



Health and Safety Policy

Gordon's School

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HEALTH AND SAFETY POLICY

REVIEW PROCEDURES

The Health and Safety Policy for Gordon's School will be reviewed regularly and revised as necessary.

Any amendments required to be made to the policy as a result of a review will be presented to the Governing Body for acceptance.

STATEMENT OF INTENT

Gordon's School recognises that ensuring the Health and Safety of staff, students and visitors is essential to the success of the school.

We are committed to:

- a. Providing a safe and healthy working and learning environment.
- b. Preventing accidents and work-related ill-health.
- c. Meeting our legal responsibilities under Health and Safety legislation as a minimum
- d. Assessing all risks to anyone who could be affected by our curriculum and non-curriculum activities and putting in place measures to control these risks.
- e. Ensuring safe working methods and providing safe work equipment.
- f. Providing effective information, instruction, training and supervision.
- g. Consulting with employees and their representatives on Health and Safety matters.
- h. Monitoring and reviewing our safety arrangements and prevention measures to ensure they are effective.
- i. Setting targets and objectives to develop a culture of continuous improvement.
- j. Ensuring adequate welfare facilities exist throughout the school.
- k. Ensuring adequate resources are made available for Health and Safety issues, so far as is reasonably practicable.

Health and safety procedures will be adopted, and responsibilities appropriately assigned, to ensure the aims of this policy are met. All Governors, staff and students will play their part in its implementation.

Name: _____ **Signature:** _____
(Chair of Governors)

Name: _____ **Signature:** _____
(Head Teacher)

Date: _____

ORGANISATION

1.0 INTRODUCTION

- 1.1 In order to achieve compliance with the Statement of Intent the School's management team will have additional responsibilities assigned to them as detailed in this part of the policy.

2.0 THE GOVERNING BODY

- 2.1 The Governing Body is responsible for ensuring that:
- a) The Health and Safety policy statement is clear, and it promotes a positive attitude towards safety and health for staff and students.
 - b) The Head Teacher is aware of their Health and Safety responsibilities and has sufficient experience, knowledge, and training to perform the tasks required.
 - c) Clear procedures to assess significant risks are fully implemented and ensure that safe working practices are adopted.
 - d) Sufficient funds are set aside with which to operate safe working practices.
 - e) Health and safety performance is monitored, failures in Health and Safety policy or implementation recognised, and policy and procedure revised as necessary.

3.0 THE HEAD TEACHER

- 3.1 Reporting to the Governing Body, the Head Teacher has the overall responsibility for ensuring that the Health and Safety Policy is effectively implemented and that proper resources are made available in order to achieve this.
- a) They will plan as necessary to make human, financial and other resources available to secure a high standard of Health and Safety management, taking competent advice on matters of Health and Safety where relevant.
 - b) They provide the final authority on matters concerning Health and Safety at work.
 - c) They will make decisions on Health and Safety issues based on a proper assessment of any risks to Health and Safety and will ensure the control of those risks in an appropriate manner.
 - d) They delegate specific responsibility for the implementation and monitoring of the Health and Safety Policy to Tony Bryan, Head of Estates.

4.0 HEAD OF ESTATES

- 4.1 The Head of Estates, working in conjunction with The School's Health and Safety Consultants, Judicium and the Health and Safety Committee, will advise the Head Teacher on Health and Safety policy. Acting for and on behalf of the Head Teacher, he has the responsibility for implementing and monitoring the policy, principally through the Heads of Department.

The Head of Estates achieves this by ensuring that:

- a) This policy is communicated and made available to all relevant persons.
- b) Appropriate information on significant risks is given to visitors and contractors.
- c) Appropriate consultation arrangements are in place for staff and their safety representatives.
- d) All staff are provided with adequate information, instruction and training on Health and Safety issues.
- e) Additional responsibilities for health, safety and welfare are allocated to specific individuals and they are informed of their duties and responsibilities and have sufficient experience, knowledge, and training to undertake them.
- f) Risk assessments of the premises and working practices are undertaken.
- g) Safe systems of work are in place as identified from risk assessments.
- h) Emergency procedures are in place.
- i) Machinery and equipment is inspected and tested to ensure it remains in a safe condition.
- j) Records are kept of all relevant Health and Safety activities e.g. assessments, inspections, accidents, etc.
- k) Arrangements are in place to inspect the premises and monitor performance.
- l) Accidents are investigated and any remedial actions required are taken or requested.
- m) The activities of contractors are adequately monitored and controlled.
- n) A report to the Governing Body on the Health and Safety performance of the school is completed and reviewed termly.

