



HEALTH AND SAFETY POLICY

Drafted by: Neil Urquhart

Committee Member responsible: Les Robinson

Reviewed by: Toby Spence

Adopted by Committee: March 2015

Last reviewed: February 2018

Date of next review: March 2019

Signed: Seren Wildwood
Clerk of School Committee

Sibford School Health and Safety Policy applies to all parts of Sibford School. The policy complies with the Independent Schools Regulatory Framework, the National Minimum Standards for Boarding and statutory guidance on Early Years Foundation Stage and with current statutory requirements.

Part A - General Statement of Health and Safety Policy

1. Sibford School Committee (the governing body) recognises the provisions of the Health and Safety at Work Act 1974(s.3(1)) and in particular the Management of Health and Safety at Work Regulations 1999 (SI 1999 No. 3242) and accepts its responsibility as the employer for providing, so far as is reasonably practicable, work places and work practices which are safe and healthy for all its employees, pupils and visitors.
2. The Committee will fulfil this responsibility by paying particular attention to the provision and maintenance of proper:
 - places of work with safe access and egress
 - plant, equipment and systems of work
 - arrangements for the use, handling, storage and transport of articles and substances
 - information, instruction, training and supervision
 - environments for safe and healthy working.
3. School Committee is committed to ensuring that the School operates in accordance with the policy which follows and where necessary additional resources will be provided.
4. School Committee recognises the need for the involvement of both teaching and associate staff in achieving a successful health and safety policy, and will co-operate with employee safety representatives and provide them with any reasonable facilities and training.
5. School Committee will ensure appropriate committee arrangements for the consideration of safety matters.
6. Without detracting from the primary responsibility of the Head for ensuring safety, the Health and Safety Committee will continue to keep under review arrangements for providing competent technical advice on safety and health matters where this is necessary.
7. The Business Manager is expected to report to School Committee as necessary, and at least three times a year, on all significant health and safety matters affecting the School.
8. Employees are reminded of their duties to take care of their own safety and that of other employees, pupils and other persons who might be affected by their work activities and of the duty to co-operate with the Health and Safety Committee to enable the School Committee to carry out its health and safety responsibilities successfully.
9. A copy of this statement is made available to all employees. It will be reviewed and added to or modified from time to time and as necessary.

PART B – The Scope of Health and Safety at Sibford School

The Head has responsibility (directly or through delegation) as detailed in this part of the policy and in accordance with the law -

- A To ensure adherence in all respects to the Health and Safety Policy of the School and in particular to ensure that the necessary resources for implementation are available.
- B To plan, organise, control, monitor and review the arrangements for health and safety including the arrangements for any visitors (including contractors).
- C To carry out general risk assessments and specific risk assessments as required by health and safety legislation.
- D To ensure that all work procedures under his control are safe.
- E To ensure that information, training and instruction have been given.
- F To provide occupational health surveillance where appropriate.
- G To investigate and keep a record of all cases of occupational ill health, accidents, near misses, hazardous incidents and fires.
- H To post signs and notices and to keep them up to date.
- I To appoint first aid personnel and to have first aid boxes checked regularly.
- J To ensure that an up-to-date fire safety risk assessment is available and that its requirements are satisfied.
- K To ensure that fire escape routes are kept clear.
- L To inspect fire exit routes regularly and maintain them.
- M To have fire drills at regular intervals.
- N To ensure that the conditions of local authority licences etc. are observed.
- O To ensure the safe disposal of hazardous waste (e.g. asbestos) is in compliance with legislative requirements.
- P To ensure that appropriate controls are in place for hazardous substances.
- Q To ensure the safe movement of vehicles on site.
- R To maintain, and where necessary, examine and test all plant and equipment, such as electrical equipment, gas appliances, lifting equipment and glazing safety.
- S. To ensure that pupil behaviour is managed to limit the risks to the health and safety of everyone within the school community, or those visiting the school (see Behaviour Policy).

PART C: The Organisation of Health and Safety

The Head is responsible for ensuring compliance with the School's Health and Safety Policy which comprises three parts, the General Statement, the Scope and the Organisation and Arrangements for Health and Safety.

The Head's responsibilities are set out in Part B above. Where responsibilities have been delegated, these delegations and also the advisory arrangements within the School are described below.

1. Executive Responsibility for Safety

Every head of department and employee with a supervisory role is responsible for ensuring, in accordance with the law, the health and safety of employees, pupils and other persons in their area of responsibility and also anyone else who may be affected by their work activities. In particular, the responsibilities listed at Part B, Paragraphs B, C, D, E, F, G, H, K and O are assigned to such persons for their areas.

The Business Manager is delegated powers of overall executive authority and responsibility for duties in collaboration with the appropriate departmental head or supervisor.

All those with executive responsibility should notify the Business Manager of any planned, new or recently identified significant risks in their areas and also of the control measures needed.

Every head of department and employee with a supervisory role should report any significant breach of the safety arrangements.

When heads of departments, supervisors or others in charge of areas, employees, pupils or visitors are absent for significant periods, adequate substitution must be made in writing.

