



Durham School

HEALTH & SAFETY POLICY

1. Policy aims

- 1.1. The Governors of Durham School are required under the provisions of the Health and Safety at Work Act 1974 to produce a statement of policy with respect to the Health and Safety of all users of the premises.
- 1.2. The School will continually strive to achieve the highest possible standards in relation to Health and Safety, rather than relying on the legal minimum. In addition the school expect staff at all levels within the organisation to pursue the highest standards of health and safety management, to ensure the Health and Safety of themselves and others at all times.
- 1.3. The Governors commit themselves to implementing the provisions of the Health and Safety of Work Act to ensure that all practical steps and resources are taken to safeguard all persons from injury.
- 1.4. The Governors undertake to provide and maintain safe and healthy working environment, conditions, equipment and safe systems of work, but all staff must understand that there is also a health and safety duty of care towards themselves and others whilst at work.
- 1.5. It is the Governors' policy to provide appropriate safety training whenever necessary and to provide appropriate personal protective equipment (PPE).
- 1.6. This document is intended to bring the Schools' statement of policy to the attention of all its employees and pupils and to provide details of the organisation and arrangements for carrying out that policy as indicated by the Act. The policy is supplemented by individual health and safety procedures covering a range of topics, it is the responsibility of individual members of staff to be aware of the safety precautions appropriate to the area in which they work. The policy is also supported by a specific policy covering risk assessment and trips and visits.
- 1.7. All staff are encouraged to adopt a positive attitude towards safety requirements generally and to promote a healthy and safe working environment for others and themselves.

1.8. The School commits in this policy to observing the principles of the Equality Act 2010 and does not discriminate on any grounds.

2. Procedure – Management Approach

2.1. It is the objective of the School to have a planned approach to health and safety management. This is based on a clear safety policy, effective planning, good implementation and operation of safety procedures, comprehensive monitoring and measurement processes and clear management review systems.

2.2. The Health and Safety policy is issued and approved by the Board of Governors and details the School commitment, key responsibilities for health and safety and outlines the safety arrangements.

2.3. The Health and Safety policy is available to all staff. The communication of requirements is covered in staff inset training and induction for new staff.

2.4. Planning - The Health Safety and Welfare committee ('HS&W Committee') ensures that there is a planned and comprehensive approach to risk assessment.

2.5. Implementation and operation

2.5.1. The Chair of the Board of Governors is ultimately responsible for health and safety within the school, including the achievement of safety objectives, provision of appropriate resources, competent appointments, training and systems of work, monitoring and review of safety performance.

2.5.2. The Headmaster, Director of Operations and Estates Manager provide specific co-ordination of health and safety requirements.

2.5.3. Staff consultation, in line with the Health and Safety Consultation with Employees Regulations 1996, is achieved through the Health Safety and Welfare committee. All staff are kept up to date with changes which may affect their health and safety.

2.5.4. Training of employees is fundamental to the School's approach to health and safety.

2.5.5. The School is committed to ensuring that employees are competent to do the job that they are required to do.

2.6. Monitoring and measurement

2.6.1. All accidents, incidents and non-conformances against specified requirements are appropriately documented, reviewed and investigated. Records of incidents and non-conformances associated with facilities will be held by the Estates Manager. Records of accidents and incidents, are in the accident book held by the San. Where an investigation is required this will be completed by the Estates Manager, a Nurse, or a member of the Leadership team as appropriate.

2.6.2. Audits are completed on key parts of the School operations as appropriate.

2.6.3. Action is taken to reduce risk and prevent harm.

2.6.4. The effectiveness of such action is reviewed at HS&W Committee meetings.

2.6.5. The HS&W Committee meets at least 3 times a year and reviews all safety information provided. The Committee carries out its functions in accordance with this policy.

2.7. Health Safety & Welfare Committee review

2.7.1. The HS&W Committee is responsible for reviewing:

- all major incidents
- trends identified from the analysis to accident reports
- safety performance, the achievement of safety and policy objectives, and commitment to the policy
- safety policy objectives, in the light of the review of safety performance.

