013:

<http://www.legislation.gov.uk/uksi/2013/1471/made/data.pdf>

6. Control of Substances Hazardous to Health Regulations 2002 (COSHH):

<http://adlib.everysite.co.uk/adlib/defra/content.aspx?id=18274>

### **C.**

#### **Forms linked to in this policy:**

1. F2508 – Report Of An Injury form:

<https://extranet.hse.gov.uk/lfservlet/external/F2508IE>



**D.**

**school policies/documents linked to in this policy:**

1. Beeston Hall school first aid policy
2. 11 - COSSH policy and Risk Assessment
3. 11 – Hazardous substances in school
4. 11 - Hazardous substances in Teaching
5. 11 – Legionella Management Policy
6. 11 – Management of asbestos policy
7. 11 – Occupational stress policy
8. 11 – Risk Assessment Policy
9. 11 – Policy on PAT testing
10. 11 – Slips and Trips policy
11. 11 – Swimming pool policy
12. 11 – Workplace transport safety policy
13. 12b - Beeston Hall school Fire procedure policy  
*T:\Policies\Policies\2018-19\Policies\12 Fire Safety*
14. Beeston Hall school swimming pool risk assessment  
*S:\Policies September 2013\Sport related policies\Risk Assessments*
15. Beeston Hall school standard reporting form
16. Beeston Hall school departmental Health and Safety policies:
  - i. PE department

*S:\Policies September 2013\Sport related policies\Risk Assessments*

- ii. Science department

*S:\Policies September 2013\Health & Safety related policies incl. Fire safety*

- iii. Art department
- iv. Design Technology department
- v. Drama department
- vi. Catering department
- vii. Grounds staff department