

## Health and Safety Policy

### 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 is included in the Staff Handbook which is issued to all employees on appointment. Updates are circulated as and when required. Awareness of the School's Health & Safety policy will form part of the induction training of all staff and is also included within the pupil's education.

This policy does not form part of any employee's contract of employment and may be amended at any time.

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:

- Safe systems of work and healthy working conditions.
- First aid facilities and trained first aid personnel.
- Safe premises, plant and equipment.
- Arrangements for safe use, handling, storage and transport of articles and substances.
- Adequate firefighting equipment and appliances that are regularly maintained.

The Governors expect the school employees to:

- Inform the designated officers of any special, newly identified or anticipated hazards.
- 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.
- Support and implement this policy, including  
“Designated Responsibilities and Health & Safety Procedures”.
- 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.
- Familiarise themselves with procedures for emergency evacuation.
- Satisfy themselves before and during the use of plant, machinery, tools or equipment that they are not defective and that they are suitable for the task. Any faults or defects should be reported to the designated officer immediately, do not attempt to fix any faults unless trained to do so. Undertake to ensure that there are current valid test certificates where appropriate.
- Ensure that any equipment purchased, hired or installed is suitable and safe for its intended application.
- Report to the designated officer if inadequacies are detected in any safety procedures.
- 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.
- Report all accidents, notifiable diseases, dangerous occurrences and potentially hazardous incidents or practices in accordance with prescribed procedures.
- 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.
- 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.
- 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.

## Designated Responsibilities

All employees share responsibility for achieving safe working conditions. Employees must take care of their own health and safety and that of others, observe applicable safety rules and follow instructions for the safe use of equipment.

The Principal, Safety Officer, Deputy Business Director, Directors and Heads of Department, Health & Safety Group, Fire Officers have designated responsibilities under the School's health and safety procedure as set out below.

Failure to comply with this policy may be treated as misconduct and dealt with under our Disciplinary Procedure.

### The Principal

Ultimate responsibility for the implementation of the Health & Safety policy within the school lies with the Principal. The Principal will ensure close liaison with and reporting of all health and safety matters where relevant to the Governors.

### The Safety Officer

The Safety Officer shall be responsible for:

- Monitoring and implementing the general safety programme.
- Carrying out a regular programme of inspections.
- Analysing accident reports and preparing an annual report for the Health & Safety Group.
- Monitoring first aid procedures.
- Recording any breaches of the Health & Safety policy.
- Promoting and setting by personal example, a safe attitude to good working practices.
- Establishing protective clothing and equipment needs and establishing monitoring procedures for their use.
- 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.

## Deputy Business Director and Head of Estate Services

The Deputy Business Director and Head of Estate Services are between them responsible for:

- Ensuring that all employees, contractors and visitors are fully informed of the Health & Safety policy and their obligations, including “NO SMOKING” requirements.
- Collating, monitoring and reporting all Health and Safety violations to the Safety Officer.
- Ensuring that all Governors and Heads of Department are properly briefed and kept updated in their duties and responsibilities as part of the general programme of staff development.
- Obtaining and updating all Health & Safety regulations and any relevant statutory provisions.
- Liaising with and supporting the Safety Officer in the implementation of the Health & Safety policy.

## Governors and Heads of Department

The Governors and Heads of Department are responsible for:

- Ensuring that the school is organised so that there is no unacceptable risk to members of staff, pupils or other users of the property.
- Ensuring that all employees are properly briefed and trained in their duties and responsibilities as part of the general programme of staff development.
- Setting a personal example and encouraging a safe attitude towards good safety working practices amongst all employees.
- 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.
- Monitoring first aid procedures in liaison with the Deputy Director of Finance and Administration.
- Liaising and reporting any breaches of the Health and Safety policy to the Principal.

## The School Health & Safety Group

The School Health & Safety Group was set up by the Principal and is chaired by the Principal 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:

- The study of accidents and notifiable diseases, statistics and trends.
- The examination of safety audit reports on a similar basis.
- To consider reports which safety representatives may wish to submit.
- To consider reports and factual information provided by inspectors for the enforcing authority appointed under the Health & Safety at Work Act.
- To assist in the development of school safety rules and safe systems.
- To monitor the effectiveness of the safety content of staff training.
- To monitor the adequacy of Health & Safety communication and publicity in the school.
- To provide a link with the appropriate inspectorates of the enforcing authority.
- To make recommendations to the Principal and the Governing Body.

## Fire Officers

Please refer to Fire Policy in this Handbook: the Fire Officers shall carry out the duties as listed in the Fire Policy.

## Education and Training

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

The School will ensure that staff are given adequate training and supervision to perform their work competently and safely. Staff will be given a health and safety induction and provided with appropriate safety training.

### Protective Clothing and Equipment

The Safety Officer and Head of Estates Services are required 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.

### Fire and Emergency

Please refer to Fire Policy in this Handbook. All employees and pupils must familiarise themselves with, and must ensure that they fully understand, the instructions of the Fire Policy.

All staff and pupils should familiarise themselves with the fire safety instructions, which are displayed on notice boards and near fire exits in the School. If you hear a fire alarm, leave the building immediately by the nearest fire exit and go to the fire assembly point. Fire drills will be held at least every 12 months and must be taken seriously. The School also carry out regular fire risk assessments and regular checks of fire extinguishers, fire alarms, escape routes and emergency lighting.

### Medical Centre

The school has a six bed Medical Centre and is staffed by a team of qualified nurses, providing medical cover for all pupils each day of the week.

### 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 Governors and Heads of Department. If there are people in the vicinity, appropriate arrangements should be made to ensure 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:

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

### Risk Assessments

General workplace risk assessments are carried out periodically. The purpose is to assess the risks to health and safety of staff, pupils, visitors and other third parties as a result of the School's activities, and to identify any measures that need to be taken to control those risks. For further information please see the School's Risk Assessment Policy.

### Computers and Display Screen Equipment

If a member of staff use a computer screen or other display screen equipment (DSE) as a significant part of their work, they are entitled to a workstation assessment and regular eyesight tests by an optician at the School's expense.

Further information on workstation assessments, eye tests and the use of DSE can be obtained from the Principal.

### Vehicular and Pedestrian Access Policy

#### Aims of the Policy

To encourage and promote for all school users the safe access and passage of traffic to, from and within the school grounds and the safe parking of vehicles, including pedal cycles, within the school grounds.

#### Achievement of the Aims

The Safety Officer will:

- Monitor the arrangements for vehicular access to, from and within the school grounds and make changes when considered necessary to improve safety.
- Monitor the parking facilities within the school grounds and make any changes necessary to improve safety.
- Identify and promote those areas where parking is permitted.
- Ensure that staff supervise all pupils mounting or dismounting at the beginning and end of all school trips.
- 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.

### **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.

### **Asbestos and Legionella**

The Estate Services Department is responsible for the policy and procedures with regard to Asbestos and Legionella prevention.

Other general Health & Safety related documents and policies: available in Staff Resources/Policies Folder and relevant Handbooks.

Risk Assessment Policy

First Aid Policy

Educational Visits Policy & Procedures

Visitors' Policy

Sun Protection

Emergency Plan

Coshh Policy (Oct 17)

Last updated by SA Law May 2020

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