

COWORTH-FLEXLANDS SCHOOL

HEALTH AND SAFETY POLICY STATEMENT

1. The Board of Governors of Coworth-Flexlands School attaches great importance to the health, safety, and welfare of all who may have business at the school, and in so doing wishes to provide a safe and healthy environment for the Staff of the school, for the Children attending the school, and for Visitors, Parents, Contractors and anyone else who may be at the school. The Board ensures that all sensible steps are taken so far as is reasonably practical to fulfil its responsibilities within the framework of the Health and Safety at Work etc Act 1974, the Management of Health and Safety at Work Regulations 1998, and other regulations which are brought into force from time to time. It directs that where they exist Approved Codes of Practice will be followed, and where appropriate the school will strive to achieve Best Practice.
2. Mrs Catherine Gray is appointed as the Board Member with specific responsibility for Health, Safety, and Welfare matters, although the whole Board retains collective responsibility. Day to day responsibility is delegated to the Headmistress and the Bursar in their respective roles.
3. Each and every member of staff must recognise that there is a personal and collective responsibility under the Health and Safety at Work etc Act 1974, and subsequent regulations.
4. The Organisation and Arrangements through which the Board aim to achieve the requirements are set out in the following sections, including individual policies, which may incorporate Approved Codes of Practice, or reference to Best Practice. They may refer to current documentation and guidance issued by the Health and Safety Executive or other authorities.
5. This Statement will be reviewed biennially in September of odd numbered years. The Bursar, as Health and Safety Officer, guided by the appointed Health and Safety Adviser, will propose amendments to the Organisation and Arrangements for approval at the Statement Review. He will propose such amendments to individual policies in the Arrangements to the Health and Safety Governor as he may see fit, for formal adoption at the termly Health and Safety Committee Meetings.

Original Signed with Bursar

18 October 2010

Peter Harris
Chairman of the Governing Body

ORGANISATION UNDER THE POLICY STATEMENT

The School's work programmes will, so far as is reasonably practicable, adopt good safety practices. Details are included in the Arrangements section, and in individual policies. They rely on the co-operation of everyone at the school. To achieve this employees must:

- Obey all the safety rules and procedures, including the wearing of protective clothing and the use of protective devices if they are specified by the School's risk assessments.
- Exercise their awareness, alertness, self-control and common sense at work.
- Report to the Headmistress or Bursar all hazards, potential hazards, defects in equipment and any shortcomings in the School's work systems or procedures.

Staff, pupils and parents should be in no doubt that the School will take all necessary steps to prevent breaches of the health and safety policy. It will take disciplinary action against any employee who is in breach of its policies.

RESPONSIBILITIES UNDER THE POLICY

The Governing Body

Under the Health and Safety at Work Act 1974 (HSAW1974), ultimate responsibility for compliance with health and safety rests with the Governing Body.

The Governing Body undertakes to:

- Ensure as far as is reasonably practicable that the premises and working practices are safe and do not pose a risk to anyone's health.
- Be familiar with the requirements of the Health and Safety at Work Act 1974 and other health and safety legislation and codes of practice which are relevant to the work of the school, in particular the Management of Health and Safety at Work Regulation 1992.
- Ensure the provision of training, required by statute or considered necessary, for the safety of staff, pupils and visitors. All training will be regularly up-dated as necessary.
- Ensure the necessary resource for the effective management of health and safety within the School.
- Appoint a representative to co-ordinate health and safety matters.

The Headmistress

The Headmistress is responsible for the day-to-day implementation of the school's Health and Safety Policy and is required to take all necessary and appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times. Some items are delegated to the Health and Safety Co-ordinator, currently the Bursar .

The Headmistress is responsible for ensuring that:

- All staff are familiar with the school's Health and Safety Policy.
- Safe, secure and healthy working practices and conditions for staff, pupils and others using the school premises and facilities are established, maintained and developed.
- All procedures are followed.
- Regular assessments of risks to health and safety of pupils and staff are carried out annually.
- Appropriate initial and long-term preventative and protective measures are taken.
- Suitable training is provided.
- All local building and equipment maintenance contracts take into account Health and Safety issues.
- Comprehensive accident and incident reporting procedures are implemented.
- Staff, pupils and others are encouraged to promote Health and Safety and to respect their own well-being as well as the health and safety of others.
- First aid and welfare provision is monitored regularly.

- The policies and systems are regularly monitored and evaluated.
- The governing body is provided with appropriate reports, advice and guidance.