5.0 STAFF HOLDING POSITIONS OF SPECIAL RESPONSIBILITY

5.1 This includes the Senior Leadership Team, Wider Leadership Team, Heads of Departments and Head of Estates. They must:

- a) Apply the school's Health and Safety Policy to their own department or area of responsibility and be directly responsible to the Head Teacher for the application of the Health and Safety procedures and arrangements in that area.
- b) Develop policies and procedures which identify the key risks in their areas of responsibility and the organisation and arrangements for managing those risks.
- c) Carry out regular Health and Safety risk assessments of the activities for which they are responsible and submit reports to the Head Teacher.
- d) Ensure that all staff under their management are familiar with the Health and Safety procedures for their area of work.
- e) Resolve health, safety and welfare problems that members of staff refer to them, and refer to the Head Teacher any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- f) Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- g) Ensure the provision of sufficient information, instruction, training and supervision to enable employees and students to manage risks, avoid hazards and contribute positively to their Health and Safety.
- h) Ensure all accidents, incidents and near misses are recorded and investigated appropriately.
- i) Include Health and Safety performance in the annual report for the Head Teacher.

6.0 ALL TEACHING STAFF

Class teachers are responsible for:

- a) Exercise effective supervision of their students and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out.
- b) Follow the Health and Safety procedures applicable to their area of work.
- c) Give clear oral and written Health and Safety instructions and warnings to students as often as necessary.
- d) Ensure the use of personal protective equipment and guards where necessary.
- e) Make recommendations to the Head Teacher or Head of Department on Health

and Safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.

- f) Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on Health and Safety in line with National Curriculum requirements for safety education.
- h) Ensure that personal items of equipment (electrical or mechanical) or proprietary substances are not brought into the school without prior authorisation.
- i) Regularly check their classrooms for potential hazards and report any observed to the Estates Team.
- j) Report all accidents, defects and dangerous occurrences to the Head Teacher or Head of Estates.

7.0 HEAD OF CATERING

The Head of Catering is responsible for the safe operation of the catering facilities and must:

- a) Be familiar with the school Health and Safety Policy.
- b) Prepare risk assessments for all catering activities.
- c) Ensure that all kitchen staff are instructed and informed to work following the policies, risk assessments, and procedures in place.
- d) Inform the Head of Estates or Head Teacher of any potential hazards or defects.
- e) Be familiar with the current Food Safety legislation and the implications so far as the school is concerned.

School staff must not use the catering facilities and equipment without the prior agreement of the Bursar and Head of Catering.

8.0 HEALTH AND SAFETY COMMITTEE

The school's Health and Safety Committee provides a forum for joint employer/employee discussions of Health and Safety matters. This committee will meet once per term as a minimum. All employees are encouraged to bring Health and Safety concerns to this Committee either directly or through their safety representative.

- 8.1 The Committee will review all health, safety, fire safety and security matters, including a review of policy at least annually.

8.2 The Committee will advise the Head Teacher and/or the Head of Estates, of any current issues in respect of Health, Safety and Security.

8.3 The Health and Safety Committee will comprise

- The Bursar
- Head of Estates
- Facilities Coordinator
- Domestic Services Coordinator
- Heads of Science and Technology
- Assistant Head (Pastoral)
- Director of Co-curricular
- Transport Coordinator
- OC CCF
- SSI/Director of the DofE Programme
- Head of Catering
- One Residential House Parent
- One Head of Day House
- A Governor

9.0 ALL STAFF

9.1 All employees must:

- a) Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons.
- b) Observe all instructions on Health and Safety issued by the Governing Body, or any other person delegated to be responsible for a relevant aspect of Health and Safety.
- c) Follow the guidance given in Health and Safety training received.
- d) Report all accidents and near misses as per the current procedure.
- e) Know and apply emergency procedures in respect of fire, first aid and other emergencies.
- f) Co-operate with other persons to enable them to carry out their Health and Safety responsibilities.
- g) Inform their Line Manager of all potential hazards to Health and Safety, in particular those who are at serious or imminent danger.
- h) Inform their Line Manager of any shortcomings they identify in the school's Health and Safety arrangements.
- i) Exercise good standards of housekeeping and cleanliness.
- j) Co-operate with the any appointed/elected Safety Representative(s) and the

Enforcement Officers of the Health and Safety Executive.

