

## **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 buildings, grounds, activities taking place offsite and to identify hazards particular to individual departments.

A copy of the Health & Safety Policy is included in the School Staff Handbook which is issued to all employees on appointment. Updates are circulated as and when required and awareness of the School's Health & Safety policy will form part of the induction training of all staff as well as within the pupils' 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. In order to assist them in fulfilling their collective responsibility, the governors appoint a nominated governor with responsibility for overseeing health & safety for staff and pupils.

The Board has overall collective responsibility for health and safety within the School. It has a responsibility to ensure that health and safety issues are considered and addressed, and that the Policy is implemented throughout the School. They will also make adequate resources available (so far as is reasonably practicable), to enable legal obligations in respect of health and safety to be met. This will include ensuring the provision of sufficient training opportunities to staff to ensure they are able to work in a safe manner. Where appropriate, advice from an appointed Competent Person will be sought to advise the School and tasks will be delegated to suitable employees in order to assist the Board in carrying out its duties. The Board will hold the Principal to account in respect of the requirements set out in this policy.

As far as is reasonably practicable, the Governors expect to provide, through the Principal and the Designated Officers (see list below under designated responsibilities):

- Safe systems of work and healthy working conditions.
- First aid facilities and trained first aid personnel.
- For the external fabric of the School, its plant, equipment and systems of work to be surveyed and inspected regularly by competent professionals
- 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's employees to:

- Support and implement this policy, including to:
  - Inform one of 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.
- 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 appropriate 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 appropriate 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 contractors or other workers not employed directly by the School of the Health & Safety regulations and ensure that they comply with those regulations.

The Governors of the School will seek to follow the government's guidance on "Good Estate Management" ([www.gov.uk/guidance/good-estate-management-for-schools](http://www.gov.uk/guidance/good-estate-management-for-schools)), recognising that effective management of the School estate will improve Health & Safety and will also support the educational vision and strategy of the School.

### **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 Designated Officers are the Principal, the Health & Safety Officer (Business Director), Deputy Business Director, Directors and Heads of Department, Head of Estates, School Lead Nurse, Catering Manager, Educational Visits Co-ordinator, Fire Officers and the Health & Safety Group and they have designated responsibilities under the School's health & safety policy as set out below.

Failure to comply with this policy may be treated as misconduct and dealt with under the School's Disciplinary Procedure.

### **Governors and Designated Officers**

The Governors and Designated Officers 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 Business Director.
- Liaising and reporting any breaches of the Health and Safety policy to the Principal.

### **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 Health & Safety Officer**

The Health & Safety Officer (The Business Director) shall be responsible for:

- maintaining an updated COVID-19 risk assessment
- Safety and security
- Fire safety
- Electrical safety
- Gas safety
- Water quality
- Asbestos
- Emergencies
- Staff induction and training
- The appointment of competent contractors

His duties will also include:-

- 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.
- Implementation of a Crisis Incident Plan

### **Deputy Business Director and Head of Estates**

The Deputy Business Director and Head of Estates 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 Health & Safety Officer.
- Ensuring that all Governors and Designated Officers 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 Health & Safety Officer in the implementation of the Health & Safety policy.

### **Vocational Directors and Heads of Departments**

The Directors and Heads of Department will ensure, so far as is reasonably practicable, the health and safety of those involved in and affected by activities under their responsibility, and to be responsible for maintaining up to date risk assessments for those areas and activities under their responsibility.

### **Head of Estates**

The Head of Estates will assist the Business Director with the implementation of the following:

- COVID -19 safety measures and risk assessments
- Building security.
- Prevention of unsupervised access by pupils to potentially dangerous areas (in co-operation with others as appropriate).
- Registration and control of visitors and management of contractors.
- Site traffic movements.
- Maintenance of School vehicles.
- Testing arrangements, maintenance and records, including fire, electrical, gas, equipment, water quality, asbestos.
- Good standards of housekeeping, including drains, gutters etc.
- Control of hazardous substances for grounds maintenance activities.

### **The School Lead Nurse**

The School Lead Nurse will be responsible for:

- Maintaining an accident book and reporting notifiable accidents to the Health & Safety Executive.
- Following COVID-19 guidance set by the school
- Keeping statistics and preparing summary reports for the School Health and Safety Committee.
- Escorting pupils to hospital (and informing their parents).
- Checking that all first aid boxes and eye wash stations are replenished.

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.

### **Head of Catering (as part of Sodexo)**

The Head of Catering will be responsible for all catering risk assessments in accordance with the SODEXO H&S guidelines and for ensuring that safe practice is followed in all areas of School catering.

