

HEALTH AND SAFETY POLICY.

1. Introduction

The purpose of this statement is to ensure that all employees know who is responsible for the safety arrangements within the school building and its grounds, and to identify hazards particular to individual departments. A copy of the Health & Safety policy document will be issued to all employees on appointment, with updates to all employees as and when required. Awareness of the School's Health & Safety policy must form part of the induction training of all staff and included within pupils education.

The Governors of Tring Park School understand and accept their obligations, under the Health & Safety at Work Act 1974 and associated legislation, to provide a safe and healthy environment for all users of the premises.

As far as is reasonably practicable, the Governors expect to provide, through the Principal and the designated officers:

- a) Safe systems of work and healthy working conditions.
- b) First aid facilities and trained first aid personnel.
- c) Safe premises, plant and equipment.
- d) Arrangements for safe use, handling, storage and transport of articles and substances.
- e) Adequate fire fighting equipment and appliances and that they are regularly maintained.

The Governors expect the school employees to:

- a) Inform the designated officers of any special, newly identified or anticipated hazards.
- b) Investigate and keep a record of all incidents and fires, to report immediately to the designated officers any serious or potentially serious accidents, occurrences or fire hazards.
- c) Support and implement this policy, including "Designated Responsibilities and Health & Safety Procedures".
- d) Promote and use all protective equipment available, ensure that students are fully conversant with their obligation to make use of protective equipment, be aware of safety procedures and potential hazards.
- e) Familiarise themselves with procedures for emergency evacuation.
- f) Satisfy themselves before and during using plant, machinery, tools or equipment that they are not defective and that they are suitable for the task. Make such equipment etc safe and report any doubts or faults to the designated officers. Undertake to ensure that there are current valid test certificates where appropriate.
- g) Ensure that any equipment purchased, hired or installed is suitable and safe for its intended application.
- h) Report to the designated officer if inadequacies are detected in any safety procedures.
- i) Be conscious of the health, safety and welfare of themselves, their colleagues, persons in their care and members of the public, and do nothing by act or omission which will adversely affect themselves or

- put others at risk.
- j) Report all accidents, notifiable diseases, dangerous occurrences and potentially hazardous incidents or practices in accordance with prescribed procedures.
 - k) Teach safety as an integral part of courses or working practices by formal teaching or example. Ensure that staff, employees and pupils see or allow only the best industrial or teaching practices.
 - l) Prohibit any employee or pupil who refuses to adopt safe working procedures from taking part in the operation or lesson and refer them so that appropriate disciplinary action can be taken.
 - m) Inform and promote contractors or other workers not employed directly by the school of the Health & Safety regulations and ensure that they comply with those regulations.

2. **Designated Responsibilities**

The Principal, Safety Officer, School Administrator, Directors and Heads of Department, Health & Safety Group, Fire Officers.

The Principal

Responsibility for the implementation of the Health & Safety policy within the school lies with the Principal. Ensuring close liaison with and reporting of all health and safety matters where relevant to the Governors.

The Safety Officer

The Safety Officer shall be the Principal.

- a) Monitoring and implementing the general safety programme.
- b) Carrying out a regular programme of inspections.
- c) analysing accident reports and preparing an annual report for the Health & Safety Group.
- d) Monitoring first aid procedures.
- e) Record any breaches of the Health & Safety policy.
- f) Promoting and setting by personal example, a safe attitude to good working practices.
- g) Establishing protective clothing and equipment needs and establishing monitoring procedures for their use.
- h) Holding relevant information on Health & Safety, which will include Health & Safety Executive (HSE) guidance notes, codes of practice and copies of this policy and its appendices.

School Administrator and Head of Estate Services Department

- a) Between them are to ensure that all employees, contractors and visitors are fully informed of the Health & Safety policy and their obligations, including "NO SMOKING" requirements.
- b) Collating, monitoring and reporting all Health and Safety violations

- to the Safety Officer.
- c) Ensuring that all Directors and Heads of Department are properly briefed and kept updated in their duties and responsibilities as part of the general programme of staff development.
 - d) Obtaining and updating all Health & Safety regulations and any relevant statutory provisions.
 - e) Liaising with and supporting the Safety Officer in the implementation of the Health & Safety policy.

Directors and Heads of Department

- a) Ensuring that the school is so organised that there is no unacceptable risk to members of staff, pupils or other users of the property.
- b) Ensuring that all employees are properly briefed and trained in their duties and responsibilities as part of the general programme of staff development.
- c) Setting a personal example and encouraging a safe attitude towards good safety working practices amongst all employees.
- d) Ensuring that there are safe systems of work and that members of staff and pupils use protective equipment provided, observe the standards laid down by law and co-operate in agreed safety measures.
- e) Monitoring first aid procedures in liaison with the School Administrator.
- f) Liaising and reporting any breaches of the Health and Safety policy to the School Administrator.

The School Health & Safety Group

The School Health & Safety Group was set up by the Principal and is chaired by the Safety Officer and consists of representatives from each department within the school.

It is intended that most health and safety matters should be dealt with promptly within each department. Only in exceptional circumstances will it be necessary to refer matters to the Health and Safety Group. The group meets at least once per term to formulate safety rules and consider hazards and safety problems throughout the school. Minutes are circulated to group members and copies are displayed on the Staff Room notice boards.

