



St. Michael's School

Health and Safety at Work

SCOPE: This policy applies to the whole school, including the Early Years Foundation Stage.

POLICY REVIEW

Latest Review Date	Reason for review	Reviewed by	Formally adopted by the Governors
January 2020	Annual Review	D Howers / SMT / Health & Safety Committee /Full Governing Body	2 nd March 2020

Period of review:	Annually
Review date:	January 2021

PERSONNEL WITH RESPONSIBILITY FOR BEHAVIOUR (INCLUDING FOR EYFS)

OVERALL RESPONSIBILITY	POLICY IMPLEMENTATION & MONITORING	PRE-PREP & FOUNDATION STAGE
Mr James Mobbs (Head)	Mrs Diana Howers (Bursar)	Mrs Kate Perry (Head of Pre-Prep)

OTHER RELEVANT POLICIES AND HANDBOOKS

POLICIES	HANDBOOKS
Health and Safety Policy	Staff Handbook
Crisis Management	Employee Safety Handbook
Educational Visits	Employee Handbook (contract)
Fire Policies	
First Aid Policy	
Risk Assessment Policy	

VISION, CORE VALUES AND AIMS OF THE SCHOOL

This policy sets out to support the school's **Vision, Core Values and Aims**

Our vision is *Excellence* for all our children in:

- Learning and achievement
- Personal development
- Pastoral care
- Preparation for life

Our *core values* are:

- Every child is unique, valued and capable of achieving their potential.
- Strong partnerships between home and school promote effective learning for each child.
- Personal, social, moral and spiritual development are equally important as academic success.
- Children learn best when they are happy, safe and secure.
- It is not who a child is by birth that matters but rather what they make of their life.
- A commitment to the development of the whole child through a stimulating curriculum.
- A cherished Christian ethos which underlies all school life.

Guided by our Christian ethos and core values *we aim to:*

- Provide all children with a first-class education and to instill in them a thirst for knowledge and a love of learning.
- Inspire and support each child to fulfil their potential and to develop their talents.
- Develop each child's confidence, self-esteem, independence and integrity.
- Promote a culture of care, respect and traditional values within our school family and the wider community.
- Develop children's spiritual awareness and a growing understanding of the beliefs of others.
- Lay the foundations for a happy and successful life.

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St Michael's School

Health and Safety at Work

This policy is applied to the whole school including the EYFS Department

Peninsula Business Services

The Governing Body has appointed the services of Peninsula Business Services to oversee its legal health and safety obligations. Peninsula provides a consultancy service that offers a comprehensive health and safety advice line to answer all workplace safety questions. Peninsula in association with the school, have prepared the school's Health and Safety Policy. The primary regulator for health and safety is the Health and Safety Executive (HSE).

Policy Statement

The Governing Body is responsible for the health and safety for all persons working within the school whether or not they are contractually employed by the school.

Aims

It is school policy to ensure that every reasonable step be taken to prevent injury and ill-health to personnel by protecting individuals from hazards at work. This also includes pupils and visitors to the school whether it is for pursuance of their employment or other activities.

This is approached by:

- assessing and controlling risk as part of the day-to-day management of school activity
- providing and maintaining safe, healthy and secure working conditions, training and instruction so that personnel are able to perform their various tasks safely and efficiently
- ensuring that a constant awareness with regard to health and safety at work is maintained in respect of all activities within the school and during out-of-school activities
- periodic review of the safety policy as school activities and the associated risks change

All personnel employed within the school have a legal obligation to co-operate in the operation of this policy by not interfering with or misusing equipment that has been provided in the interests of health and safety.

All employees within the school have a corresponding obligation to co-operate and comply with this policy so far as is reasonably practicable by:

- complying with safety procedures, whether written or brought to their attention by other means for their own protection, protection of those under their supervision and others who may be affected by their actions
- reporting to the Bursar any incident that has led, or could have led, to damage or injury
- assisting in any investigation with regard to accidents, dangerous occurrences or near-misses.

In line with the safety organisation, it is the responsibility of all Heads of Department to ensure compliance with safety arrangements within their areas of responsibility. From time to time, safety arrangements are adopted for the control of risk and reflect the procedures that are to be followed

within the school.