### **Educational visits co-ordinator**

The designated Educational Visits Co-ordinator is the Director of Studies, who will sign off on all trips. Anyone running a trip needs to ensure they are:

- putting sensible precautions in place, and making sure these work in practice;
- knowing when and how to apply contingency plans where they are necessary;
- heeding advice and warnings from others, for example those with local knowledge or specialist expertise (especially in respect of higher-risk activities)

### **Theatre & Productions**

The Director of Studies will be responsible for ensuring that all appropriate risk assessments are carried out for the Theatre and for all productions on and off-site.

### **Fire Officers**

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

### **The School Health & Safety Group**

The School Health & Safety Group is chaired by the Principal and consists of the Senior Leadership Team and 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 once per term to monitor and review to ensure that the School is meeting the required health & safety standards. The group will also 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 (including those of COVID-19).
- 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 Governing Body

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

The Head of Estates will arrange as appropriate for external consultants to advise on matters of health and safety within the School. Such provision may include:

- Structural surveyors are engaged when required to give advice on the external fabric of the School
- External engineers monitor and service the School's plant, equipment, including boilers, lifts and hoists annually.

### **Education and Training**

The School's Governors and Designated Officers are required to determine the education and training needs of staff in consultation with the Health & 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 Health & Safety Officer and Head of Estates 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 are held twice per term 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.

### **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 Designated Officers. 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 identifies the problem and reports to the appropriate Designated Officer
- If the matter cannot be resolved, the Designated Officer reports the matter to the Health & 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 Deputy Business Director

### **Vehicular and Pedestrian Access 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.

The Health & 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 Health & Safety Officer will inform all School users whenever possible and practical of:

- Those areas where parking is permitted.
- Any prohibited or restricted areas.
- 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 Studies will ensure that this is distributed to all employees who are employed within the Science Department.

### **Asbestos and Legionella**

The Estates 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

### **Security**

- The School aims to provide a safe and secure environment for all employees, pupils and other visitors to the School premises.
- The School has a policy of restricting access to the School buildings to members of the public in order to ensure the safety and security of employees, pupils and other visitors to the School premises and takes all reasonable measures to deter unauthorised public access to the premises.
- The School will take appropriate steps to ensure that there are adequate security arrangements for the School premises (which includes the School buildings and grounds) by ensuring that:



- there are sufficient security arrangements in place to protect the security of the premises and persons on it, including in the use of isolated areas (such as remote car parks). This also includes (for pupils):
  - no unsupervised access to workshops, science laboratories or similar.
  - no unlocked cupboards that contain dangerous chemicals.
  - no unsupervised access to Science lab, Art and DT preparation rooms.
  - security assessments are conducted and reviewed regularly;
  - all employees and pupils are trained about the existence and operation of the School's security arrangements and that staff training is updated as required;
  - visitors to the premises are appropriately identified;
  - there are adequate supervision arrangements in place;
  - all security breaches or incidents are reported to the Head of Estates and/or to the police or other emergency services as appropriate;
  - security measures do not compromise or intrude on the reasonable privacy of employees and pupils.
  - More details about the School's security arrangements are set out in the School's Premises and Security policy.

### **Protection from violence and harassment**

- The School will not tolerate any act of violence or harassment in which an employee or pupil or any other person on a School site is abused, threatened or assaulted, or placed in fear for their own safety.
- In the event of an act of violence, harassment or serious security breach incident, immediate steps should be taken to safeguard those affected and the Principal and/or the Police should be contacted as appropriate.
- Violence or harassment by employees is a breach of the Staff Code of Conduct constituting gross misconduct and will be dealt with under the School's disciplinary procedures.
- Violence or harassment by pupils is likely to be treated as a serious disciplinary offence which may warrant suspension or exclusion in line with the School's Behaviour policy.

### **Manual handling and working at height**

The School seeks to avoid the need for manual handling (defined for the purpose of this Policy as the transporting of loads by hand or using bodily force) and working at height wherever possible.

Where manual handling and working at height cannot be avoided, the School will seek to reduce the related risks by providing training and guidance in manual handling and working at height techniques in accordance with the Manual Handling Operations Regulations 1992 (as amended) (MHOR) and Working at Height Regulations 2005

## **Staff**

The co-operation of all staff is essential to the success of the Policy and the School requests that staff should notify their Head of Department (or line manager) / the Health & Safety Officer of any hazards to health and safety which they notice and of any suggestion they wish to make regarding health and safety.

