



**SIMON LANGTON**  
**Grammar School for Boys**

## **Health & Safety Policy**

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## **HEALTH AND SAFETY AT WORK ACT 1974**

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### **Part I**

#### **STATEMENT OF THE SCHOOL HEALTH AND SAFETY POLICY**

The Governors of the School recognise and accept their legal responsibilities to provide a safe and healthy workplace and working environment for all their employees, students and visitors whilst on the School's premises and in connection with other School activities which, from time to time, may take place off-site.

The Governors, so far as is reasonable practicable, will take all steps within their power to meet this responsibility and will ensure that no person is exposed to health and safety hazards. They will pay particular attention to meeting the requirements of the Health and Safety at Work etc. Act 1974 and to its specific Regulations.

The Governors will require management at all levels to display a positive attitude and commitment to health and safety.

Governors and staff have an individual responsibility to ensure, through their respective roles, the maintenance of a healthy and safe working environment within the School. Each individual should ensure that they are familiar both with their own duties, the steps they should take to remedy any potential hazards and the requirements of the School's Health and Safety Policy.

Additionally, staff have a duty to ensure the health and safety of all students within their charge and that necessary safety precautions are fully explained, understood and used by these students.

Contractors working on the School's premises must ensure their own health and safety and must ensure that their activities do not compromise the health and safety of the School's community. Contractors must supply details of their Health and Safety procedures to the school on request.

The Governors recognise the importance of the co-operation of employees and their trade union safety representatives for the success of its Health and Safety Policy. It has, therefore, a strong commitment to involving employees and their union representatives in the development and implementation of health and safety policy as well as providing adequate facilities and information to enable them to perform their functions.

The Governors will provide appropriate training and information for all managers and staff to assist them in their duty to comply with the health and safety policy and relevant statutory requirements when requested or a need identified

## Part II

### Details of the Organisation and Arrangement for carrying out the Governor's Policy within the School

#### 1. Health and Safety at Work Act etc. 1974

1.1 Section 2 of the Act sets out the general duties of employers to their employees. These are detailed below:-

(2.1) "It shall be the duty of every employer to ensure, as far as is reasonably practicable, the health, safety and welfare at work of all his employees".

(2.2.a) "The provision and maintenance of plant and systems of work that are, as far as is reasonably practicable, safe and without risks to health".

(2.2.b) "Arrangements for ensuring, so far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances".

(2.2.c) "The provision of such information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of his employees".

(2.2.d) "So far as is reasonably practicable as regards any place of work under the employer's control, the maintenance of it in such a condition that is safe and without risks to health and the provision and maintenance of means of access to and egress from it that are safe and without such risks".

(2.2.e) "The provision and maintenance of a working environment for his employees that is, so far as is reasonably practicable, safe, without risks to health, and adequate as regards facilities and arrangements for their welfare at work".

1.2 Sections 3 and 4 of the Act set out the general duties of employers to persons other than their employees. The main requirements are:-

(3.1) "It shall be the duty of every employer to conduct his undertaking in such a way as to ensure, so far as is reasonably practicable, that persons not in his employment who may be affected thereby are not thereby exposed to risks to their health and safety".

(4.2) "It shall be the duty of each person who has, to any extent, control of premises, to ensure, so far as is reasonably practicable, that the premises, all means of access thereto or egress therefrom available for use by persons using the premises and any plant or substance in the premises or, as the case maybe, provided for use there, is or are safe and without risks to health".

## **2. Management Obligations**

- 2.1 The pursuit of the School's objectives on health and safety is an integral part of every manager's role, and managerial responsibility for health and safety matters will only be limited by the boundary of an individual manager's executive authority.
- 2.2 The roles of certain senior managers, Heads of Department and other staff with managerial responsibilities for health and safety are specified below.
- 2.3 Adequate resources will be provided to allow legally required precautions to be taken. Alternatively the activity in question must be suspended or appropriately modified.

## **3. Specific Management Roles**

- 3.1 The purpose of the following detailed description of management roles is to ensure that senior staff are aware of the necessary steps to be taken to discharge both their own responsibilities and the duties imposed upon the Governors as required by the Health and Safety at Work etc. Act 1974. It does not imply the imposition of additional responsibilities or authority beyond that attached to each manager's normal duties to the School, other staff, students or visitors.

