



ISSR Ref.

# Health and Safety Policy

Last revised: September 2017

Policy Owner: Bursar

## **Policy Statement**

The Directors/Governors and staff of Lyndhurst School will strive to achieve the highest standards of health, safety and welfare consistent with their duties under the *Health and Safety at Work etc. Act 1974* and regulations made under that Act. This policy has been written with reference to the guidance contained within *Health and Safety: Advice on legal duties and powers for local authorities, school leaders, school staff and governing bodies*, (February 2014).

This is a whole school policy and applies to all members of Lyndhurst School.

## **Associated Policies and Documents**

- Lyndhurst School Educational Visits Policy
- Lyndhurst School Critical Incident Plan
- Lyndhurst School Fire Prevention and Procedures Policy
- Lyndhurst School Risk Assessment Policy
- Lyndhurst School First Aid Policy

## **Roles and Responsibilities**

### The School's Directors/Governors

The School's Directors/Governors are responsible for ensuring that

- 11 • relevant health and safety laws are complied with by drawing up and effective implementation of a written health and safety policy.
- 16 • the welfare of the pupils at the school is safeguarded and promoted by the drawing up and effective implementation of a written risk assessment policy; and
- 16 • appropriate action is taken to reduce risks that are identified.

The School uses HANDSAM to monitor updates in Health and Safety Legislation and record compliance with such.

Specifically the School's Directors and Governors have a legal responsibility to ensure that the following activities are completed:

- Assess the risks of all staff and others affected by school activities in order to identify the health and safety measures that are necessary and, in certain circumstances, keep a record of the significant findings of that assessment



- Introduce measures to manage those risks (risk management)
- Tell their employees about the risks and measures to be taken to manage the risks, and
- Ensure that adequate training is given to employees on health and safety matters.

### The Health and Safety Committee

The Health and Safety Committee at Lyndhurst School has a responsibility to establish, monitor and review measures needed to meet satisfactory health and safety standards and to ensure that:

- All Health and Safety Risk Assessments are completed, reviewed and updated as necessary.
- Where necessary, measures are taken to reduce the risks identified in the risk assessment.
- All staff are aware of the risks and the measures which need to be taken to manage them.
- Adequate training is provided on health and safety matters.

The Health and Safety Committee meet at least every half-term, and as necessary if a need arises, to ensure they are meeting the above responsibilities. In practice these meetings form part of the regular Senior Management Team meeting.

### School Staff

The law requires all school staff to:

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work;
- Co-operate with their employer (in this case the Health and Safety Committee who act on behalf of the School's Directors/Governors) on health and safety matters
- Do their work in accordance with training and instructions; and
- Inform their employer through the **Designated Person** (the Headmaster) of any work situation representing a serious and immediate danger, so that remedial action can be taken

In addition to these requirements staff at Lyndhurst School have a common law duty to act 'as any prudent parent' would do when in charge of pupils.

Staff at Lyndhurst School should follow any health and safety procedures put in place by the school. They can discuss these with the **Designated Person** and request that it is reviewed by the Health and Safety Committee.

If any member of staff notices a potential health and safety issue, including occupational health/work-related stress issues, they should report these to the **Designated Person**.

### Guidance on assessing and managing risks

See the **Risk Assessment Policy**.

### Educational Visits

See the **Educational Visits Policy**.



### **Reporting of injuries and accidents.**

For guidance on reporting injuries and accidents see the **First Aid Policy**.

### **Dealing with Health and Safety Emergencies**

See the **Critical Incident Plan** for details of procedures and contacts in case of an Emergency.

### **Occupational health services and managing work-related stress**

The school takes staff welfare, including occupational health services and work-related stress, seriously and provides encourages open dialogue and provides opportunities for staff to discuss their concerns with their line manager and/or appropriate outside agencies.

### **Security**

The school aims to provide a safe, secure environment for all employees, pupils and other visitors to the school. Access to the school is restricted. All entrances to the school site are secure and the school has 24hour CCTV in operation. The security arrangements are regularly reviewed. All visitors are required to sign in and are advised that they must comply with the school's regulations on all Health and Safety matters.

Security measures do not compromise or intrude on the reasonable privacy of employees and pupils.

### **Violence to staff**

The Governors and Trustees of Lyndhurst School will not tolerate any instances of violence, including verbal abuse, to staff. In the event of an act of violence, harassment or security breach the school will take immediate steps to safeguard those affected and will contact the Police or other agencies as appropriate.

### **Slips and trips**

The Health and Safety Committee regularly risk assess the school site for hazards which may result in slips and trips. Staff should advise the Health and Safety Committee if they become aware of any hazards.

### **Management of asbestos**

See Appendix 1.

### **Selecting and managing contractors**

See Appendix 2.

### **Smoking**

Smoking is banned on all areas of the school site.



## **Guidance for staff on manual handling and working at height**

Staff have a duty to exercise a reasonable level of common sense and care when carrying out their day-to-day activities around the school and should ask for assistance or use safety equipment provided for that purpose e.g. safety steps-stools for accessing high equipment. Staff whose job description requires them to perform tasks such as moving loads or working at height, for example, the school caretaker, will be given training for these activities and will be provided with appropriate safety equipment.

