



POWNALL HALL SCHOOL

HEALTH AND SAFETY POLICY



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1.0 HEALTH AND SAFETY COMMITMENT

“Pownall Hall School is committed to co-education and aims to provide a caring, disciplined, safe and secure family environment, where all pupils are enabled and encouraged to maximise on their academic, sporting, musical and creative potential.”

The management of Pownall Hall School recognises its responsibility for the welfare, health and safety of its employees, pupils and all others affected by the school’s activities.

In order to discharge its responsibilities’, the Board of Governors and the senior leadership team (SLT) of the School, will:

- bring this policy statement to the attention of all employees;
- provide adequate resources to manage the health and safety risks arising from the school’s activities;
- comply fully with all relevant legal requirements, codes of practice and regulations;
- communicate and consult with all employees on matters affecting their health and safety or the health and safety of pupils;
- provide adequate training and ensure all employees are competent to do their job;
- carry out and regularly review risk assessments to identify proportionate and pragmatic solutions to manage and reduce risk;
- eliminate risks to health and safety, where possible, through selection and design of materials, buildings, facilities, equipment and working practices;
- provide and maintain safe work, teaching and learning equipment;
- maintain the school premises and the working and learning environment;
- only engage contractors who are able to demonstrate due regard to health & safety and an appropriate level of competence;
- encourage staff to identify and report hazards so that everyone contributes towards improving safety;
- ensure effective reporting, recording and investigation of accidents, incidents, near misses so that lessons are learned and actions taken to reduce the risk of recurrence;
- monitor health and safety performance and revise policies and procedures as required in pursuance of continuous improvement.
- ensure that emergency procedures are in place at all locations for dealing with health and safety related incidents.

The Health and Safety Policy will be reviewed annually, to reflect changes to the School activities and any changes to legislation. Any changes to the Policy will be brought to the attention of all employees.

Signed:

Chair of Governors:

Date:

Headmaster:

Date:



2.0 HEALTH AND SAFETY MANAGEMENT SYSTEM

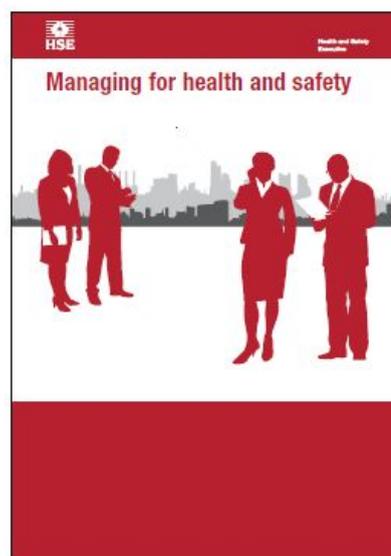
2.1 PLAN: Health and Safety Policy & Procedures

The system in place for the management of health and safety at the school follows the guidance laid down in the Health and Safety Executive (HSE) publication HSG65 “Managing for Health and Safety” available at:

<http://www.hse.gov.uk/pubns/priced/hsg65.pdf>.

This “Plan, Do, Check, Act” approach supports the school to achieve a balance between the systems and behavioural aspects of management. The school’s ethos is to treat health and safety management as an integral part of good management generally, rather than as a stand-alone system.

The way in which the school achieves the four elements of “Plan, Do, Check, Act” is through the effective implementation of the Health and Safety Policy and Health and Safety Procedures. The Health and Safety Procedures are described in three manuals: Welfare and Health, Safety and Premises and Contractor Management.



The Health and Safety Policy is reviewed annually by the Board of Governors and the Headmaster. The associated Health and Safety procedures are reviewed every three years or following any significant changes that may affect their content.

2.2 DO: Organising for Health and Safety

The overall responsibility for health and safety sits with the Board of Governors and the Headmaster. However, it is the responsibility of every employee to cooperate in providing and maintaining a safe place of work.

The Policy details the responsibilities for key roles within the school:

- Board of Governors
- Headmaster
- General Business Manager
- Heads of Department
- School Office Manager
- Estates Manager
- Catering Manager
- Teaching Staff
- Visitors and Pupils
- External Competent Advisors

There is also an active Health and Safety Committee, made up of members of the Board of Governors and the SLT.