### **3.1.2 The Board of Governors**

The Governors are responsible for the policy direction of the School, including health and safety policies, for creating structures through which the policies are implemented and for monitoring the delivery of the policies.

### **3.1.3 The Head of School**

The Head of School has been given, as Key Health and Safety Manager, delegated executive responsibility by the Governors for all health and safety matters.

The Head of School is responsible to the Board of Governors for ensuring, through the line managers, compliance with the School's Health and Safety Policy and implementing the necessary detailed arrangements to ensure the objectives of the Policy are met and standards continually improved where necessary.

### **3.1.4 The Estate Manager**

The Estate Manager has been given, as Deputy Key Health and Safety Manager, delegated executive responsibility by the Head of School for all day-to-day health and safety matters.

The Estate Manager is responsible in assisting the Head of School in ensuring, through the line managers, compliance with the School's Health and Safety Policy implementing the necessary detailed arrangements to ensure the objectives of the Policy are met and standards continually improved where necessary.

## **3.2 The duties of the Key Health and Safety Manager are:-**

- 3.2.1 To pursue the objectives of the Governors in respect of health and safety and to monitor the efficacy of the policy.
- 3.2.2 In particular, to maintain an up-to-date, written statement of detailed arrangements (Part III of this document) to ensure the implementation of the School's policy; to ensure that all members of staff are aware of its contents and to review and revise it as necessary. These arrangements must be provided to all staff and included in the Staff Handbook.
- 3.2.3 To be available to any member of staff to discuss and to seek to resolve health and safety problems not solved at a lower level.
- 3.2.4 To take appropriate action to remove or reduce potential hazards.
- 3.2.5 To report to the Board of Governors those instances where his executive authority does not allow him to reduce to a satisfactory level or remove any hazard, and to take any short term measures necessary to maintain safety pending rectification.
- 3.2.6 To take note of relevant health and safety legislation, Health and Safety Guidance Notes, COSHH assessments, instructions, circulars and information issued from time to time and to ensure that they are distributed according to the requirements of the Governors. To maintain a file of all such material readily accessible to all employees.
- 3.2.7 To keep an up-to-date list of all safety representatives from both teaching and support staff.

- 3.2.8 To be readily available to safety representatives and to co-operate with them, so far as is reasonable, in their efforts to carry out their prescribed functions.
- 3.2.9 To receive written reports from safety representatives concerning possible hazards and to respond in writing within a reasonable period of time to the points made.
- 3.2.10 To ensure that the School's premises are subject to a health and safety inspection at least once in every four months
- 3.2.11 To ensure that materials and equipment purchased are safe and without risk to health when properly used.
- 3.2.12 To ensure that the circumstances of accidents are appropriately examined and recorded and that all reasonable steps are taken to reduce the likelihood of, or prevent, a recurrence. The procedure for recording of accidents is given in Part III.
- 3.2.13 To ensure that all visitors, including those who will be undertaking maintenance work on the premises, are made aware of any hazards on site and of when and where such work activities may affect those in occupation.
- 3.2.14 The Key Health and Safety Manager may delegate to one or more line managers, e.g. Heads of Departments, Senior Staff, Estate Manager, Office Manager etc. (to be called Local Contacts) the following tasks. The role of a "Local Contact", described below, can only be in respect of that person's normal area of responsibility. Local contacts will have no executive authority beyond that attached to their normal duties.

### **3.3 Local Contacts**

#### **3.3.1 Heads of Departments**

Heads of Departments are designated Local Contacts and are responsible to the Key Health and Safety Manager for all health and safety matters affecting staff, students and visitors within the School

#### **3.3.2 Senior Staff**

Certain Senior Staff may be designated Local Contacts and are responsible to the Key Health and Safety Manager for all health and safety matters not normally covered by a Head of Department. These may include libraries, learning resources and other areas used by staff, students and visitors.

#### **Estate Manager**

The Estate Manager is designated a Local Contact and is responsible to the Key Health and Safety Manager for

- All health and safety matters relating to buildings, building services and their staff.

- Ensuring that acts or omissions by site contractors do not prejudice the health and safety of the School's staff, students or visitors. (The Estate Manager does not have responsibility for the safety of contractors.)
- Collecting and maintaining records of Risk Assessments made by Heads of Departments and all other Local Contacts
- Organising and maintaining records of Staff Training as approved Minibus Drivers
- Organising and maintaining records of Staff Training as qualified First Aiders

### **3.3.3 Office Manager**

The Office Manager is designated a Local Contact and is responsible to the Key Health and Safety Manager for all health and safety matters affecting staff, students, visitors using the School's office and responsibility for maintaining accident/incident reports and records.