The Health and Safety Co-ordinator

The Health and Safety Co-ordinator, currently the Bursar, is responsible for the day-to-day co-ordination of the school's Health and Safety Policy, including:

- Annual inspections of equipment, apparatus etc
- Arranging systems of Risk Assessment to identify all defects and deficiencies, together with the necessary remedial action or risk control measures.
- Liaising with contractors and ensuring that all those who use the school premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times.
- The preparation and rehearsal of fire procedures and emergency plans by staff and pupils.
- The maintenance of an accurate record of completed training on Health and Safety issues for current staff.
- The management of the Active Monitoring Programme, including reporting the results of all surveys and reviews to the Governing Body.
- The consideration of any further Health and Safety legislation and its incorporation into the policy as appropriate, as advised by the Health and Safety Adviser.
- Collating accident and incident information, reporting when necessary, and, when appropriate, carrying out accident and incident investigations.

Employees

It is the duty of every employee while at work to take reasonable care for the Health and Safety of themselves and other persons who may be affected by their acts or omissions at work and to co-operate with their employers in order to enable Statutory Health and Safety requirements to be complied with. (HSAW 1974 Regulations 7a and 7b)

Teachers have a duty under their conditions of service to “safeguard the health and safety of pupils when authorised to be on the school premises and when engaged in authorised activities elsewhere.”

All employees in the school, including those employed by Chartwells, must:

- Ensure that they carry out their duties safely without undue risk to themselves, pupils or visitors to the site.
- Co-operate with the management of the school by carrying out instructions and reporting defects, unsafe practices and any other concerns, whether serious or not.
- Undertake appropriate training.
- Ensure that equipment is used safely by themselves and others.
- Be familiar with the exclusion procedure for illness and communicable disease.
- Be familiar with the medical conditions, including allergies, of staff and pupils throughout the school, which may require medical treatment.
- Promote a positive approach to health, safety and security as part of all pupils' curriculum.

Pupils/Parents/ Visitors/Contractors

- Promote a positive approach to health, safety and security
- Adhere to the Health and Safety policy of the school
- Be familiar with the exclusion procedure for illness and communicable disease.

The Health and Safety Committee

Aim

To assist the Headmistress and Governors in providing a safe and healthy working environment for children, staff and visitors to Coworth-Flexlands School, and adopt best practice.

This committee acts as the main conduit for health and Safety Information to be passed to school staff, and for them to raise any concerns that they may have concerning Health, Safety, and Welfare at Coworth-Flexlands. It ensures that the School meets the requirements of the **Health and Safety (Consultation with Employees) Regulations 1996**.

Primary Purposes

1. To receive reports of any accidents, incidents or near misses which have occurred since the previous meeting, and measures taken to prevent a recurrence.
2. To receive reports of fire drills and fire incidents that have taken place, lessons learned from them and proposals for an improved Fire Safety posture.
3. To identify relevant matters arising from Inspection Reports
4. To monitor and report on progress in remedying any specific risks that may have been identified.
5. To publicise information on new legislation or regulation that has implications for the school, and make arrangements for any training or review of risk assessments as appropriate.
6. To achieve implementation within the School of safety advice provided by the Health and Safety Adviser.
7. To inform Governors of Management's monitoring of its implementation.
8. To put forward for Board of Governors' endorsement, every second year, a review of the School's Health and Safety Policy, Organisation, and Arrangements.

Committee Members

The Chairman is the Governor responsible for health and safety matters. Other members are:

1. Chairman – Mrs Catherine Gray
2. Secretary – Mr Des Norton (Bursar)
3. Headmistress – Mrs Anne Sweeney
4. EVC co-ordinator – Mrs Maggie Guilfoyle (Head of Performing Arts)
5. First Aid co-ordinator – Mrs Shirley Partridge (School Secretary)
6. Premises – Mr Hamilton Ashfield
7. H&S Advisor – Mr Michael Bates

Members unable to attend a meeting should arrange nominate a representative for them to the Chairman, attend the meeting and participate fully, and report back to his/her constituents.

Committee Procedures

The Committee meet twice a term, or more frequently if required, to a published agenda. Items for the agenda are to be submitted to Secretary at least 5 working days before each meeting. Items of Any Other Business will only be accepted if they are forwarded, and acknowledged by, the Secretary 48 hours before each meeting. The Secretary will produce Minutes, and publish them on notice boards and on the School Intranet within five working days of the meeting. The Committee may co-opt other members to join them as circumstances dictate.

Agenda.

The Agenda will always include the following items:

1. Apologies for absence/substitute attendance.

2. Minutes of the last meeting.
3. Matters Arising.
4. Accidents, Incidents and Near Misses Reports
5. Reports of Monitoring Procedures (to include statutory checks)
6. Fire Practices and Fire Safety in general.
7. Security Matters.
8. Training.
9. News on regulation, legislation and inspection.
10. Any other business notified to The Bursar.
11. Date of next meeting

Other items will be included as required

ARRANGEMENTS AND PROCEDURES

1. EDUCATIONAL VISITS

The provision of off-site educational visits, including adventure activities, is in accordance with the advice given in Health and Safety of Pupils on Educational Visits (HASPEV)-DFES 1998 and is detailed in the **Educational Visits policy**. This includes measures for ensuring the safety of pupils and staff in coach and minibus transport.