## **Hazardous equipment and substances**

Staff must make sure that any potentially hazardous equipment or substances are stored out of reach of the children and that they are tidied away immediately after use.

## **On-site vehicle movements**

All staff and visitors must be aware of the potential presence of children and adults when entering and leaving the school car park.

All vehicles entering the school grounds via the side gate must be accompanied by a member of staff or responsible adult on foot to make sure that children and adults are aware of the vehicle.

## **Maintenance and testing of plant and equipment**

The **School Bursar** is responsible for ensuring that all equipment is serviced and maintained in accordance with the manufacturer's instructions and in accordance with any relevant legislation and a log of all servicing and maintenance is kept in the **Health & Safety Log** in the School Business Manager's Office.

Staff must inform the School Business Manager if they have any equipment, such as small electrical items, in their classroom / department or work area which requires regular maintenance or servicing.

## **Designated Persons of Responsibility**

<b>Designated Person:</b> <i>(for receiving reports of Health and Safety Issues)</i>	Ms Marie Ash
<b>Health and Safety Committee:</b>	Mr. A. Rudkin (Headmaster) Mrs G Thomson (Deputy Head) Miss Monika Balazsova (Bursar) Mr P. McCready (Chair of Governors responsible for Health & Safety)
<b>Fire Safety Manager:</b>	Mrs K Potter
<b>First Aid / Medication:</b>	Mrs K Lawrence
<b>Designated Safeguarding Lead:</b>	Miss Marie Ash



**Deputy DSL:**

Miss V Tutcher, Mr A. Rudkin

**Catering:**

Connect Catering

**Supervision (non-teaching):**

Miss Monika Balazsova

**Visits/Activity Holidays:**

Mr A. Rudkin/ Mrs G Thomson

**Subject Specific Areas**

Heads of Department as named in the School Staff Handbook



## **Appendix 1:Asbestos**

The school recognises that all types of asbestos are dangerous and will manage the risks presented by asbestos containing materials (ACM) or presumed ACMs on the Schools premises by complying with the control of Asbestos Regulations 2012 (SI 2012/632) and in particular by:

- Ensuring that the School complies with its duties in relation to licensed and non-licensed work, including notifying the relevant enforcing authorities in relation to non-licensed work, where appropriate. Detailed guidance can be found in the Asbestos essentials: advice on work on non-licensed work and asbestos (A01) (04/12) at <http://www.hse.gov.uk/pubns/guidance/a0.pdf>;
- Preparing and keeping up to date a record of the location and condition of ACMs or presumed ACMs;
- Carrying out a written assessment of the risks presented by ACMs and presumed ACMs;
- Preparing and implementing a written plan of action for managing the risks posed by ACM or presumed ACM at the School;
- Regular inspections, reviews and / or monitoring as appropriate;
- Ensuring that adequate records are kept in relation to non-licensed work done on ACM or presumed ACM at the school;
- Ensuring that all employees may come into contact with ACM or presumed ACM are adequately trained;
- Ensuring that ACM or presumed ACM is not to be disturbed unless prior agreement has been given by the Group Business Services Manager and there are appropriate control measures in place to ensure that staff, pupils or any other users of the School premises are not exposed to asbestos;
- Ensuring that only authorised staff and / or fully licensed contractors are permitted to carry out any work in the relation to ACM or presumed ACM.
- If anyone disturbs or suspects that they have disturbed ACM they should
- Not disturb it further under any circumstances
- Ensure that access to the affected area is restricted and put up a warning sign stating "possible asbestos contamination"
- Immediately report it to the Group Business Manager who will take appropriate action.
- Ensure that any clothing which have been covered in dust or debris is appropriately disposed of.



## **Appendix 2: Contractors**

We use external consultants to advise as required on matters of health and safety within the School.

- Structural Surveyors are retained to give advice on the external fabric of the school annually.
- Engineers monitor and service the school's plant, equipment, including boilers annually.
- The School's adherence to health and safety in catering and cleaning is subject to external inspection by the Environmental Health Officer (EHO). In addition, the Catering Manager arranges for:
  1. The professional deep cleaning of all equipment, high level cleaning of all cooking, food preparation and storage surfaces, areas etc. twice a year.
  2. Appropriate pest control measures to be in place.
- The School has a professional fire risk assessment which is updated every 3 years, more frequently if significant changes are made to the interior of buildings, or new buildings are bought or added.
- In addition to this weekly fire alarm tests, the alarm system, together with all smoke detectors, emergency lighting and extinguishers are tested annually by a qualified contractor.
- The Company has a professional risk assessment for legionella, every 3 years.
- The Company maintains an asbestos register at the School and the Site manager is responsible for ensuring that it is kept up to date and for any sampling or removal before major works takes place. He is also responsible for making sure that Contractors are fully briefed on areas of asbestos before starting work.
- The School has a current electrical test certificate for all of its buildings. It uses NICEIC qualified Electrical Engineers to inspect and maintain its electrical installations all of which are RCB protected and meet the requirements of BS7671 IEE wiring regulations.
- All work on gas boilers and appliances is carried out by registered Gas Safe Engineers.
- All domestic boilers are serviced annually and all domestic properties have current Gas Safety Certificates.
- A qualified Planning Supervisor is used in order to ensure compliance with the Construction (Design and Management) (CDM) Regulations 1994 whenever major work is undertaken.