### **3.3.4 Duties of a Local Contact**

Under the guidance of the Key Health and Safety Manager, are:-

- 3.4.1 To pursue the prevention of accidents and the avoidance of ill health arising from work activities.
- 3.4.2 To ensure that there are full and up to date Risk Assessments for the areas and work activities for which they are responsible.
- 3.4.3 To receive reports from users of the area of hazards and to take steps, so far as is reasonably practicable, to remove or reduce them.
- 3.4.4 To report to the Key Health and Safety Manager instances where their normal executive authority does not allow them to deal effectively with a hazard, or if there is any doubt as to the practicability of a solution. Where necessary to take appropriate short term measures to maintain safety pending rectification.
- 3.4.5 To ensure that accidents are reported in accordance with the Governor's instructions. (See 6.1).
- 3.4.6 When so directed by the Key Health and Safety Manager to establish the facts of any accident.
- 3.4.7 To inspect the area at least once in every four months, both from the viewpoint of identifying hazards, and to assess the effectiveness of the local hazard reporting system and other arrangements detailed in the health and safety policy statement.
- 3.4.8 To take all reasonable steps to ensure that staff are informed of the content of the statement, and any other information relating to their health and safety which is issued from time to time, including Health and Safety Guidance Notes and COSHH assessments.

- 3.4.9 To ensure the use of protective clothing and equipment, where appropriate, and to ensure that such clothing and equipment is properly maintained, and renewed where necessary.
- 3.4.10 To ensure that employees new to a workplace are given every assistance to perform their duties in a safe manner; in particular to ensure that they are given a copy of the statement of arrangements, and the opportunity to read it, before starting work.

#### **4. Duties of Employees**

- 4.1.1 Section 7 of the Health and Safety at Work Act 1974 places a duty on all employees while at work to take responsible care of themselves and of anyone who may be affected by their acts or omissions.

They also have a duty to co-operate with the Governors in order that they can comply with their own duties under the Act and associated legislation.

- 4.1.2 Section 8 requires that no one shall interfere with or misuse anything provided by the Governors in the interests of health and safety (e.g. fire alarms, extinguishers, first aid boxes, machine guards). NB This section applies not only to staff, but also students and visitors to the School.

##### **4.2.1 Teaching Staff**

Teaching staff are directly responsible to the Head of Department in matters of health and safety.

They have a duty to take reasonable care for the health and safety of themselves, other staff, students and visitors who may be affected by their teaching and other work related activities.

They must ensure that:-

- a. safe systems of work are taught;
- b. sufficient information, instruction and training is given to students to enable them to work safely;
- c. plant, equipment and substances are used in a manner which will not adversely affect their health and safety and that of students or other staff.

They have a duty to co-operate with the Governors in meeting statutory requirements.

##### **4.2.2 Technical Staff**

Technical staff are directly responsible to the Head of Department in matters of health and safety.

They have a duty to take reasonable care for the health and safety of themselves, other staff, students and visitors who may be affected by their work related activities.

Senior Technicians are responsible for ensuring that they, and technical staff under their control, maintain and/or provide:-

- a. safe working conditions in workshops and laboratories;
- b. sufficient information, instruction and training for students to enable them to work safely, particularly during demonstrations;
- c. plant, equipment and substances in a manner which will not adversely affect their health and safety and that of students, or other staff, when required for coursework.

They have a duty to co-operate with the Governors in meeting statutory requirements.

#### **4.2.3 Support Staff (other than Technical Staff)**

Support Staff are responsible to their Line Manager for maintaining and operating a safe and healthy working environment within their work areas for themselves, other staff, students and visitors.

They have a duty to co-operate with the Governors in meeting statutory requirements.

### **5 Breaches of the Health and Safety at Work etc. Act 1974**

Breaches of this Act are criminal offences. In the event of prosecution the onus on proving that something was not reasonably practicable in the circumstances is placed on the defence. Failure to comply with Approved Codes of Practice issued under the Act raises a presumption that a related safety requirement was not complied with. The Board of Governors, Head of School, staff, suppliers of goods and services and (so far as section 8 is concerned) members of the public are all subject to the Act.