The functions of the Health & Safety Group are:

- a) The study of accidents and notifiable diseases, statistics and trends.
- b) The examination of safety audit reports on a similar basis.
- c) To consider reports which safety representatives may wish to submit.
- d) To consider reports and factual information provided by inspectors for the enforcing authority appointed under the Health & Safety at Work Act.
- e) To assist in the development of school safety rules and safe systems.
- f) To monitor the effectiveness of the safety content of staff training.
- g) To monitor the adequacy of Health & Safety communication and

- publicity in the school.
- h) To provide a link with the appropriate inspectorates of the enforcing authority.
 - i) To make recommendations to the Principal and the Governing Body.

Fire Officers

The Fire Officers shall carry out the duties as listed in the Fire Policy.

3. Education and Training

The school's Directors and Heads of Department are to determine the education and training needs of staff in consultation with the Safety Officer and School Administrator and ensure that training in safety and related topics is kept under constant review.

4. Protective Clothing and Equipment

The Safety Officer and Head of Estates Services are to determine the type and quantity of protective clothing or equipment necessary for the protection of staff pupils and visitors and the circumstances in which clothing or equipment are to be used, if not already directed by statutory regulations.

5. Fire and Emergency

All employees and pupils must familiarise themselves with, and must ensure that they fully understand, the instructions of the Fire Policy and emergency procedure. Everyone must ensure that escape routes are not obstructed and that whenever the building is occupied, the emergency exits are free to open and that smoke-stop doors are not wedged in the open or shut position under any circumstances.

6. Accidents and Injuries

All accidents and injuries must be reported to the Finance Office or the San as soon as possible after the accident by the injured person or a member of staff and then either of those people or the Sister on duty who attended to the injured person must complete an Accident Report Form. These forms are available from the Finance Office or the San and there are different ones for Pupils, Staff and Visitors. All completed forms must then be returned to the Finance Office for filing and recording. In some cases where a major accident occurs, we will be required to follow HSE procedures.

7. First Aid

First Aiders

The school aim to have 2/3 first aiders from each department except Pastoral where all staff should have some level of first aid training. For administration of first aid if required, sisters are available in San for staff and pupils during term time. During school holidays adequate staff will have first aid training. Courses are arranged as and when necessary by the School Administrator in

liaison with Directors and Heads of Department. The courses will usually be the St John Ambulance, First Aid at Work and will take place in the school. A list of school first aiders will be issued each term and when there are any changes.

First Aid Boxes

Each department holds one or more first aid boxes. A list of who is responsible for each box and its location is distributed to those concerned and the Directors and Heads of Department. It is the responsibility of the Directors and Heads of Department to ensure that their staff know where the boxes are kept.

At the beginning at each term and when necessary those responsible for the boxes must take them to San to be checked and re-stocked.

San will determine the contents of each box and will order supplies. They may from time to time be requested to include other items as instructed by the Health and Safety Group.

8. Sanatorium

The school has a six bed Sanatorium and is staffed by a team of qualified nurses, providing medical cover for all pupils each day of the week. Full details of surgery times etc are provided in this Handbook.

9. Dealing with Hazards or Potential Risks

If a problem or hazard occurs, or appears likely to occur, it should be drawn to the attention of the appropriate Directors and Heads of Department. If there are people in the vicinity, appropriate arrangements should be made for their safety and such steps as are reasonably possible should be taken (without putting people at risk) to reduce or, if possible, eliminate the risk. In identifying a problem or hazard, the following agreed procedure is to be followed:

- a) The member of staff or Health and Safety representative identifies the problem.
- b) The matter is reported to the appropriate Directors and Heads of Department.
- c) If the matter cannot be resolved, the Health and Safety Representative reports the matter to the Safety Officer.
- d) Serious or repeated difficulties are to be reported to the Health & Safety Group.

10. Vehicular and Pedestrian Access Policy

Aims of the Policy

To encourage and promote for all school users.

- a) The safe access and passage of traffic to, from and within the school grounds.
- b) The safe parking of vehicles, including pedal cycles, within the school

grounds.

Achievement of the Aims

The Safety Officer will:-

- a) Monitor the arrangements for vehicular access to, from and within the school grounds and make changes when considered necessary to improve safety.
- b) Monitor the parking facilities within the school grounds and make any changes necessary to improve safety.
- c) Identify and promote those areas where parking is permitted.
- d) Ensure that staff supervise all pupils mounting or dismounting at the beginning and end of all school trips.
- e) Monitor the parking and access situation in Mansion Drive and liaise with the residents thereof.

The Safety Officer will inform all school users whenever possible and practical of:

- a) Those areas where parking is permitted.
- b) Any prohibited or restricted areas.
- c) The access arrangements to, from and within the school grounds.

11. Sun Policy

The School will advise/remind parents periodically of their responsibility to discuss with their son/daughter the importance of skin protection and the most suitable protection for them in the way of creams/clothing and ask that they return to school suitably equipped.

A copy of the notice to parents will be distributed to Directors and Heads of Department for reference and they will be asked, that when working with pupils out of doors, either at school or on an outing, they remind them of such advice and ensure that pupils as far as is practical are protected from the sun.

Directors and Heads of Department and staff will also be reminded to follow the same advice for themselves.

12. Science Department Safety Policy

This is dealt with in a separate report. The Director of Academic Studies will ensure that this is distributed to all employees who are employed within the Science Department.

13. VDU/Workstations

A Risk Assessment is in place for safe use of VDU/Workstations and the staff that use them as a main part of their job. This is circulated to the relevant staff with current HSE information and guidelines.

14. Asthma/Allergies and Medical conditions

An Asthma and Allergy pupil list is circulated each term by San. A separate

list, with photographs, for those with more severe allergies is circulated as required by the School Administrator on advice from the San. EpiPen training is given to staff by the San as required.

Any member of staff with any medical condition should advise the Principal and their Director/Head of Department. Appropriate information will then be circulated.