- k) When authorising work to be undertaken or authorising the purchase of equipment, ensure that the Health and Safety implications of such work or purchases are considered.

10.0 CONTRACTORS AND VISITORS

- 10.1 All visitors (including contractors) must report to Reception and sign in on arrival.
- 10.2 Visitors and contractors must report any injuries to their host as soon as possible.
- 10.3 When the premises are used for purposes not under the direction of the Head Teacher, then, ***subject to the explicit agreement of the Governing Body***, the principal person in charge of the activities will have responsibility for safe practices in the areas under their control.
- 10.4 All contractors who work on the premises are required to identify and control any risk arising from their activities and inform the Head Teacher of any risks that may affect the school staff, students and visitors.
- 10.5 All contractors must be aware of this Health and Safety policy, other relevant policies and emergency procedures and comply with these at all times.
- 10.6 In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Head Teacher or their representative will take such actions as are necessary to protect the safety of staff, students and visitors.

11.0 STUDENTS

- 11.1 Students, in accordance with their age and aptitude, are expected to:
 - a) Exercise personal responsibility for the Health and Safety of themselves and others.
 - b) Observe standards of dress consistent with safety and/or hygiene.
 - c) Observe all the Health and Safety rules of the school and in particular the instructions of staff given in an emergency.
 - d) Use and not wilfully misuse, neglect or interfere with things provided for their Health and Safety.

PROCEDURES AND ARRANGEMENTS

Introduction

The following procedures and arrangements have been established within our school to eliminate or reduce Health and Safety risks to an acceptable level and to comply with minimum legal requirements.

The list provides a summary of all the key Health and Safety arrangements applicable to the school. More detailed policies and written procedures for a number of these areas are available in the Health and Safety Management File.

Accident and Incident Reporting

All staff are required to ensure that all accidents are reported to the Head Teacher (or designated responsible person) who will ensure that the accident is investigated and reported to the Governing Body and the Health and Safety Executive as appropriate.

All incidents or near misses – i.e. something which has the potential to cause harm although it doesn't do so on this occasion – must also be reported so they can be investigated and appropriate steps taken to prevent a more serious reoccurrence.

Asbestos

The Head of Estates is responsible for ensuring that the school Asbestos Log is read and signed by all contractors prior to starting any work on the premises.

Staff must not affix anything to walls, ceilings etc. without first obtaining approval from the Head Teacher/Head of Estates.

Staff must report any damage to asbestos materials immediately to the Head Teacher.

Where damage to asbestos material has occurred the area must be evacuated and secured. The Head Teacher will immediately notify the Head of the Governing Body by telephone.

Contractors

The Head of Estates is responsible for the selection and management of contractors who work on the premises in accordance with the school's Managing Contractors' Policy.

Curriculum Safety (*including out of school learning activities*)

All curriculum leaders are responsible for ensuring that risk assessments are in place for curriculum activities where there is a potential risk to staff and students.

The risk assessments must be made known to all teaching and support staff and reviewed regularly.

Guidance from CLEAPSS, AfPE and other lead bodies should be adopted as appropriate.

Display Screen Equipment

The Head Teacher is responsible for ensuring that DSE assessments are completed for administrative staff and teaching staff who regularly use laptops or desktop PCs.

Staff are reminded that laptops should not be used on laps, chair arms and other unsuitable surfaces.

Educational Visits and Journeys

The Head Teacher is responsible for appointing an Educational Visits Co-ordinator (EVC) and providing them with suitable training and the necessary resources for them to complete their duties.

The Head Teacher and the EVC are responsible for ensuring that all school trips are managed in accordance with the school policy for Educational Visits.