### **6 Accidents**

#### **6.1 Accidents/Incidents/Injury Reporting**

Compliance with these procedures does not alter the requirement to record all accidents to employees in the accident book (see next paragraph).

#### **6.2 Accident Recording (Employees Only)**

Reporting regulations and procedures are specified in the "Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)". Further details and procedures for reporting are given in Croner's Reference Book for Employees Section H and in HSE Information sheet No 1.

The accident book (form BI510 published by HMSO) must be kept in a suitable place which is readily accessible at all reasonable times to any injured employee or any person acting on his/her behalf.

Particulars of the accident may be entered either by the injured employee or by any person acting on his/her behalf e.g. the first aider, the appropriate local contact or safety representative. The location of the accident book should be stated in part III of the health and safety statement.

## **7 First Aid**

The Governors endeavour to maintain comprehensive first aid arrangements for employees providing facilities and cover as laid down in the Health and Safety (First Aid) Regulations 1981.

In addition the Governors endeavour to provide and maintain comprehensive first aid arrangements for students and visitors.

## **8 Fire and Other Emergencies**

Regular fire drills will be held and recorded formally. Escape routes must be kept clear at all times and an effective fire alarm system maintained. Fire alarms may not be switched off within the School without the written authority of the Board of Governors.

The Key Health and Safety Manager will ensure that all emergency fire fighting equipment is checked on a regular basis by qualified contractors.

## **9 Safety Representatives**

9.1 Under the Regulations on safety representatives which became operative on 1 October 1978, recognised trade unions can appoint safety representatives. The appointment of safety representatives is clearly prescribed in the Act under sections 2(4) and 2(6).

### **9.2 Functions of Safety Representatives**

The regulations provide that safety representatives shall have the following functions:-

- a. to investigate potential hazards and dangerous occurrences at the workplace (whether or not they are drawn to his/her attention by the employees represented) and to examine the causes of accidents;
- b. to investigate complaints by any employee he/she represents relating to that employee's health, safety or welfare at work;
- c. to make representations to the employer on matter arising out of sub-paragraphs (a) and (b) above;

- d. to make representations to the employer on general matters affecting the health, safety or welfare at work of the employees at the workplace;
- e. to carry out inspections in accordance with the Regulations;
- f. to represent the employees he/she was appointed to represent in consultations at the workplace with Inspectors of the Health and Safety Executive and of any other enforcing authority;
- g. to receive information from Inspectors in accordance with the Act; and
- h. to attend meetings of safety committees where he/she attends in his/her capacity as a safety representative in connection with any of the above functions.

### **9.3 Notification of Union Safety Representative Appointments**

Recognised trade unions will notify the Governors of the details of safety representative appointments and a record of all safety representatives will be maintained.

### **9.4 Union Safety Representatives – Communications**

Safety representatives should establish links with line management within the School and should channel all communications through the Key Health and Safety Manager (excepting those with their own trade union).

### **9.5 Time Off and Facilities for Safety Representatives**

The board of Governors recognises its responsibility to grant necessary time off to enable safety representatives to carry out the functions specified in 9.2 above.

## **10 School Health and Safety Committee**

The School Health and Safety Committee will consist of representatives from Management, Staff and Unions/Professional Associations, and will include the Estate Manager as Deputy Key Health and Safety Manager.

## **11 Provision of Information**

The Key Health and Safety Manager will ensure the circulation of relevant health and safety information to all local contacts and employees, particularly where there are changes in School policy or changes in legislation.

## Part III

### School Health and Safety Arrangements

#### 1. *Accidents/Injuries/Incidents*

- 1.1 All Accidents, injuries and incidents must be reported in accordance with the School's Health and Safety Policy.
- 1.2 The HSE Accident Book B1510, accident/injury/incident report forms, the Student Accident Book and the Staff Accident Book are kept in the General Office and are maintained by the Clerical Staff. The members of the Clerical Staff responsible for maintaining the accident books are the Student Liaison Officers.
- 1.3 Major injuries and dangerous occurrences, must be immediately reported to the Key Health and Safety Manager.
- 1.4 Internal system of reporting of accidents to students. All accidents and injuries, other than minor cuts and bruises, should be reported in the Student Accident Book, whether or not they are reported to the HSE. The type of situations which must be reported in the Student Accident Book are Head injuries, Fainting, Fits, Injuries where the student loses consciousness, injuries or conditions where the student is sent home or taken to hospital, Injuries where fighting or bullying is suspected. Incidents leading to "near misses" should also be reported in the Student Accident Book. If in doubt, report it.