Safety at Work Act 1974

The school also considers that it is the individual responsibility of all employees to ensure strict adherence to safety regulations and policies, and to fulfil their obligations under the Health and Safety at Work etc. Act 1974 in the following respects:

- To take reasonable care of his/her own health and safety and of other persons (including pupils) who may be affected by his/her acts or omissions at work;
- To co-operate with management as regards any duty or requirement imposed on management or any other person by the Act, so far as is necessary to enable that duty or requirement to be performed or complied with;
- Not to interfere intentionally or recklessly with or misuse anything provided in the interests of health, safety or welfare in pursuance of the requirements of the Act;
- To report any defects or hazards without delay to their immediate superior and/or colleagues.

Health and Safety Management Structure

HEALTH & SAFETY

Governors

Head Teacher
Head

Deputy Head
Katharine Mansfield

Bursar
Diana Howers

Site Manager
Paul Saunders

Senior Management
Team
Kate Perry
Pre-Prep including
EYFS

Senior Management
Team
Joanne Walpole
Director of Achievements
Educational Visits
Coordinator

Senior Management
Team
David Webb
Director of
Pastoral Care

Heads
of
Department

STAFF

Health and Safety Management Objectives

The Health and Safety Management objectives are to:

- promote high standards of safety, health and welfare in compliance with the Health and Safety at Work Act (1974), other statutory instruments and approved codes of practice
- ensure that places and methods of work are safe and healthy
- protect personnel, whether they be employees, pupils, members of the general public visiting the school, or contractors and their employees, from any foreseeable hazards
- ensure adequate training, instruction, supervision and information is given to all employees in order that they may work in safety insofar as is reasonable and practicable
- ensure a safe and healthy working environment for all personnel and that there are sufficient facilities and arrangements for their welfare
- ensure that awareness with regard to all aspects of safety is fostered by all personnel
- ensure personnel are aware of their responsibility to take any steps necessary in order that the health and safety of both themselves and others may be safeguarded, and to co-operate in all aspects with regard to safety
- ensure that full and effective consultation on all matters is encouraged

Health and Safety Management Responsibilities

Responsibilities of the Governing body:

1. Monitoring (including consideration of inspection reports);
2. Prioritising actions where resources are required
3. Ensuring actions are taken
4. Including Health and Safety on governing body meeting agendas
5. Assessing any reports on health and safety performance
6. Reviewing the safety policy

Responsibilities of the Health & Safety Committee:

1. Advising the Buildings Committee on all aspects of Health, Safety and Welfare within the School. The Buildings Committee in turn report back to the full Governing Body to confirm compliance with current legislation.
2. Initiating, reviewing and revising Safety Policies, codes of practice and local rules for implementation.
3. Monitoring the effectiveness of the School's Health and Safety Policy, inspecting the accident records, carrying out Health & Safety inspections of the premises and providing the Governing body with reports.
4. Ensuring that systems are in place for communicating to all relevant staff, any changes or additions that are made to the school's Health & Safety Policy.

Responsibilities of the Head:

1. Oversee the accident reporting scheme that is in operation and the First Aid procedures including the provision of appropriately trained First Aiders in association with the

Deputy Head and Bursar.

2. The overseeing of arrangements for school visits and activities off site to ensure that such arrangements comply with any guidelines and are adequately planned and resourced in association with the Director of Achievements and the Bursar.
3. To ensure that all staff are trained to the appropriate level of competence, having regard to the general risk assessments carried out, and that all equipment used is safe and where necessary certified as such.
4. To ensure all new staff are informed of the requirements and responsibilities of the school's Health and Safety Policy. Where appropriate, staff shall be referred to the Bursar for special training.
5. Retain responsibility together with the Bursar for the School Crisis Management Plan and the Disaster Recovery Plan.