Staff involved in Educational Visits should be familiar with this policy.

Electrical Safety

The Head of Estates is responsible for ensuring that the hard wiring system is inspected every five years by a competent person and any identified remedial work is undertaken without delay.

The Head of Estates will also ensure that all portable electrical equipment is tested in accordance with the timescales recommended by the Health and Safety Executive.

All staff must be familiar with school procedures and report any problems to the Head of Estates. Staff are reminded that they must not bring electrical equipment into school without the permission of the Head Teacher.

Fire Precautions and Emergency Procedures

The Head Teacher is responsible for ensuring:

- a) That a Fire Risk Assessment is completed and reviewed annually.
- b) That the school emergency plan and evacuation procedures are regularly reviewed.
- c) All staff complete fire safety awareness training.
- d) That a fire drill is undertaken every term.
- e) The preparation of a Personal Emergency Evacuation Plan (PEEP) for staff and/or students with special needs.

The Head of Estates is responsible for:

- a) The maintenance and inspection of fire safety systems and reporting significant findings to the Head Teacher.
- b) The maintenance and inspection of firefighting equipment.
- c) The maintenance of exit/escape routes and signage.
- d) Supervision of contractors undertaking hot work.

All staff must be familiar with the school Fire Risk Assessment and the emergency evacuation plan.

First Aid

The names of the school's qualified First Aiders are displayed on SharePoint or available from

the Medical Centre.

First Aid supplies are kept in the Medical Centre and it is the responsibility of the Medical Centre to ensure that stocks of supplies are kept up to date.

All staff must be familiar with the arrangements for First Aid provision outlined in the Medical Policy.

Hazardous Substances

The Head of Estates is responsible for ensuring that all cleaning and maintenance products that may be hazardous to health are assessed as per the Control of Substances Hazardous to Health Regulations (COSHH) before being used.

Substances that fall under COSHH must be stored securely in accordance with the manufacturer's instructions and only used by authorised persons trained in the safe use of the product.

All staff are reminded that no hazardous substances should be used without the permission of the Head Teacher. A member of staff who has completed COSHH Risk Assessment training will complete an assessment for any authorised products.

Products with low toxicity routinely used in the classrooms must be stored securely and only used by staff or older students under supervision.

Substances used in DT, Art and Science should be assessed as per COSHH requirements and used in accordance with the generic assessments and guidance provided by CLEAPSS.

Inclusion

Gordon's School complies with its policy for Inclusion and all teaching and support staff should be familiar with this policy and supporting guidance.

The Head Teacher is responsible for ensuring that there are adequate facilities and support staff to ensure the health, safety and welfare of any student with SEN.

All teaching and support staff must be given any information about a student's needs and receive such training as is necessary for them to be able to support the student's learning, social and personal needs.

The SENDCo and curriculum leaders must ensure that all risk assessments for curriculum activities are adapted as necessary to ensure the safety of any student with SEN. No student should be excluded from an activity on the grounds of Health and Safety unless this is unavoidable due to the risk level identified by a risk assessment.

Where it is considered essential to exclude a student from all or part of an activity this exclusion must be authorised by the Head Teacher.

Lettings/shared use of premises/use of premises outside School Hours

The Head Teacher is responsible for ensuring that any use of the premises outside school hours is managed in accordance with this policy, the fire safety policy and the lettings policy.

The Commercial and Development Manager is responsible for managing the arrangements for lettings, e.g. staffing requirements, first aid provision, fire and emergency arrangements, and any restriction on use of facilities and equipment.

Lone Working

Lone workers can be defined as anyone who works by themselves without close or direct supervision.

Maintenance, facilities and cleaning staff may be regular lone workers but teachers and other staff may also work in isolated classrooms/offices after normal school hours or during holiday times.

Any member of staff working 'out of hours' must be aware of and work to the Lone Working risk assessment.

Lone workers should not undertake any activities which present a significant risk of injury.

Managing Medicines & Drugs

No student is allowed to take medication on the school site without a letter of consent from his/her parent/carer.

Staff must notify the Head Teacher if they believe a student to be carrying any unauthorised medicines/drugs.