2.2.1 Roles and Responsibilities of Key Roles

The **Board of Governors** has overall responsibility for health and safety which it discharges through the Headmaster. The Board of Governors will ensure:

- they review and approve the Health and Safety Policy and Management System annually;
- they create a positive health and safety culture throughout the school and that any decisions made at senior level consider health and safety implications;
- an effective management structure and adequate resources are available for the effective implementation of the health and safety policy and procedures;
- that there is an active Health and Safety Committee, overseen by the Health and Safety Governor,
- that they review the health and safety performance of the school and the effectiveness of the school's risk controls with the Health and Safety Committee on a termly basis;

The **Headmaster** has overall responsibility for management of the school and for ensuring compliance with health and safety legislation. For the day to day running of the school the Headmaster takes primary responsibility, however, has nominated the Deputy Head Teacher to carry out the role of the Welfare, Health and Safety Officer (WHSO), who will be assisted by the Business Manager.

The **Headmaster** will, ensure that:

- the Health and Safety Policy and associated procedures are implemented, monitored, communicated effectively and reviewed as necessary
- suitable resources, i.e. sufficient funds, people, materials and equipment, are provided to meet all health and safety requirements;
- those that have specific health and safety responsibilities are provided with support and effective training to enable health and safety objectives to be met;
- a positive health and safety culture is promoted, and that senior management develop a proactive safety culture, permeating into all activities and all personnel;
- the safety performance of the school is reported to the Board of Governors each term, via the Health and Safety Committee.

The **General Business Manager** has special responsibility for health and safety and will ensure that:

- staff are inducted upon employment on the School's Health and Safety policy and suitable ongoing health and safety training is provided to them;
- there is full compliance with all Health and Safety procedures
- each and every one of the Health and Safety procedures is owned by relevant School employees who are responsible for keeping them up-to-date
- written risk assessments are kept and reviewed regularly for all areas and activities of the school, including internal and external elements of the buildings as well as the grounds, including car park and vehicle movement areas;
- a source of competent health and safety advice is maintained at all times, whether via internal staff or external consultants, to provide updates on health and safety legislation and ongoing advice/guidance;
- the Board of Governors and Headmaster are advised of relevant changes in legislation;
- Health and Safety Committee meetings are held where health and safety performance is reviewed and issues can be raised and discussed;
- adequate arrangements are in place to ensure the security of the school, the staff, visitors and pupils;
- welfare facilities provided are maintained in line with the requirements of the Workplace (Health, Safety and Welfare) Regulations,
- health and safety notices (the Employers Liability Certificate, the HSE's 'Health and Safety Law' poster, and the School's Health and Safety Policy Statement) are displayed in the school, or otherwise made available to staff,



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Heads of Department, in addition to the general responsibilities outlined for all persons, will ensure in areas under their control, that:

- they familiarise themselves with, and actively lead the implementation of, the Health and Safety Policy in their departments
- they supervise their staff and pupils to ensure that they work safely and comply with the Health and Safety procedures;
- risk assessments are completed, recorded and regularly reviewed for all hazardous areas, substances, tasks or activities;
- safe systems of work and/or safe teaching practices are developed and implemented;
- accidents, ill health and 'near miss' incidents are reported, recorded and investigated
- they communicate and consult with staff on health and safety issues and encourage staff (or pupils) to report hazards or health and safety concerns;
- safety training requirements for staff are identified, and suitable training undertaken (and recorded) to ensure staff are competent to carry out their work in a safe manner;
- all work equipment and/or teaching equipment are maintained in a safe condition at all times, and any unsafe equipment is removed from use until repairs or replacement can be arranged;
- statutory inspection or examination of work equipment, where required, are completed/ recorded;
- personal protective equipment is provided to staff and/or students, and they are suitably instructed in its correct use;
- adequate arrangements for fire safety and first aid are established;
- hazardous substances are stored, handled, used, and disposed of, in a safe manner, according to manufacturers' instructions and the outcome of COSHH assessments;
- agreed safety standards are maintained, particularly relating to housekeeping, and safety rules are followed by all staff/pupils in their department

The **School Office** will ensure that:

- visitors (including contractors) sign in at Reception and wear a visitor's badge, and that they are informed of relevant health, safety and safeguarding information, including the provision of first aid, location of first aid equipment, facilities and first aid personnel, .
- they are available to receive reports of accidents, incidents and near misses, and take appropriate action in response;
- parents are informed of any serious accident to children, completing the documentation and reporting internally to relevant parties;
- all medical kits, including EpiPens and inhalers, first aid boxes and eye wash stations are checked and replenished as necessary; all first aiders' training is up to date, organising refresher training when necessary.