## Appendix A

### Reporting requirements and record keeping

- The School is legally obliged to report certain accidents, diseases, incidents, dangerous occurrences and/or near misses to the HSE under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (SI 2013/1471) (RIDDOR). Reporting is most easily done online at [www.riddor.gov.uk](http://www.riddor.gov.uk).
- Fatal and major injuries can also be reported by calling 0845 300 9923. Further guidance in relation to RIDDOR reporting can be found in Appendix B. Where an incident has resulted in serious harm, the Charity Commission must also be informed.
- Where the HSE serve any notices or issue Intervention invoices or if an employee is invited to an interview with an external agency, the School will get legal advice.
- The Health and Safety Officer is responsible for ensuring that the School complies with its reporting and record keeping obligations in line with the School's Data Protection policy and privacy notices.
- The Health and Safety Officer and Nursing staff are responsible for reporting accidents, diseases and dangerous occurrences to the HSE or enforcing authority.
- If anyone at the School is known or suspected to be suffering from a disease which is classified as a notifiable disease, and/or in the opinion of a registered medical practitioner has an infection and/or is contaminated in a manner which could present significant harm to human health (as set out in the Health Protection (Notification) Regulations 2010), the School should ensure that a report is made by the proper officer at the relevant local authority.
- The Health and Safety Officer will also consider whether a report of the accident or incident to any other regulatory body or organisation is necessary.
- Details of injuries, conditions, dangerous occurrences and occupational diseases should also be kept for at least three years from the date of the last injury.
- The School will notify local child protection agencies, as appropriate, of any serious accident or injury to, or the death of, any child whilst in their care and act on any advice given.
- Following an incident or accident the School will take all reasonable steps to collect and preserve relevant evidence and documentation.

- The School will not keep evidence and documentation containing personal information which has been collated as a result of an accident or incident for any longer than is reasonably necessary in compliance with the School's data protection obligations.
- Where there is a risk of litigation, enforcement action or other proceedings, against or on behalf of the School, documents (which includes electronic documents) will generally be retained for at least six years unless:
- the accident or incident involved a pupil or anyone else who was under the age of 18 at the time of the incident, in which case documentation will generally be retained at least until that person's 24th birthday, or;
- the accident or incident may have resulted in exposure to a substance which may be hazardous to health, such as asbestos, and/or there is a risk that any person may develop an occupational disease or illness or work-related medical condition, in which case records should be retained for a minimum of 40 years.

### **Monitoring and internal investigation**

- The School monitors health and safety both actively and reactively.
- The Health and Safety Officer is responsible for monitoring health and safety procedures, reviewing risk assessments, accident reports and accident investigations regularly. Reviews should include a review of health and safety related complaints and sanctions taken against employees and/or pupils for health and safety breaches.
- The Health and Safety Officer is responsible for investigating accidents, incidents and work-related causes of sickness absences, if required. Such investigations may be required to discover the root causes of an accident to prevent a recurrence, to instruct or discipline employees or pupils or to brief lawyers for the purpose of obtaining legal advice or to aid litigation.
- Where appropriate, the School will seek legal advice from the School's solicitors before commencing an internal investigation.
- The scope of an internal investigation may be restricted to fact-finding and may not make any finding of fault or allocation of blame.
- The School will not sanction any internal investigation which may prejudice the investigations of outside agencies.
- No admission of liability on the School's behalf shall be made without legal advice (if required) and prior agreement from the School's insurers. The Health and Safety Officer is responsible for acting on investigation findings to prevent a recurrence.

## **Appendix B**

### **Guidance on RIDDOR reporting**

The School is obliged to report certain accidents, diseases and dangerous occurrences or near misses under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (SI 1995/3163) (RIDDOR).

#### **Accidents involving staff**

The School will report:

- work-related accidents resulting in death or major injury (including as a result of physical violence) must be reported immediately (major injury examples include: dislocation of hip, knee or shoulder; amputation; loss of sight; fracture other than to fingers, toes or thumbs or that sustained on the sports field without any failing in provision of facilities or supervision by the school) within a deadline of ten days following the incident.
- work-related accidents which prevent the injured person from continuing with his/her normal work for more than seven days, within a deadline of fifteen days following the incident.
- certain work-related diseases.
- certain dangerous occurrences or near misses (reportable examples: bursting of closed pipes; electrical short circuit causing fire; accidental release of any substance that may cause injury to health).

#### **Accidents involving pupils or visitors**

- The School will report accidents where the pupil or visitor is killed or is taken from the scene of the accident to hospital and where the accident arises out of or in connection with a "work activity".
- In determining whether the accident arose out of a "work activity", the School should consider whether the accident was caused by factors, such as:
- a failure in the way a work activity was organised e.g. inadequate supervision on an educational visit.
- the way in which equipment, machinery or substances were used.
- the condition, design or maintenance of the School premises and equipment.

Further guidance can be found at HSE - incident reporting in schools (<https://www.hse.gov.uk/pubns/edis1.pdf>)