The school Medical Policy provides detailed guidance and all staff should be familiar with this policy.

Maintenance and Inspection of Equipment

The detailed arrangements for the maintenance and inspection of equipment are described in the site maintenance procedures under the control of the Head of Estates.

Where Heads of Department hold budgets for maintenance they must ensure that a schedule of planned preventative maintenance of all equipment is in place and record all maintenance and repair

All faulty equipment must be taken out of use and reported to the Head of Estates. Staff must not attempt to repair equipment themselves.

Manual Handling and Lifting

The Head Teacher will ensure that any significant manual handling tasks are risk assessed and these tasks eliminated where possible.

No member of staff should attempt to lift or move any heavy furniture or equipment themselves but must ask the Head of Estates for assistance.

Students are not allowed to move or lift any heavy or unwieldy furniture or equipment.

Support staff who assist students with physical disabilities must be trained in the safe use of lifting equipment and handling techniques.

New and Expectant Mothers

A staff member who is a new or expectant mother should notify their line manager as soon as practicable.

The relevant manager should review the relevant risk assessments with the relevant staff to ascertain if further controls are required. If necessary, a specific risk assessment should be carried out for the new/expectant mother.

The school should consider these risks when completing the risk assessment:

- a) Working with hazardous substances
- b) Stressful environments
- c) Movement around the site (including stairs and distances between classrooms etc.)
- d) Doing duties that involve physical effort which might be too arduous
- e) Standing for long periods
- f) Inherent risks in certain departments, e.g. PE, Science
- g) Manual Handling
- h) Working in a confined working space
- i) Using an unsuitable workstation
- j) Infectious diseases
- k) The provision of appropriate sanitary and rest facilities.

PE Equipment

The Head of Physical Education is responsible for ensuring that all PE equipment is suitable and safe for the activities planned and the age and abilities of the students.

Risk assessments have been completed for all PE activities and all staff must be familiar with these.

Wall bars, ropes, beams, vaulting horses, benches and mats are formally inspected annually by a competent contractor.

All PE equipment must be visually checked before lessons and returned to the designated store area after use.

Students must not use the PE equipment unless supervised.

Any faulty equipment must be taken out of use and reported to the Head of Dept.

Personal Protective Equipment (PPE)

Where the need for PPE has been identified in risk assessments, it is the Head Teacher's responsibility to ensure adequate supplies of suitable PPE.

Where a need for PPE has been identified by risk assessment, staff or students should wear the PPE as instructed.

Any staff member or student who refuses to use the PPE will be subject to disciplinary action.

PPE must be kept clean and stored in designated areas. Staff must report any lost or damaged PPE to their line manager.

Risk Assessments

It is the Head Teacher's responsibility to ensure that potential hazards are identified and that risk assessments are completed for all significant risks arising from the school undertakings.

The Head Teacher is responsible for ensuring risk assessments are delegated to the person with responsibility for the area.

Heads of Department will undertake risk assessments for their specialist areas.

The Head of Estates will undertake risk assessments for premises operations.

The EVC will ensure that risk assessments are completed by all staff who organise and lead school visits.

Security

The Head of Estates is responsible for the security of the school site and will undertake regular checks of the boundary walls /fences, entrance points, outbuildings and external lighting.

The Head of Estates is also responsible for the security of the site during school use and lettings.

The access numbers for site gates/buildings with security pads will be changed at regular intervals and these changes notified to all staff. Staff are reminded that these numbers should not be divulged to any student or parent.

Staff must query any visitor on the school premises who is not wearing a visitor badge and escort them back to reception.

If an intruder becomes aggressive staff should seek assistance.

Meetings with parents known to be verbally abusive or threatening in their behaviour should only be held virtually or by phone, if this is not possible, then these should take place in an area of the school where assistance is available. The Head Teacher should be notified in advance of these meetings where possible.

Any incidents of verbal abuse or threatening behaviour by parents, visitors or students must be reported immediately to the Head Teacher.

Site Maintenance

The Head of Estates is responsible for ensuring the safe maintenance of the school premises and grounds and for ensuring cleaning standards are maintained.