2. FIRE SAFETY

The School complies with the "Regulatory Reform (Fire Safety) Order 2005" and the School's approach to all aspects of fire safety is detailed in the **Fire Safety and Emergency Evacuation policy**.

3. FIRST AID AND MEDICAL PROVISION

The provision of First Aid and pupils medical needs is in accordance with the Health and Safety (First Aid) Regulations and is detailed in the **First Aid policy**, including details on recording and reporting accidents to staff, pupils and visitors, including those reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations. Other appropriate policies are the **Allergies policy** and **Medical Administration policy**

4. COSHH

The school minimises the items held on site which fall under COSHH regulations and reviews the position on an annual basis. The school complies with "The Control of Substances Hazardous to Health Regulations" as detailed in the **COSHH policy**, and the latest Best Practice is held within this policy.

5. MANUAL HANDLING

The School considers the Manual Handling Operations Regulations legislation in its working practices as detailed in the **Manual Handling policy**.

- *Manual handling training has been given to all staff within the school and is included as part of the induction programme for new staff.*
- *Appropriate risk assessments are held for generic events, and consideration of manual handling is incorporated in many individual risk assessments. The Manual Handling Assessment Chart is held by the Bursar and is available for use by anyone requiring it.*

6. ON SITE VEHICLE MOVEMENTS

- The school has a large car park with a high volume of traffic movement at key times within the day. All users of the car park are encouraged to follow safe parking guidance issued by the School.
- Parents of the older children (years 1 upwards) are actively encouraged to use stop and drop facility.
- Delivery vehicles are not allowed within the secure area of the School without the permission of the Bursar.
- The Bursar maintains the Vehicle Safety Risk Assessment

7. SLIPS AND TRIPS

Slips and trips are the most common cause of accidents within a workplace, and Coworth-Flexlands is no exception. Awareness is the key to reducing injuries from slips and trips

- A “slips and trips” risk assessment has been undertaken in regard to the incidence of slips and trips in the school.
- Standards of housekeeping are high within the School to minimise accidents resulting from Slips and Trips. It is a general rule that corridors are to be kept clear and classrooms and other communal areas are kept neat and tidy.
- The dining room and playground are relatively high risk areas for accidents and specific risk assessments have been undertaken in this area.

8. PERSONAL PROTECTIVE EQUIPMENT (PPE)

The school complies with the Personal Protective Equipment at Work Regulations 1992, and monitors Catering contract (Chartwell) employees to ensure that they do likewise. Employees who require PPE in the normal course of their duties are issued with suitable and sufficient equipment, have a place in which to store it safely, and have it replaced free of charge as required. The Bursar keeps the record of issue and replacement of personal issues of PPE.

9. ELECTRICITY

The school follows current guidance from both the HSE and the Institute of Electrical Engineers in maintaining safe electrical systems at the school. All fixed electrical equipment is tested at least every five years on a rolling basis, and there is a system in place for annual Portable Appliance Testing. Details are in the **Electrical Safety Policy**.

10. WATER

The school has a duty to provide safe, potable water available at all times, and to reduce the risk from the Legionella virus to a safe level. Details are in the **Safe Water and Control of Legionella Policy** held and managed by the Bursar.

11. GAS

All gas fired equipment is checked for safety and maintained annually by a contracted Gas Safety Registered engineer. Test and safety certificates are held by the Bursar

12. CONTROL OF CONTRACTORS

The school operates a control of contractor’s policy and a permit to work system. This ensures that the best contractors are selected for the job and that they accept the site rules of the school. Permits to work are issued to contractors once they have met the health and safety requirements of the school. See **Control of Contractors policy**

13. SCHOOL SECURITY

The School is located within a rural area, surrounded by fields and woods. The School aims to be as secure as practical within these limitations.

- The school is protected to the front by an electronic gated area. Visitors to the school are admitted via intercom after identification by the school secretary.
- All visitors to the school, including parents if they have an appointment in school, must sign the visitor's book and wear an appropriate identification badge.
- All visitors to the school should have an appointment.
- The gates to the school are opened at set times at the beginning and end of the day for children to arrive and depart safely. In the mornings the School has a member of staff on duty to receive the children and at the end of the day the teacher on duty dismisses the children into the care of the parent or appointed person.
- Children are not allowed to leave the site without the express authority of a member of staff.
- All staff are aware of the requirement to challenge unrecognised persons in the school grounds and to report any suspicious activity in the vicinity of the school.
- The school security risk assessment is held by the Bursar.