Responsibilities of the Bursar:

The following areas of responsibility have been delegated to the Bursar by the Head:

1. Taking day-to-day responsibility for all health & safety matters in the operations of the School. Ensure that all new or up-dated regulations are relayed to the relevant persons and/or the necessary actions taken.
2. Together with the Deputy Head, implement appropriate training programmes throughout the school, to keep people up to date with changes in legal requirements, and to ensure that any certificates they may hold are in date.
3. Monitoring the results of the health and safety policy, reviewing its contents on an annual basis and making recommendations to the board of governors.
4. Together with school staff, assessing the risks to health and safety of all persons from hazards within the School and any other of its activities, wherever they are undertaken.
5. To bring to the notice of the Health & Safety Committee any matters which are relevant to Health & Safety within the School in regular meetings and at other times when necessary.
6. To liaise with contractors undertaking any work or providing services on the school site, to ensure the safety of all persons concerned.
7. To oversee the safety of all visitors whilst on the premises.
8. To ensure that the school's guidelines on Fire precautions and Fire Safety within school are complied with including periodic testing of fire alarm systems and maintenance of fire log.
9. To ensure key personnel know and accept their individual responsibilities relating to health, safety and welfare, and have received the necessary information, instructions and training to carry out their duties competently and maintain necessary records of risk assessment.
10. To arrange for periodic testing of fixed wiring and PAT testing of appliances as required and maintenance of records.

11. To ensure that the school's security equipment is regularly maintained
12. To ensure the building is correctly signed, with all fire exit routes clearly marked, fire appliances labeled appropriately, and smoke detectors in place where necessary.
13. To ensure that equipment and articles provided for the school are adequate for their intended use, are correctly serviced and maintained and that staff are instructed in their safe usage.
14. To provide the necessary protective wear required for particularly hazardous operations.
15. To ensure that hazardous substances and materials are properly used, stored and disposed of.
16. To maintain immediate First Aid facilities within the three departments appropriate to the activities being undertaken and to ensure that staff are aware of the procedures for dealing with accidents and their subsequent reporting.
17. To ensure sports equipment is serviced on an annual basis and that any necessary repairs are carried out.

Responsibilities of the Site Manager:

1. The safe storage and subsequent disposal of all waste materials generated on site.
2. The maintenance, as far as is practical, of clean & clear boiler areas.
3. Ensuring high standards of cleanliness throughout the school site.
4. Ensuring accessibility at all times to fire-fighting equipment and maintaining clear exits.
5. Ensuring that no accumulations of combustible material occur in any areas of the site, especially escape routes and stairways.
6. Ensuring that when the building is occupied by the public, emergency exits are illuminated, and adequate escape routes are maintained for those areas occupied.
7. To ensure that the cleaning staff wear suitable protective clothing when undertaking such activities that necessitate precautions.
8. To ensure the cleaning staff, take responsibility for their own safety and the safety of the school as a whole.
9. Report immediately to the Bursar any defects, dangers or hazards that come to his notice.
10. Action all requests from the Bursar to do with health and safety as speedily and efficiently as is possible.
11. Secure the premises at the end of each day and to take responsibility for security when only the cleaning staff are on site.
12. Obtain COSHH information for all cleaning materials or substances, where the school does not already hold a previous record and make this information available to the Bursar.

Responsibilities of the IT Manager:

1. The maintenance and regular testing, of the school's CCTV equipment, which includes maintaining logs
2. Ensuring the safety and security of the IT System which includes the VOIP telephone system.
3. Together with the Head of Curriculum IT, ensure that staff are aware of all cyber security risks with specific periodic training delivered to staff

Responsibilities of All Staff:

1. All employees and all members of staff have a duty in law to work safely and not put others at risk by their activities. They must co-operate with the Head to ensure that responsibilities placed upon them as employees are complied with.
2. All staff are encouraged to participate in improving health and safety within the School by making suggestions on health and safety matters to the appropriate committee members and attending training if necessary or desirable and to foster safety consciousness and good practice amongst all pupils and other employees.
3. It is recognised that some activities and operations will, by their nature, entail some degree of risk. It is essential that a risk assessment of that activity be carried out and procedures put in place to minimise the risks involved. In those areas where more practical activities are carried out which entail the use of higher than normal risks due to the materials used or the operations being carried out, a record of these risk assessments must be maintained by the Head of Department along with any published guidelines e.g. CLEAPPS that are available and any COSHH regulations.
4. All staff should be responsible for locking high risk rooms after each visit. These rooms are secured using RFID locks; all staff are provided with RFID cards for this purpose.
5. All hazards are reported to the Bursar using the online ticketing system.