The **Maintenance Manager** will ensure that:

- they complete daily walk arounds of the site to identify any health or safety related hazards, including checks that fire routes and exits are kept clear of all obstacles and that flammable and combustible materials are stored away from buildings;
- measures are in place for the general upkeep and maintenance of the premises / grounds in a safe condition, utilising external specialist contractors (where possible);
- all required servicing, maintenance and testing of fire safety systems and/or appliances is completed and records / evidence is kept on file;
- electrical installations, electrical equipment, gas appliances, pressure systems/vessels, lifting equipment, and other work equipment are inspected and maintained in line with statutory requirements;
- they control/ supervise the work of contractors in line with the Construction (Design and Management) Regulations 2015 (CDM);



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The **Catering Manager** will ensure that:

- written risk assessments for kept for catering and cleaning functions including Hazard Analysis Critical Control Points (HACCP) system of food hazard awareness and Control of Substances Hazardous to Health (COSHH) assessments;
- training is organised and records kept for health and safety training for catering and cleaning staff;
- all kitchen equipment is serviced and maintained in a safe condition and records are kept of all maintenance work (including cleaning of extraction systems' filters and ductwork);
- all kitchen equipment is switched off at the end of each service and the kitchen cleaned;
- an adequate means of extinguishing fire is kept in the kitchen at all times, e.g. extinguishers (including wet chemical if deep frying is completed) and fire blankets.

Teaching Staff additionally have a requirement to ensure that pupils take reasonable care of their own health and safety, and:

- safe teaching practices are developed and implemented, and they supervise students to ensure lessons/ activities are carried out safely;
- their classroom checklist is completed on an annual basis and any changes throughout the year are reported to the Business Manager;
- personal protective equipment provided to students is of the correct type and size, and fits well so as it offers the greatest level of protection;
- all relevant safety documents in the classroom environment, including CLEAPSS, DfES Guides etc., are on file or made available within the department;
- pupils co-operate with staff on health and safety matters and do not interfere with anything provided to safeguard health and safety;
- new pupils are briefed on the School's emergency fire procedures.

All **persons within the School** (including Governors, Senior Management, other Employees, Pupils, Visitors and Contractors) are required to:

- take reasonable care of their own safety and that of all other persons who could be affected by their actions;
- observe the safety rules of the school and the requirements of the health and safety policy;
- conduct themselves in an orderly manner and refrain from any 'antics' or 'pranks';
- use all safety equipment and/or protective clothing as required by the school, and as indicated in the risk assessment for the task;
- not use any work equipment, substances or perform any task where you have not been trained and/or do not feel competent to complete;
- avoid any improvisations of any form which could create an unnecessary risk to their personal safety and the safety of others;
- report any safety hazard or malfunction of any equipment to their supervisor or manager, as well as unsafe acts or situations they witness;
- report all incidents or accidents to their supervisor or manager and to the school whether an injury is sustained or not;
- observe all agreed procedures and rules relating to risks relating to tasks or processes, materials, substances or work equipment used in the school;
- observe the fire evacuation procedure and not obstruct fire exit routes;
- not intentionally interfere with anything provided in the interests of health and safety;
- attending/completing mandatory health and safety training in line with school requirements, or training directed by their Line Manager;
- identifying to their Line Manager any health and safety training that they feel they require;
- Reporting accidents, incidents, near misses to the business manager, seeking medical treatment/first aid where appropriate, and ensuring that an entry is made in the Accident Book.



External Competent Advisors

The School uses a number of external consultants to advise on matters of welfare, health and safety, including in the following areas:

- health and safety consultants are used to ensure that we remain compliant, also performing regular audits and providing written reports/ ad-hoc assistance, when required;
- completion of health and safety audits and provision of ad-hoc advice/guidance (as required) via our health and safety advisors;
- completion of specialist health and safety training that cannot be delivered by staff members in house;
- food hygiene, catering and cleaning arrangements are subject to external inspection by the Environmental Health Office (EHO);
- maintenance and servicing of specialist plant and equipment, utilities and services, including statutory inspections, and fire safety systems etc.

