

## HEALTH AND SAFETY POLICY

### Summary and Checklist

All staff should:

1. Be familiar with the School's policy and responsibilities regarding Health and Safety and know where to find further information (see sections 1, 2, 3 and 22)
2. Be aware of safety responsibilities as an employee (see section 3)
3. Remember their role in ensuring the safety of others (see section 3)
4. Report all accidents, incidents and hazards (see section 6)
5. Be aware of First-aid and Fire Policy/Procedures (see sections 7 and 8)
6. Remember that accidents can happen with simple tasks, such as using ladders or lifting heavy items, or when using vehicles (see sections 11, 12, 13 and 14)
7. Observe special safety procedures relating to specialised tasks (see section 9, 10 and 15)
8. Where appropriate read and apply the COSHH Regulations (see section 9)
9. Wear Personal Protective Equipment (PPE) when required to do so (see section 11)
10. Take particular care when working alone or outside normal school hours (see section 17)
11. In compliance with current legislation the school buildings and grounds are 'no smoking' areas  
... and please always remember:

**if you feel that you may put yourself or anyone else at risk in carrying out a task, always ask before undertaking it.**

## **1. Notice to all employees**

This policy has been produced, and will apply:

- o In accordance with the requirements of the Health and Safety at Work etc. Act 1974 Section 2 (3) and other relevant statutory requirements; and
- o In line with the School's intention to ensure, so far as is reasonably practicable, the health, safety and welfare of all staff, pupils and visitors, while in School or engaged on school activities.
- o In addition to this Health and Safety Policy, there is a series of more detailed guidance notes relating to specific rules and procedures, copies of which are available at various locations in School
- o Health and Safety requirements specific to individual academic subjects are detailed within Departmental documentation and supplement this Policy.

## **2. Policy Objectives**

- o To provide and maintain safe and healthy conditions in School, and encourage a Health and Safety culture for all our employees, pupils, and visitors.
- o To provide and maintain safe systems of work and a safe working environment.
- o To ensure that all employees, and contractors working in School, are properly informed of their responsibilities for health and safety matters, discharge them effectively, and are encouraged to participate in the prevention of accidents.
- o To ensure that appropriate management structures, information and training are provided to enable employees to discharge their duties safely and competently.
- o To educate pupils in good health and safety practices.
- o To monitor and, where necessary, improve the management of Health and Safety in School.

## **3. Responsibilities**

The responsibility for Health and Safety at DHS extends through the whole School, with specific responsibilities apportioned as below:

- o Governors should ensure that an appropriate Health and Safety Policy is in place in the School and that arrangements are made for its effective implementation;
- o The Headmistress has ultimate responsibility for the implementation and management of this Policy and will support the Bursar in this respect;
- o The Bursar is responsible for the effective implementation of this Policy and for the management of Health and Safety matters. Day-to-day monitoring and evaluation is delegated to the Assistant Bursar;
- o The Assistant Bursar is the 'responsible' person for Fire Safety and Water Regulations;
- o The Assistant Head (IW) is responsible for liaising between the Bursar/Assistant Bursar and staff to enable effective implementation of this policy;

- o Heads of Teaching Departments have direct responsibility for ensuring that this Policy is implemented within their Department;
- o Some teaching staff have additional responsibilities regarding Health and Safety aspects of particular activities (e.g. sports, CDT, ICT, science and expeditions and trips).
- o Support staff have various designated responsibilities, including ensuring that:
  - all plant and equipment under their control is properly maintained and safe to use and all safety devices are fitted properly, adjusted and maintained;
  - a high standard of housekeeping is maintained;
  - any contractor working in the School observes good Health and Safety practice;
  - if a task has to be left incomplete, the location is left in a safe and tidy condition and does not create any hazard;
  - employees, including themselves, do not carry out tasks for which they are not trained or competent; and
  - Personal Protective Equipment is provided and used.
- o All teaching and support staff have a statutory duty as employees:
  - to take reasonable care for the health and safety of themselves and other persons who may be affected by their acts or omissions;
  - to co-operate with the School as employer, so far as necessary, to enable the School to meet statutory requirements;
  - not to interfere intentionally or recklessly with, or misuse, anything provided in the interest of health and safety or welfare; and
  - ensure that all accidents, fires and incidents are promptly reported and, where appropriate, investigated and action taken to prevent recurrence.