3. Responsibilities

3.1. Organisational responsibilities of the Chair of Governors

3.1.1. The Chair of Governors is ultimately responsible for health and safety within the School and will advise on the areas of health and safety concern, which may need to be addressed by the allocation of funds.

3.1.2. Matters requiring particular consideration will include:

- Ensuring that there is an adequate system in place for the undertaking of risk assessment in compliance with the requirements of the Management of Risk Regulations 1999.
- Ensuring that there is a management system in place for monitoring the effectiveness of health and safety arrangements.
- Adequate staffing levels for safe supervision
- Delegated responsibility for maintenance of the premises
- Purchase of equipment to meet appropriate safety standards
- Repair, maintenance and testing of school equipment
- Provision of appropriate PPE where necessary
- Purchase and maintenance of first aid materials and fire-fighting equipment as appropriate
- Funding of necessary training for staff
- Arrangements for securing health and safety assistance from a competent source
- Appointment of an appropriately qualified Estates Manager
- Provision of appropriate health and safety information to Governors.
- Construction works and the appointment of CDM duty holders in compliance with CDM2015 regulations
- The Control of Asbestos at Work regulations 2012 and the maintaining of an updated asbestos register for school premises.
- Control of Substances hazardous to Health regulations COSHH

3.2. Organisational responsibilities of the Headmaster

3.2.1. The organisational responsibilities of the Headmaster will largely be delegated to Director of Operations and then to the Estates Manager, these responsibilities are as follows:

- Ensure that the correct procedure is followed for the reporting, recording, investigation and follow up of accidents on the premises, and accidents that occur during trips and visits off the School premises. The reporting and recording of accidents on School premises being the

responsibility of the School Nurses, and the reporting and recording of accidents during trips and visits being the responsibility of the member of teaching staff in charge of the trip.

- Formulate and review the arrangements for action to be undertaken in an emergency and ensure that all involved are informed of the arrangements.
- Arrange for evacuation drills and weekly fire alarm tests.
- Advice of any defect in the state of repair of the building or its surrounds which is identified as being unsafe.
- Report any situation which is unsafe or hazardous to health and which cannot be remedied from within available resources.
- Liaise with and monitor as far as is reasonably practicable the activities of contractors, visitors and others on the site to ensure that any risks to the health and safety of staff, pupils and others are kept to a minimum.
- Ensure that competent health and safety assistance and advice is available

3.2.2. The following responsibilities of the Headmaster have been delegated to Director of Operations.

- Ensure that risk assessments are undertaken throughout the establishment, that control measures are implemented and that those control measures are monitored and reviewed
- Periodically review the Health and Safety Policy, make recommendations for amendment to the Governing Body and ensure that recommendations agreed are communicated to all appropriate staff.

3.3. Organisational responsibilities of Deputy Head Teachers / Heads of Department

3.3.1. All Heads of Department are responsible to the Headmaster (via the Deputy Head Teachers) for ensuring the application of this policy to all activities undertaken by their department. They also have responsibility for ensuring that all relevant parts of the health and safety policy are observed by all members of staff within their respective department.

3.3.2. In particular, staff holding such positions of responsibility will:

- Ensure that risk assessments are undertaken within their sections, that control measures are implemented and that those assessments are monitored and reviewed.
- Ensure that appropriate safe working rules and procedures exist within the department and that these are brought to the attention of everyone concerned.
- Ensure that all accidents (including near misses) occurring within their department are promptly reported and recorded using the appropriate forms and procedures.
- Ensure that all accidents are investigated with a view to preventing a reoccurrence.
- Ensure that all staff within the department are aware of their specific roles in case of fire and / or emergency.
- Remove from use and inform the Deputy Head of any equipment / appliance which have been identified as being unsafe and which is in need of repair.
- Ensure that adequate levels of class supervision are available at all times.
- Carry out (in conjunction with other members of staff) the risk assessment within their areas of responsibility and provide a copy of this to the Deputy Head.
- Maintain or have access to up to date health and safety guidance and ensure that all subordinate staff are aware of and make use of such guidance as appropriate.