The **Health and Safety Committee** meets on a termly basis as part of one of the weekly SLT meetings. Amongst its responsibilities, there is a requirement for it to:

- consider and support the school's policies for health, safety and welfare and assist in monitoring and reviewing their effectiveness;
- consider forthcoming legislation and assess its implications and, where necessary, review of existing policies, procedures or school activities;
- promote health and safety communication and training in the school, at all levels;
- receive detailed reports of investigations into all reportable accidents, dangerous occurrences and cases of reportable diseases to consider the effectiveness of any action taken to prevent future similar accidents;
- receive a list of all other recorded accidents, dangerous occurrences and near misses, and ensure trends are identified and the requirement for additional remedial action considered, and make recommendations for improvement;
- consider reports of internal and external monitoring of the school and ensure a plan is put into place to address any recommendations made;
- review fire safety procedures, fire risk assessment, fire drill logs and fire safety tests and maintenance and identify any remedial action, and make recommendation for improvement;
- keep under review communications and publicity relating to health, safety and welfare and where necessary to recommend any improvements or changes in line with this;
- consider reports provided by inspectors of enforcing authorities under health and safety legislation, or any other relevant enforcement authority;
- consider reports provided from internal specialist's areas including Estates, PE, Science, EYFS, Theatre and Catering;
- consider relevant health, safety and welfare matters raised by members of the committee (e.g. risk assessment, educational visits, evaluations, proposals etc.), and;
- brief staff of any findings, issues or changes required following the meeting.

Health and Safety Committee Representatives are:

- Health and Safety Governor
- Headmaster and the SLT
- Representatives with responsibility for high risk areas.

2.2.2 Training and Competence

All employees are inducted in the contents of this policy with emphasis on their personal responsibilities. All new employees also receive basic induction training on general health and safety matters, including:

- their legal duties, as set down in both criminal and civil law
- the findings of risk assessments
- arrangements for first-aid
- fire, evacuation drills and other relevant emergency procedures
- expected standards of behaviour and housekeeping



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- how to report accidents, incidents and ‘near-misses’
- how to report unsafe conditions or other safety concerns
- any special hazards and control arrangements affecting the workplace.

The general safety induction is the responsibility of the General Business Manager who maintains a register of training that has been taken for all school employees. Records of training are kept on staff files.

Specific training is tailored to the requirements of the individual’s role and can encompass formal external courses with specialist training providers, taught courses on site at the school or online training (using Educare and Hettle Andrews’ training systems); included are modules on Health and Safety, Fire, and Lifting in the Workplace. If staff work in areas where specialist equipment is needed, training will also be given.

Less formal information or instruction is also provided to staff where they are simply in need of a refresher or are already experienced in their role or for the equipment or task in process. In this situation, they may be issued with written materials to read as a refresher or involved in a toolbox talk to refresh (and test) their knowledge on the safe methods of working. Records will also be kept of these more informal sessions to confirm the competence of the staff involved.

Where we do not have the necessary in-house competence to undertake a specific task or specialist work, we will utilise specialist contractors who have been assessed for their competence. We also retain the services of qualified and competent health and safety consultants to advise on this area as and when required.

The procedures list the specific arrangements in place for the management of health and safety risks, most of which are underpinned by legislation. The specific duties and responsibilities of staff in relation to these arrangements are also laid down in each of the procedures

2.2.3 Risk Assessments

Our policy is to complete a risk assessment of all our known and reasonably foreseeable health and safety hazards covering all our premises, people, equipment and activities in order to control risks and to plan and prioritise the implementation of the identified control measures.

It is also a legal requirement that the significant findings of our risk assessments are brought to the attention of our employees, which is a key consideration we have also addressed. We will ensure that:

- risk assessments are carried out and records are kept;
- control measures introduced as a result of assessments are implemented and followed;
- employees are informed of the relevant results and provided with necessary training;
- any injuries or incidents lead to a review of relevant assessments;
- risk assessments are regularly monitored and reviewed;
- suitable information, instruction and training will be provided to all persons involved in the risk assessment process.

We may control risks in various ways, determining the effectiveness of those controls is part of our risk assessment process. Risk Assessments are also reviewed annually, where there is a significant change to the activity, and/or following any accidents, incidents or near misses.

It is the responsibility of the Headmaster and the Business Manager to ensure risk assessments are conducted, however, in practice the actual risk assessment process is delegated to, and undertaken by, Heads of Departments and Departmental Managers.



2.3 CHECK: Measuring Performance

Monitoring health and safety performance at school falls into one of two broad categories; **ACTIVE** and **REACTIVE**.

Active Monitoring methods aim to be preventive in their nature and look to identify issues prior to becoming a problem whereas Reactive Monitoring methods try and learn lessons, via investigation of accidents, incidents and near misses.