#### **4. Health and Safety Committee/Advisors**

The Health and Safety Committee consists of the Head, Bursar, a designated Governor, Assistant Head (IW), Assistant Bursar and other key staff particularly involved with Health and Safety. It meets each term to discuss and review Health and Safety matters under the Chairmanship of the Headmistress and reports to Governors. The School also receives guidance from its Health and Safety advisors, namely Safeguard. This includes an annual audit, on-line support and advice and up-dates concerning new regulations.

#### **5. Safety inspections**

- o The School (through the Assistant Bursar) arranges safety inspections of equipment, engineering plant and electrical installations to be carried out by qualified personnel. Recommendations are made to the Bursar regarding any action required.
- o All portable electrical appliances in the School must be inspected on a regular basis by the maintenance staff who have been trained for this purpose; each

Head of Department must ensure that all such equipment is made available for inspection, and that any equipment without a current test label is brought to the attention of the Assistant Bursar.

- o The Assistant Bursar is responsible for ensuring the regular testing of fire alarms and fire equipment.
- o In addition to these periodic inspections, it is the duty of all staff at all times to watch out for any hazard or potential hazard and report it.

## **6. Reporting accidents and incidents**

- o If an accident or incident does happen in the School, or outside the School during an activity or event organised by the School, it is the duty of every employee to report such accidents, both to ensure that the person(s) involved receive appropriate treatment and/or advice, and so that steps can be taken to prevent any repetition of the incident.
- o The School provides Accident Books for reporting purposes, which can be found at the locations listed at Appendix A to this document.

## **7. First-Aid Policy** (see separate policy)

- o The School identifies the need for trained first-aiders in sufficient numbers and at suitable locations to enable first-aid to be administered without delay. These staff receive special instruction and are awarded certificates, which have to be renewed after refresher courses at regular intervals. A full list of first-aiders is displayed at the locations listed at Appendix A to this document..
- o First-aid boxes are provided at the locations listed at Appendix A to this document.and in each School vehicle: only approved first-aiders should use or issue items from the first-aid boxes.
- o In the event of an accident involving injury, one of the first-aiders should be called. If there is any doubt about the nature of the injuries, the person must not be moved until qualified help arrives. Remember to report any accident (see Section 6)

## **8. Fire Policy/Procedures** (see separate document)

- o It is very important that all staff familiarise themselves with fire procedures, including:
  - escape routes and means of escape;
  - calling the emergency services;
  - the location of fire fighting equipment; and
  - any particular local special considerations (e.g. in laboratories and workshops).
- o Details of fire procedures are printed on notices close to the door in each room.

## 9. COSHH

- The Control of Substances Hazardous to Health Regulations 1999 (“COSHH”) encourage the use of less hazardous substances and materials, and set down methods for safe use which must be observed with such materials.
- COSHH Regulations affect a wide range of activities, as they include use of materials such as laboratory chemicals, adhesives, cleaning agents, solvents, pesticides and biological agents.
- The Regulations require the clear labelling of containers for such substances, giving information about their safe use; users must read these and the assessment relating to each substance before using it (**see Health and Safety manual**).

## 10. Special considerations in Science and Technology areas

- Special regulations and requirements apply in laboratory and workshop areas: the STC Manual and appropriate Head of Department should be consulted about these (**see Health and Safety manual**).
- There are further regulations regarding specialist activities such as use of machine tools and welding: staff working in these areas must work within these regulations (**see Health and Safety manual**).

## 11. Personal Protective Equipment (PPE)

For carrying out certain tasks, staff and pupils may require PPE to protect head, eyes, hearing, hands or feet. Staff and pupils who have received instruction to wear PPE must do so as directed (**see Health and Safety manual**).

## 12. Use of School Vehicles

The School has a Minibus Procedures Policy and staff require prior approval from the Assistant Bursar to use School vehicles. They must ensure that they are aware of all the regulations and their own responsibilities regarding the safe use of vehicles, including use of seat belts, safe distribution and securing of loads, and the towing of trailers (**see Health and Safety manual**).

## 13. Ladders and steps

Ladders and steps are used by many staff for a range of purposes: accidents involving ladders are very common, but the risk of accident can be reduced by following some simple rules (**see Health and Safety manual**).