The following employees have executive responsibility throughout the School to ensure compliance with the Policy as it applies to their special function:

- Visitors including contractors – Business Manager
- Fire, electrical and gas safety –Facilities Manager
- Control and maintenance of the minibus fleet – Transport Coordinator
- First aid provision – School Nurse
- Science Department and Radiation – Head of Science
- Design and Technology – Head of Design Technology
- Kitchen – Head of Catering
- Play areas – Facilities Manager
- Educational visits – Assistant Head Academic
- Swimming Pool – Swimming Pool Manager

2. Advisory Responsibility for Safety

The Head has appointed the Business Manager as Safety Coordinator to advise on matters of health and safety in the School. If his advice is not taken by any employee of the School, the Head must be informed.

The Business Manager is responsible for developing a culture of risk awareness so that School activities are carried out with due regard to risks and that these are reduced, so far as reasonably possible, to a safe level. The Business Manager will co-ordinate any advice given by specialist safety advisors and those with enforcement powers, monitoring health and safety within the School and reporting any breaches of the health and safety policy.

3. Health and Safety Committee

The purpose of the Health and Safety Committee is to monitor the effective implementation of the health and safety policy within the School, to consult with employees on matters concerning health and safety, and to identify ways to reduce risk in all school activities. The Committee meets at least once a term.

The members of the Committee are:

- Representative of School Committee (Les Robinson)
- Business Manager
- Assistant Head Academic
- Facilities Manager
- Caretaker
- Senior in Maintenance
- Senior in Grounds
- Swimming Pool Manager
- Catering Manager
- School Nurse
- Transport Coordinator
- Director of Sport
- Senior Science Technician
- Junior School Administrator

4. Workplace Responsibility for Health and Safety

All school employees will:

- Make sure that all work is carried out in the approved way and in accordance with School policy.
- Protect yourself and others by using any guards or safety devices provided and by wearing the personal protective equipment provided as required.
- Adhere to all instructions in respect of health and safety.
- Warn your immediate supervisor of any new hazards to be introduced and recently identified risks found in present procedures.
- When appropriate, give your visitors (including contractors) a named contact within the School with whom to liaise.
- Offer any advice and suggestions that you think may improve health and safety.
- Report all fires, incidents and accidents immediately to the Business Manager.
- Familiarise yourself with the location of firefighting equipment, fire alarm points and fire escape routes, together with the fire procedures.

If you are in doubt about any matter of Health and Safety consult your supervisor, the Business Manager, or the Head.

5. **Specialist advisors:**

The School has appointed the following specialist advisors

- a. Fire Protection Systems – Executive Fire Protection
- b. Electrical – Allianz Cornhill Engineering and PSA Electrics
- c. Asbestos – Marston Environmental Services
- d. Oil and Gas – Curtis and Carder
- e. Security – Broadsword Services
- f. Ladders and Towers – Universal & Power Ltd
- g. Catering – Thomas Franks
- h. Catering Equipment and Refrigeration – Francis Catering
- i. Kitchen Cleaning – Deep Clean Hygiene Solutions Ltd
- j. Fixed Play Areas – Playsafe
- k. Tree surgery – Acreman Abroculture
- l. Portable Appliance Testing – Appointed as appropriate
- m. Water testing – Legionella – Eaton Environmental
- n. Plumbing – James Butler
- o. Science – Consortium of LEAs for the Provision of Science Services (CLEAPPS)
- p. Radiation Services – Radiation Protection Adviser (Jane Hopkins at Warwick Shire Hall)

Contact details are held by the School Business Manager or Facilities Manager. Employees in Sibford School who wish to consult their safety representatives should contact the Business Manager.

6. **Fire Safety** (see Fire Prevention Policy)

The Facilities Manager has been appointed as Fire Officer to provide general advice on fire control activities. In accordance with the Fire Regulations 2006 the Business Manager and the Fire Officer will be responsible for undertaking necessary Fire Risk Assessments and maintaining the necessary records previously maintained by the fire service.

In the case of a practice fire evacuation or actual alarms the Fire Officer along with senior members of staff have executive authority to clear the building and to manage such roll calls or checks as may be necessary up until the time when responsibility is handed over to the attending fire service officer or the practice is satisfactorily completed.

The School has a separate Fire Prevention Policy.

7. **First Aid and Accident Reporting** (see First Aid Policy)

The School Nurse is responsible for First Aid and accident reporting.

All accidents, occupational ill health, dangerous occurrences and near misses, should be reported to the School Nurse or the Business Manager. The Business Manager is responsible for notification of any reportable incidents and occurrences to the Health & Safety Executive under RIDDOR.

8. **Risk Assessments** (see Risk Assessment Policy)

Sibford School is a risk aware work place. Risk assessments will be carried out if necessary for curriculum and work place activities to identify and evaluate risks, and to take mitigating action to reduce such risks. If the residual risk is unacceptable the activity will not be carried out until appropriate mitigating measures have been put in place.

The Assistant Head Academic is responsible for risk assessments for school trips in line with the Education Visits Policy.

9. **Individual Responsibility for Visitors**

All School employees, and all other persons entering the School's premises or who are involved in School activities are responsible for exercising care in relation to themselves and others who may be affected by their actions. Those in charge of visitors (including contractors) should ensure that the visitors adhere to the requirements of the School Health and Safety Policy where appropriate.