- Identify specific staff health and safety training needs and inform the Deputy Head accordingly.
- Consult with all staff on any matters which may affect their health or safety while at work.
- Carry out departmental induction training including any specific information and training that may be necessary because of activities which are particular to the department.
- Ensure that levels of first aid provision remain adequate for the activities being undertaken.
- Resolve health and safety problems referred by members of staff within their department. Any problems that cannot be satisfactorily solved within the department must be referred to the Deputy Head.
- Ensure that all pupils are given the necessary health and safety information and instruction prior to commencing practical activities which may involve risk.
- Ensure that good standards of housekeeping are maintained.

3.4. Organisational responsibilities of teaching staff

3.4.1. Teaching staff are responsible for the health and safety of all pupils under their control whilst involved in organised work activities both on site and off site (eg trips and visits).

3.4.2. Class teachers shall:

- Ensure effective supervision by only permitting practical work to be carried out by pupils after carrying out a risk assessment. The class size, abilities of the pupils involved, the activities to be undertaken will all need to be considered.
- Be aware of the Schools' health and safety policy and any local rules and arrangements which may apply specifically to the department concerned.
- Ensure that safety instruction is given to all pupils prior to commencing practical sessions.
- Know the location of the nearest fire-fighting equipment and first aid box, and know the emergency procedures in respect of fire, first aid and other emergencies
- Ensure that pupils follow School / departmental safety rules and that protective equipment is worn where appropriate.
- Ensure that all personal protective equipment is suitable and in good condition prior to issue.
- Ensure safety devices eg machinery guards are in good condition and are used.
- Report any defective equipment to the Head of Department.
- Investigate all accidents (in conjunction with the Head of Department) which occur through activities organised / supervised by the Department.
- Propose for consideration by their Head of Department any improvements which they consider would improve health or safety standards within the department.
- Ensure that an agreed adequate level of supervision is available and that appropriate health and safety arrangements exist prior to taking school parties off site on educational visits. (see School Trips and Visits Policy)

3.5. Organisational responsibilities of all employees (including temporary staff, volunteers and staff employed on a self-employed basis)

3.5.1. All employees have a general health and safety responsibility both under criminal and civil law. Staff must be aware that they are obliged to have due regard to their own health and safety whilst at work and also for the health and safety of others who may be affected by their actions.

3.5.2. Employees must co-operate with the governing body and senior management so that they may fulfil any legal requirements placed on them as employers and or persons in control of premises. All employees are required:

- To participate in the risk assessment process and comply with findings
- To report defects in the condition of the premises or equipment of which they become aware.
- To report all accidents according to the procedures that support this policy
- Be familiar with the procedure to be followed in the event of fire or other serious emergencies.
- To make use of all necessary equipment and resources provided for safety or health reasons.
- Where necessary, make use of all control measures made available to them, for example fume cupboards, equipment guards
- Follow all relevant codes of safe working practice and local rules.
- Complete appropriate health and safety training when required.
- Report any unsafe working practices to the Head of Department / Line Manager.

3.6. Organisational responsibilities of pupils

3.6.1. All pupils must be encouraged to follow all safe working practices and observe all School safety rules.

3.6.2. All pupils will:

- Follow all instructions issued by any member of staff in the case of an emergency.
- Ensure that they do not intentionally or recklessly interfere with equipment provided for safety purposes.
- Inform any member of staff of any situation which may affect their safety.

3.7. Organisational responsibilities of the Health Safety and Welfare Committee

3.7.1. The Health Safety and Welfare Committee meets at least 3 times per year.

3.7.2. The principal purpose of the Committee is to develop and implement measures to ensure the Health and Safety of all employees, pupils and others who may be affected by the activities of the school.

3.7.3. The Committee will include representation from staff across the School. The Governor designated as having special interest in Health and Safety will be invited to attend all meetings of the Committee.

3.7.4. The minutes of the Committee will be provided to the Audit Committee for information and consideration.

4. Links to other policies and documents

This policy is linked to the following other policies and documents:

- Risk Assessment Policy
- First Aid and Healthcare Policy
- Accidents and incidents Policy

5. Oversight

Oversight of the Health and Safety Policy is undertaken by the Governing Body. The policy will be reviewed by the Busar annually.

**Policy last reviewed by
DJ Leigh (Bursar) on 15 May 2018**