Risk Assessments

We have a duty to assess the significant risks arising out of our activities and for specific areas of concern. We have a duty to implement the findings of these risk assessments to ensure the safety, health and welfare of our employees and pupils and others who may be affected by our work activity.

To support this process and our management of health and safety we encourage our staff to report all hazards observed in the course of their work, so that potential risks can be identified, and appropriate action can be taken. Training is arranged for performing Risk Assessments with guidance and advice on how to perform RA's on the Peninsula portal: Guidance Notes 1-6 – Hazard Reporting and Guidance Note 1-10 – Risk Assessments.

Whole School Risk Assessment: A whole school risk assessment is carried out annually by the Bursar.

Educational Visits Risk Assessments: Risk assessments for educational visits are carried out and monitored by the Director of Achievements.

All Risk Assessments are stored online on the Business Safe portal.

Guidance on performing Risk Assessments is available as an appendix to this document. For further details regarding risk assessments can be found in the school's Risk Assessment Policy.

Accident Procedures

It is the responsibility of staff to report every accident, however minor, in the Accident Record Book. In the event of a major accident or dangerous occurrence which is covered by the appropriate regulations, senior management must be informed immediately.

RIDDOR

RIDDOR '95 means the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995, which came into force on 1 April 1996. These regulations require the reporting of work- related accidents, diseases and dangerous occurrences.

Should an employee, volunteer or child have an accident at work or school which results in:

- over seven days absence from work or school because of sickness
- a major injury or condition
- a fatality,

the Bursar should be contacted immediately.

(N.B. If a non-employee has an accident and requires hospital treatment, this too should be reported to the Bursar.)

Fire Prevention

The school will have and maintain up to date fire procedures and documents as per the Regulatory Reform (Fire Safety) Order 2005. All staff must familiarise themselves with these fire procedures. All staff are expected to attend the annual refresher training.

Staff Consultation

We have a duty to consult with our staff on matters affecting their health, safety and welfare whilst at work. To meet this obligation we have established a process for staff to consult with the Bursar about work related health, safety and welfare issues. Concerns are raised with the senior management team and reported to the Health and Safety Committee. The Health and Safety Committee meet every term. Any points raised from these meetings are minuted and form the basis of the Bursar's report to the Board of

Governors at each meeting. Where necessary this is then advised to all staff by email and highlighted at staff meetings.

Occupational Health

We have a duty to ensure the health and wellbeing of our staff who may be affected by the incidence of ill health arising from their work activities. We shall implement systematic, regular and appropriate procedures to detect early signs of work-related ill health among our staff. Staff are encouraged to talk in the first instance to their line managers. In addition the staff have access to Peninsula's Employee Assistance Programme (EAP) which gives them access to 24hr support.

Health and Safety Training

We have a duty to protect the health, safety and welfare of our employees whilst they are at work and others who might be affected by our work activities. Among other specific arrangements we need to be sure that our staff are trained to recognise hazards and risks and what we do to eliminate, reduce and avoid risk. The Bursar is responsible for managing Health and Safety training.

Health and Safety Emergencies

All staff are encouraged to report all personal injury accidents, near miss incidents (dangerous occurrences) and ill-health that happen in the course of their work so that we can investigate the causes, learn from experience and improve our management of health and safety. All accidents are reported to the Bursar. Written records are kept of all accidents both on SIMS, hard copies where required are kept in the Bursar's office. When a health and safety emergency occurs outside of school hours, staff are advised to consult their Crisis Management which has the procedures and protocols detailed together with telephone numbers of key personnel.

Disaster Recovery Implementation Plan (DRIP)

Disaster Recovery Team Planning is in operation during all educational visits. Before out of hours visits and residential visits take place, the team, made up of the senior management and a member of the Governing Body, meet to discuss emergency planning.

First Aid

We have a duty to provide suitable first aid arrangements for our staff and pupils whilst at work and visitors who may be affected by our activities. We have taken steps to provide first aid arrangements that meet this requirement. Further details are available in the First Aid and Medical Policy.