Active Monitoring: Managers and supervisors with defined health and safety responsibilities must monitor in detail the areas for which they have day to day control. Much of this checking will be informal and not recorded, but formalised structured checks are also in place for items of work and play equipment, to ensure they remain in safe condition and to demonstrate compliance with both legislative requirements and internal standards. In addition, we have an annual health and safety audit undertaken by external consultants; Hettle Andrews & Associates Ltd, along with other inspections and audits from regulatory and industry bodies. These all serve to highlight areas of improvement, which we can tackle proactively.

Reactive Monitoring: Reactive monitoring of events including accidents, incidents, cases of ill health or property damage provide an opportunity to check performance and learn from mistakes and improve control measures. All accidents resulting in personal injury are recorded in the Accident Book, which is stored to comply with the requirements of the General Data Protection Regulations. The Accident Book is reviewed regularly by the General Business Manager to ascertain the nature of incidents that have occurred in the school. This review is in addition to any investigation of the circumstances surrounding each incident. All near misses are also to be reported to the General Business Manager as soon as possible so that action can be taken to investigate the causes and to prevent recurrence. Employees must ensure that they are aware of the location of the Accident Book, which is held in the school office. If the accident involves a pupil, the accident form will be sent to the pupil's home address, and a reply will be asked for. This reply, along with the accident form will be kept.¹

Analysis and review of accidents or incidents are discussed by the SLT at the termly Health and Safety committee meetings in an effort to highlight common or recurring issues, and whether there are specific locations, areas, items of equipment or people that feature in accident data.

2.4 ACT: Reviewing Performance

Monitoring provides the information to let us review activities and decide how to improve performance. Audits complement monitoring activities by looking to see if the schools' policy, organisation and arrangements are actually achieving the right results.

External auditing will be carried out by:

- Local authority Environmental Health Officers (for food hygiene visits to catering departments);
- Fire Officer inspections;
- Insurance Company inspections; and
- Enforcing authority inspections (i.e. the Health and Safety Executive).

In addition, the school has appointed external health and safety consultants who carry out an annual site visit and audit.

All health and safety inspection reports, results and recommendations, and action plans as a result, are shared with the Welfare, Health and Safety Committee, and the Board of Governors.

¹ Certain accidents causing injury, both fatal and non-fatal, certain occupational diseases and certain dangerous occurrences are reportable to the Enforcing Authority under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR); any such incidents are reported online, at the following address: <http://www.hse.gov.uk/riddor/report.htm#online>



3.0 APPENDIX: LIST OF HEALTH AND SAFETY MANUALS

The procedures for health and safety at the school are set out within this section of the policy, which itself has been split into three distinct sections, or ‘manuals’, as detailed below:

3.1 HEALTH AND WELFARE MANUAL

- 3.1.1 Disabled Workers (and Temporary Disabilities)
- 3.1.2 Display Screen Equipment
- 3.1.3 First Aid and Medication (also School Policy F3g and F8a)
- 3.1.4 Food Safety (also School Policy F3f)
- 3.1.5 New and Expectant Mothers
- 3.1.6 School Environment and Welfare Arrangements
- 3.1.7 Smoking (also School Policy F6d)
- 3.1.8 Stress Management (also School Policy F16)
- 3.1.9 Supporting Pupils with Medical Needs
- 3.1.10 Visitors
- 3.1.11 Young Employees

3.2 SAFETY MANUAL

- 3.2.1 Access to High Risk Areas
- 3.2.2 Design Technology and Art
- 3.2.3 Educational Visits
- 3.2.4 EYFS (‘Early Years’) (also School Policy F3c)
- 3.2.5 Fire Safety (also School Policy F7a, F7b, F7c, F7d)
- 3.2.6 Lone Workers
- 3.2.7 Science
- 3.2.8 Slips, Trips and Falls
- 3.2.9 Sports and Physical Education
- 3.2.10 Transport and Road Safety (also School Policy F4e and F8b)
- 3.2.11 Violence and Aggression (also School Policy F2a, F3b, F3k)
- 3.2.12 Winter Conditions

3.3 PREMISES AND CONTRACTOR MANUAL

- 3.3.1 Asbestos Management
- 3.3.2 Building Maintenance and Alteration
- 3.3.3 Control of Contractors
- 3.3.4 Electrical Safety
- 3.3.5 Estates, Grounds and Maintenance
- 3.3.6 Gas Safety
- 3.3.7 Legionella and Water Safety (also School Policy F13a)