If the student requires hospital attention an Accident Report Form is completed, original goes to student's personal file and a copy retained in General Office.

- 1.5 Internal system of reporting of accidents to Staff, Visitors and Contractors. All accidents and injuries, other than minor cuts and bruises, should be reported in the Staff Accident Book, whether or not they are reported to the HSE. The type of situations which must be reported in the Staff Accident Book are Head injuries, Fainting, Fits, Injuries where the person loses consciousness, Injuries or conditions where the person is taken to Hospital. Incidents leading to "near misses" should also be reported in the Staff Accident Book. If in doubt, report it.
- 1.6 Accidents which must be reported to the Health & Safety Executive (HSE) are:
  1. Accidents to employees or contractors which result in death or major injury
  2. Accidents to employees or contractors which prevent the injured person from continuing his/her normal work for more than three days

In general an accident to a student or visitor (i.e. a non-employee) does not have to be reported to HSE unless the accident arises out of or in connection with work **and** the person is killed or taken to hospital. "In connection with work" includes accidents attributable to machinery, plant or substances, or condition of the premises or equipment, or the level of supervision. It does not include playground accidents due to collisions, slips and falls unless the condition of premises or equipment, or the level of supervision, is involved.

Further details and procedures for reporting to HSE are given in Croner's Reference Book for Employers Section H and in HSE Education information sheet No 1.

- 1.7 Safety representatives also have the right to inspect the site of and investigate an accident to one of their members.

<b>FIRST AID BOXES ARE LOCATED IN</b>	<b>CHECKING RESPONSIBILITIES</b>
P E Office	Mr Lyttle
Swimming Pool	Mr Zacharia
M1 –Music Wing	Mrs Renshaw-Kidd
School Kitchen	Mrs Smith
Minibuses (1 in each)	Mr Barrett
Design Room (2 boxes)	Mr Boucher
café 42 & 'SubsYourWay'	Mrs Smith
Rowlyn	Mrs Wells
Science department and prep rooms	Mr Anderson

The following First Aiders are located in:-

Lisa Page	First Aid Office Ext 782
Paul Barrett	Estate Office
Adam Dodman	Estate Office
Julie Brown	Main Office
Gay Austen	Kitchen
Donnie Zacharia	Swimming Pool
Liz Bate	ASD department
Ruth Beville	ASD department
Emma Chown	ASD department
Selina Pryor	ASD department
Graham George	Computing
Rob McMachan	DT
Gemma Grant	English
Heidi Quenby	Geography
Carol White	Geography
Carolyn Easterbrook	History
Paul Easterbrook	History
Chris Eagle	Maths
Kim Towler	Maths
Maria Wells	Maths
Kim Collman	Music/Drama
Lucy Gove	Music
Ian Anderson	Science
Kate Berry	Science
Dave Rawson	Science
Josh Warner	Science

### 3. Fire Precautions

#### 3.1 Fire Drills

Frequency:	At least once a term
Procedure:	Evacuate to Playground
Fire Exits:	Marked

#### 3.2 Fire Notices

Fire notices must be displayed in all rooms of the premises and on main escape routes.

Fire escape routes must be adequately signed

#### 3.3 Emergency Evacuation

In the event of an emergency evacuation, Local Contacts, or their nominated deputies, should ensure that their areas are cleared and should report to the Key health and Safety Manager or nominated deputy. A report should then be made to the senior officer from the emergency services.

No member of staff, student or visitor is allowed to re-enter the premises until permission is sought from the senior officer from the emergency services.

### 4. Safety Representatives

S Begg	Admin Staff
A Howe	Art, Drama and DT
T Mattingly	History
T Lesworth	Science
I Anderson	Technicians
L Santana	Languages
D Watson	Maths, English, Geog, Economics, P&B, Music
P Lyttle	PE
Estate Manager	Site Management, Risk Assessments, Minibus Training, First Aid Training

### 5. School Health & Safety Committee

**The School Health & Safety Committee meets once per term and is composed of Management, Staff and Union/Professional Association representatives. The secretary of this committee, to whom queries concerning its activities should be addressed, is:-**

Name Mr Paul Barrett (Estate Manager)

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