School Security

Photo ID & RFID Cards

All staff and visitors are issued with an RFID card which have varying levels of access. Coloured lanyards quickly indicate the level of access:

- **Blue: Staff (Enhanced DBS)**
 - All Staff are issued with photo ID RFID cards supplied with a blue lanyard. Blue lanyards indicate unaccompanied access to the whole school including, the front door, side gates and secured areas, with the exception of the Head's Study and Bursar's Office.
- **Yellow: Governors (Enhanced DBS)**
 - Governors are provided with photo ID but with no access to any secured areas of the school.
- **Yellow: Reading Parents or parents with an Enhanced DBS check**
 - Parents with the required checks are provided with a VISITOR card and yellow lanyard that allows them to walk freely through the school but with no access to any secured areas.
- **Red: Visitors without a DBS checks**
 - Visitors without a DBS in place are issued with a VISITOR card and red lanyard. These visitors should be accompanied or monitored at all times by a member of staff with an enhanced DB.

Perimeter Security

The school is aware that security has its obvious and subtle aspects. As well as the physical measures such as fences and locks, it also operates electronic measures such as intruder alarms (24hr monitoring) and CCTV cameras (monitored by the school). The school has CCTV cameras strategically placed on site monitoring external areas and internal areas of high risk. All visitors are required to sign in at Reception who are then issued with a 'visitor's 'badge' attached to a red lanyard. Staff are encouraged to challenge any unaccompanied person within the building with a red lanyard or not wearing a badge.

Access controls

The Site Manager, Deputy Site Manager, Head, Deputy Head and Bursar are the only personnel with key access to the school. It is their responsibility to ensure that if they are the last person in school that all doors, windows and fire doors are shut, and the security alarms set. The school is never to be left unattended and unlocked for more than 1 hour.

Action in event of incidents

All security incidents should be reported to the Head and Bursar either at the time of occurrence, as soon as possible after the event.

If the alarms are activated outside of school hours, the site manager, or key holder will carry out an initial investigation. If there is a reason for the alarm activation other than a breach of security, the source should be identified (where possible) isolated and the alarms reset.

Cash handling

To minimise the risk of robbery, money is banked as soon as possible or kept in the safe. The procedures regarding limits of cash held at school is determined by our insurance policy, held by Marsh but which allows for sums up to £2,500 per safe at any one time.

Maintenance of Plant and Equipment

Statutory testing certificates are held in the Bursar's office. Schedules for testing equipment and safety fall within the following categories:

- Firefighting equipment
- Gas equipment both domestic and commercial
- Electrical Fixed Wire Testing
- Portable appliance testing
- Office equipment
- Water Temperature control
- Hand tools
- Ladders

On-site Vehicles

Vehicles are only permitted on-site in the staff car park which is for the use of staff cars only or by prior arrangement only for visitors. Parents are instructed not to walk through the car park but to use the designated footpath.

Slips, Trips and Falls

To protect the health, safety and welfare of our staff, pupils and others who come onto our premises from the risk of injury due to slips, trips and falls we work to identify areas where badly designed or maintained access and exit routes, stairs and floors could create access and egress problems or otherwise obstruct movement leading to employees and others slipping, tripping or falling. Consideration is given to:

- steep stairs
- handrails
- ramps
- changes I floor levels

- potholes in floors and yard areas
- Blind corners
- Wet and slippery floors
- Highly polished floors
- Trailing cables; and
- rubbish

Contractors

Where contractors operate within premises owned or administered by the school, the division of responsibilities for maintaining a safe place of work (for employees and pupils) shall be set out in the contract documents held by the school. Contractors must therefore be able to demonstrate that they have suitable arrangements for securing proper health and safety, including where necessary a written statement of policy.

Review of policy

The Health and Safety at Work Policy together with the Health and Safety Policy is reviewed annually by the Bursar and monitored and approved by the Board of Governors

Approval

This policy was originally developed with support from ISI Consultancy. This policy was reviewed by the school's Board of Governors against the Independent Schools Standards Regulations on 4th March 2019 was approved for full adoption and implementation.

Fully adopted by the Board of Governors:

2nd March 2020

Appendix

Guidance on performing Risk Assessments (Peninsula Business Services)

Further Information

Health and Safety: responsibilities and duties for schools (2018)

<https://www.gov.uk/government/publications/health-and-safety-advice-for-schools>

Sensible health and safety management in schools

<https://www.hse.gov.uk/services/education/sensible-leadership/index.htm>