



# BERKHAMPSTEAD SCHOOL

## Health & Safety General Policy

### Introduction

Berkhampstead School attaches the utmost importance to the safety, health and welfare of its employees and pupils. The school will comply with the provisions of the Health and Safety at Work Act 1974 and all subsequent regulations, including those implementing EC Directives. The school governors bear ultimate responsibility to provide leadership, the Health and Safety Committee is responsible for monitoring and reviewing performance and for auditing compliance and day to day responsibilities are delegated to the Bursar.

The senior management team will take steps so far as is reasonably practicable to ensure that the workplace is a safe and healthy environment in which pupils, employees, contractors and other persons affected by the school operations can work. However, it is not expected that the environment should be entirely risk-free for the children; every member of staff is expected to balance the level of risk against the educational and social benefits of any activity and to manage any risks involved by careful risk assessment and vigilant supervision of the children. Every adult associated with the school will be made aware of the importance of recognizing and reporting hazards, thus developing a positive safety culture.

The senior management team will make the necessary assessments, identify safety training and provide information and supervision for employees at all levels. It will consult on a regular basis with all employees or staff representatives with regard to health and safety issues. It will provide the necessary safety devices and protective clothing, provided that a safer working environment cannot be achieved by any other means.

The school's work programmes will, so far as is reasonably practicable, adopt good safety practices. These will include:

- the safe use, storage, handling and transport of articles and substances
- the provision of adequate information, instruction, training and supervision for employees including temporary employees and contractors
- the provision of safe machinery and equipment regularly maintained, including the operation and maintenance of plant and systems of work

- the provision of a safe and healthy place of work, including access and egress to and from the premises, and adequate facilities and arrangements for the welfare of employees at work
- consideration of the safety of pupils, parents, contractors and any others accessing the premises including those who hire or undertake leisure activities
- careful consideration of the ages of the pupils in the school.

## **Organisation (Roles and Responsibilities)**

### **All Staff Members**

A safe and healthy workplace can only be achieved with the full co-operation of every employee. Health and Safety is always on the agenda of each department's weekly staff meeting, providing an opportunity to focus on Health and Safety issues.

Employees are duty bound to act responsibly and to do everything possible to prevent personal injury to themselves and to others. They must also safeguard all persons to whom the school owes a duty of care, namely people who may come into contact with their work; pupils, parents, visitors etc. To achieve this, employees must:

- Carry out risk assessments for their teaching rooms
- Carry out risk assessments for school trips
- 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 risk assessments
- Exercise their awareness, alertness, self-control and common sense at work
- Report promptly to their department head or the Estates Manager all hazards, potential hazards, defects in equipment and any shortcomings in the school's work systems or procedures
- Carry out the instructions of the Bursar to ensure that safe working conditions are maintained in the school

Employees should not be in any doubt that the school will apply disciplinary procedures to any employee who is in breach of the school's health and safety policy. This includes any specific safe systems of work, instructions, training and procedures laid down for the protection of those involved in the school's operations, and for those who may become involved in them.

### **Bursars Role:**

The duties of the Bursary staff are:

- Keeping a record of all reported Health and Safety hazards and concerns and the relevant action taken.
- Passing on these issues to the Bursar and Estates Manager.
- The Estates Manager should investigate the hazards/concerns and risk assess to inform further action as appropriate

- The Bursar and Estates Manager should carry out and agree any risk assessments associated with the premises
- If any changes to facilities are proposed, the impact on the Health and Safety Policy should be assessed and the Health and Safety Policy should be updated as appropriate by the Bursar and Estates Manager
- The Office staff should maintain records of all Health and Safety related training.

The Office members of staff are responsible for filing and storing:

- All documentation associated with the Health and Safety of the children eg:
  - the Safeguarding Policy (Child Safeguarding, Accident and First Aid, Anti-bullying, Fire Procedure, Supervision of Pupils etc)
- All documentation associated with the Health and Safety of the premises and of school employees eg:
  - Risk assessments of individual rooms, communal areas, the outside of the buildings, the grounds
  - Safer Recruitment Policy
  - Fire Risk Policy
  - Fire Risk assessment (held by Estates Manager)
  - Training records
  - Safe systems of work
  - Statutory notices and signs
  - Employer's liability certificates (Machinery/lifting equipment, Electrical wiring and portable electrical equipment, Local exhaust ventilation, Water Safety including legionella, Asbestos management) (held by Estates Manager)
- Records of fire drills (held by Estates Manager)
- Risk assessments of activities eg. Trips, P.E. and Games, Science

A locked filing cabinet in the Headmaster's back Office contains:

- Records of any allegations or incidents involving Safeguarding
- Any documents relating to Child Safety issues

## **Health & Safety Committee**

1. The Governors take ultimate responsibility for the Health and Safety within the school and a Health and Safety report from the Committee will be given regularly. Responsibility devolves down via the Head to the Bursar, the Head of Pastoral Care, Senior Staff, the Estates Manager and to all Staff but the Governors on the Health and Safety Committee must ensure that the process is followed. Failure

to do so can lead to prosecution and criminal liability, potentially leading to gross negligence, manslaughter or corporate manslaughter.

2. The Committee ensures that policy documents are in place to cover all aspects of the Health and Safety at Work Act 1974 (HSWA) which includes issues affecting :

- Pupils
- Staff
- All employees
- Buildings
- Premises
- Off site visits

Policy documents must be reviewed and updated regularly.

3. To achieve compliance with the regulations a Health and Safety Management System must be in place and the Committee must ensure this is being followed. It involves Risk Assessments, Training records, Safe systems of work, Rules, policies and procedures, Statutory notices and signs and employers' liability certificates, pertaining to all of the above bullet points.

4. The Committee seeks to foster, within the whole school community, a culture of awareness and shared responsibility for Health and Safety.

5. The Committee meets formally once a term and reports to the full Governing Body meeting after each meeting. The Committee consists of Governors who are co-opted onto the Committee, the Head, Bursar, Estates Manager and representatives from the staff body as appropriate from time to time to ensure that the following procedures are carried out:-

<b>Autumn Meeting:</b>	Review the Health and Safety Risk Register Maintenance work report (SW) Central Register and Safer Recruitment Policy Asbestos Management Plan Review Health and Safety Policy Fire Risk Assessments
<b>Spring Meeting:</b>	Review the Health and Safety Risk Register Maintenance work report (SW) Occurrence/Accident Reporting Minibus maintenance Risk Assessments Premises, Grounds and Trips
<b>Summer Meeting:</b>	Review the Health and Safety Risk Register Maintenance work report (SW) Water Safety including Legionella Check PAT testing COSHH/CLEAPS Accident and First Aid Policy

The First Aid boxes are checked regularly by a member of the office staff to ensure that stocks are replenished.

### **Information and Training**

- Health and Safety posters should be displayed prominently in staff rooms.
- Information on Health and Safety should be included in Staff Handbooks.
- Training should be given in First Aid, Safeguarding, Fire, Health and Safety at work.