The Estates team will undertake routine inspections of the site and report any hazards that cannot be dealt with immediately to the Head Teacher.

All staff are responsible for reporting any damage or unsafe condition to the Head of Estates immediately. This can be done by sending an email to maintenance-request@gordons.school or by dialling extension 3344 if the matter is urgent.

Smoking

It is illegal to smoke anywhere on the school premises.

Stress and Wellbeing

The Governors and Head Teacher are responsible for taking steps to reduce the risk of stress in the school by taking measures to ensure colleagues are supported through:

- An environment in which there is good communication, support, trust and mutual respect.
- The provision of training to enable them to carry out their jobs competently.
- Control to plan their own work and seek advice as required.
- Involvement in any significant changes.
- Clearly defined roles and responsibilities.
- Consideration of domestic or personal difficulties.
- Individual support, mentoring and referral to outside agencies where appropriate.

Supervision of students

Staff will actively promote sensible, safe behaviour to students.

Dangerous or risky behaviour displayed by students will be addressed and dealt with in school procedures.

Students will only be allowed into or stay in classrooms under adult supervision.

Appropriate supervision of changing rooms and toilets will be in place at busy times.

Training & Development

The Head Teacher is responsible for ensuring that staff Health and Safety training needs are completed and to provide any identified training.

All new staff will receive specific information and training as part of the school induction process.

All staff will receive Health and Safety and Fire Safety awareness training on an annual basis.

Staff given specific Health and Safety responsibilities and duties will be provided with the necessary levels of information, instruction and training to enable them to carry out these duties.

Health and Safety will be a regular agenda item for SLT and other staff meetings and on the school's INSET days in each new academic year.

Visitors

All visitors must sign in and out at the school reception desk. This includes parents and peripatetic teachers/specialists. A badge will be issued which must be worn at all times whilst on the premises.

Visitors to the school will be made aware of the emergency procedures and other safety information that is relevant to them.

Contractors undertaking maintenance work will be informed of the emergency procedures and any risks in their work area e.g. asbestos, fragile roofs.

Water hygiene management (control of Legionnaire' disease)

The Head Teacher will ensure that competent persons are engaged to manage the water system and control the spread of legionella bacteria. These persons will be the Head of Estates' specialist external contractors

The school will ensure a suitable and sufficient assessment as detailed in the COSHH Regulations and Approved Code of Practice L8 is carried out to identify and assess the risk of exposure to legionella bacteria from work activities and the water systems on the premises and any necessary precautionary measures.

Where the risk assessment shows that there is reasonable foreseeability of risk, and this cannot be eliminated, a written scheme for controlling the risk from exposure will be written by a competent person.

This scheme will specify measures to be taken to ensure that it remains effective. The school will ensure that a suitable and sufficient monitoring regime is in place and that records are kept.

Working at Height

The Head of Estates is responsible for the purchase and maintenance of all ladders in the school.

All ladders conform to BS/EN 131 standards as appropriate and a recorded inspection is carried out every six months.

The Head of Estates is also responsible for completing risk assessments for all working at height tasks on the premises.

Staff are reminded that 'working at height' applies to all activities which cannot be undertaken whilst standing on the floor or activities carried out where a fall from height can take place.

When decorations or displays need to be put at height, a step stool or small step ladder must be used. Standing on desks, chairs or other furniture is **not** permitted.

Do not work at height alone. If you are planning to use a step ladder, make sure you know how to set it up correctly. If in doubt, ask the Head of Estates for help and have an assistant to hold the ladder steady and pass you the materials you need.

Your knees should be no higher than the top platform of the ladder.

Never overreach. Try always to keep one hand free on the ladder to steady yourself.

Appendix 1 – Supporting Policies and Procedures

Supporting Policies and Procedures are on SharePoint

1. Educational Visits Policy
2. Medical Policies
3. Managing Contractors
4. Safeguarding Policies (Child Protection)
5. Staff Handbook
6. Fire risk assessment and procedures
7. Asbestos Management

HEALTH AND SAFETY POLICY

Member of Staff Acknowledgement

I have read the school Health and Safety Policy and agree to follow the procedures outlined in the policy.

Employees Name: _____

Employees Signature: _____

Date of Signature: _____