## 14. Manual Handling

Most staff will at some time lift heavy or bulky items and should be aware that this is a common cause of injury. The Manual Handling Operations Regulations 1992 require that manual handling tasks which include a risk of injury should be avoided so far as is reasonably practicable. Where avoidance is not practicable, an assessment must be carried out (**see Health and Safety manual**).

## **15. Use of Display Screen Equipment (DSE)**

Most staff and pupils will use DSE (or VDUs) and should be aware of the Display Screen Equipment Regulations: though these apply only to employees who work at DSE for extended periods, the Regulations should be regarded as good practice for all users of DSE (see **Health and Safety manual**).

## **16. Gas and Electricity**

No current member of the School staff is qualified to work on mains gas or electrical installations: the Assistant Bursar will arrange for any necessary work to be carried out by qualified contractors.

## **17. Working alone/outside School**

- o Staff working in School outside normal hours, and particularly while working alone, should consider additional measures to ensure their own safety (see **Health and Safety manual**).
- o It is also important to remember that this Health and Safety Policy applies to staff and pupils engaged on School activities away from School (see **Health and Safety manual**).

## **18. No Smoking**

In compliance with current legislation the school buildings, grounds and vehicles are 'no smoking' areas. This applies to anyone entering school premises.

## **19. Other safety issues affecting staff and pupils**

Brightly coloured notices will be displayed in strategic places around the school to alert staff to any Health and Safety issues (including infectious/contagious illnesses).

Staff with particular responsibilities need to be aware of additional regulations regarding:

- o Sports safety (see **Health and Safety manual**);
- o Pupils on Work Experience (see **Health and Safety manual**);
- o Visits and expeditions (see **Health and Safety manual**).

## **20. Risk assessments**

For work and activities not covered by existing procedures or codes of practice, an assessment must be carried out to determine risks to health, and to identify measures to be taken to ensure the safety of all people involved. Risk Assessments are an essential part of all teaching.

## **21. Stress**

Stress is recognised as a Health and Safety issue: any member of staff requiring advice in this respect should contact the senior member of staff whom they feel most appropriate under their particular circumstances (**see Health and Safety manual**).

## **22. Consultation**

Employers are required to consult employees regarding Health and Safety matters, whether or not they are represented by a trade union: in DHS this consultation is via members of the Health and Safety Committee.

## **23. Further information**

Staff requiring further information or clarification should refer to:

- o one of the noticeboards and full sets of Health and Safety documents which are kept at the locations listed;
- o the Assistant Head (IW);
- o their Head of Department;
- o a member of the Health and Safety Committee (listed on staff noticeboards); or
- o the Bursar/Assistant Bursar.

*reviewed September 2009*

**Full sets of Health and Safety documentation and notices are available at the following locations**

- Bursar's Office
- Reception
- Staff Room
- Junior House Staff Room

**Safe Working Guidance (SWG) Notes available in the full sets of Health and Safety documentation include:**

Cleaning and Housekeeping  
 Contractor Safety  
 Control of Substances Hazardous to Health (COSHH)  
 Electrical Safety  
 Employee Pregnancy  
 Food Law/Hygiene Regulations  
 Ground Keeping  
 Ladder Safety  
 Lone Working  
 Play Inflatables  
 Playground Safety  
 Portable Appliance Testing  
 Safety in the Sun  
 Safety in the Workshop  
 Vehicle Safety  
 Visual Display Equipment  
 Waste Management

**First-aid boxes are provided at the following locations:**

Reception  
 Main office  
 Senior House staff room  
 Sports Hall  
 Assembly Hall  
 First-aid room  
 Kitchen  
 Caretakers' office  
 LI office  
 Drama Studio - Salter Wing  
 Seminar Room - Salter Wing  
 Textiles  
 Art  
 DT  
 Biology 1  
 Biology 2  
 Chemistry 1  
 Chemistry 2  
 Physics 1  
 Physics 2  
 Science prep room  
 Library - Hurworth  
 Junior Hall  
 Junior House staff room  
 Infant Block - publicity office  
 Nursery  
 Minibus  
 Shed

**Lists of first-aiders are to be found at the following locations:**

Reception	First-aid room
Staff Rooms	Library office
Main Office	Science Prep room

**Treatment log sheets and Accident Report Books are provided at the following locations:**

Reception  
 Junior House staff room  
 Senior House staff room  
 Science Prep room