14. OCCUPATIONAL STRESS

The School is committed to protecting, so far as is reasonably possible, the health, safety and welfare of all its employees and as detailed in the **Occupational Stress policy**.

15. SUN SAFETY

Coworth-Flexlands School believes in Sun Safety to ensure that children and staff are protected from skin damage caused by harmful ultra-violet rays in sunlight.

As part of the Sun Safety policy, our school will:

- Educate children throughout the curriculum about the causes of skin cancer and how to protect their skin.
- Encourage children to wear clothes that provide good sun protection and use sunscreens where appropriate. Include sunhats as part of the summer uniform.
- Try to schedule outdoor activities at times other than the middle of the day when the sun's rays are most harmful – keep children under the trees.
- Hold outdoor activities in areas of shade wherever possible and encourage children to use shady areas during breaks, lunch hour, sports and trips.
- Sunbathing is discouraged.
- Work towards increasing the provision of adequate shade for everybody.
- Encourage staff and parents to act as good role models by practising sun safety.
- Regularly remind children, staff and parents about sun safety through Newsletters, posters, parents' meetings and activities for pupils.
- Invite relevant professionals (such as dermatologists, school nurses and health promotion officers) to advise the school on sun safety.

16. USE OF SCHOOL PREMISES/LETTINGS

- When the premises are used out of school hours for a school-sponsored activity and/or not under the direction of the Headmistress the person responsible must be familiar with and comply with this Health and Safety Policy.
- Prior consent from the Health and Safety Committee is required for the introduction of equipment for use on school premises. Fixed installations may not be altered and hazardous conditions must be avoided.

- Any accidents or damage must be reported to the Health and Safety Committee immediately.
- The premises should be left in the condition in which they are found.

17. MAINTENANCE OF SCHOOL EQUIPMENT

- The Bursar arranges all annual inspections of school systems and equipment, taking note of the requirements of manufacturers' instructions and the Provision and Use of Work Equipment Regulations 1998.
- Such reviews are monitored at Health and Safety Committee meetings.

18. TRAINING

The Health and Safety Committee of the Governing Body co-ordinates health and safety training and the Bursar keeps an accurate record of all training undertaken.

19. RISK ASSESSMENTS

Risk assessments are carried out and recorded under the aegis of the HSE guidance **5 Stages of Risk Assessment**, and as required by the **Management of Health and Safety at Work Regulations 1999**. All staff are involved in the production and review of risk assessments that affect them, and are retrained as part of INSET every three years. All completed risk assessments are kept on the intranet shared drive after approval by the Bursar, and staff are encouraged to read them when undertaking a task new to them. The Bursar keeps hard copies of all risk assessments for record and inspection purposes.

20. MAJOR INCIDENT PROCEDURE

A 'major incident' is defined as "*a serious disruption involving injury or serious damage or death or distress on a scale beyond the capacity of the organisation operating under normal conditions and requiring assistance from the Emergency Services and others*".

The Headmistress will ensure that a 'Planned School Response' is prepared to cover all foreseeable major incidents that could put at risk the occupants or users of the school. This plan, known as the Emergency Plan, will indicate the actions to be taken in the event of a major incident so that everything possible is done to:

- a) save life
- b) prevent injury
- c) minimise loss

The Emergency Plan will be agreed by the Senior Management team and the Chairmen of Governors and be regularly rehearsed by staff and pupils.

Although a major incident, by its nature, will be one-off and will require a particular response, the Headmistress will ensure that certain practical measures are in place in the day-to-day operation of the school:

- Lists of pupils in school are held in the School Office
- Registers are completed promptly each day
- Staff engaged in school activities off the premises will have contact numbers and a mobile telephone.
- Telephone numbers of the emergency services are easily accessible.
- Administration staff are trained in responding to critical incidents.
- All accidents/incidents should be reported immediately.

21. MONITORING AND REVIEW

The School operates a system of active monitoring of health and safety issues throughout the year on a rotation basis. The monitoring system reports into the Health & Safety Committee once a term, and is managed by the Bursar

Incidents that occur throughout the year are also investigated and reported into the Health and Safety committee once a term.

This policy is reviewed as changes occur by the H&S Committee and authorised biennially by the Governing Body at their meeting in the autumn term.

List of Policies that support Health and Safety

- Allergies
- Behaviour Management
- Control of Contractors
- COSSH
- Display
- Drugs
- Educational Visits
- Electrical Safety
- Emergency Evacuation
- Emergency Plan
- Fire Safety
- First Aid
- Food
- Lone Working
- Manual Handling
- Maternity Policy
- Medical Administration
- Missing Persons
- Occupational Stress
- Pandemic Flu Plan
- Permit to Work
- Recording and Reporting Incidents
- Safe Use of Lift
- Safe Water and Control of Legionella
- Smoke free
- Staff Induction
- Staff Sickness
- Sun Safety
- Working at Height