



Theale Green School

Health and Safety Policy Organisation and Arrangements

The Health and Safety at Work etc Act 1974 – Section 2(3)
The Management of Health and Safety at Work Regulations 1999, as amended – Regulation 5
The Regulatory Reform (Fire Safety) Order 2005 – Article 11
Construction (Design and Management) Regulations 2015

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Overall Statement of Policy

It is the policy of Theale Green School to ensure, so far as is reasonably practicable, the health, safety and welfare of all our pupils, employees and others who may be affected by our activities and services. In order to achieve this, it is our policy to provide a healthy and safe working environment, safe equipment and systems of work and adequate information, instruction, training and supervision, as may be needed for this purpose. The School is committed to providing adequate resources to ensure this Policy can be implemented effectively.

Where the School intends to engage contractors to undertake work or provide services on its behalf, or on its premises, we will make reasonable enquiries to establish the competence of the contractor to undertake the work safely and without risks to health. The health and safety performance of such contractors will be kept under review in order to ensure adequate standards are maintained.

We will consult with employees on health and safety matters, with a view to actively involving employees in the effective implementation of this Policy.

Where temporary or contract staff are working with us on our premises, we will provide the same health and safety standards for them as we do for our own employees.

The health and safety performance of the School and this Policy will be reviewed at least annually by myself, and at any other time when there are significant changes in the School, or its activities.

The organisation and responsibilities of the management and staff of Theale Green School, for health and safety and the arrangements and standards to which the School operates, are detailed below.

Recommended by the Finance and Premises Committee on [] and approved by the Governing Body at its Board Meeting on [].

Date of Next Review: Spring 2018

Organisation

Responsibilities

Governors

The Governing Body is responsible for the policy. The Finance and Premises Committee undertakes the oversight, review and update of this policy annually and as necessary.

The Governing Body have appointed 1 Governor to report to it on Health and Safety and where deficiencies are identified the governors have responsibility for ensuring that corrective action is taken. The governors also have particular responsibility for:

- a. adopting a general statement of Health and Safety Policy and the written organisation and arrangements for implementing that Policy and monitoring its effectiveness;
- b. annually reviewing the Policy on the advice of the Headteacher ;
- c. ensuring that there are adequate resources allocated for effective management of health and safety and the implementation of this Policy;
- d. ensuring that decisions are consistent with the objectives of the Health and Safety Policy;
- e. ensuring the business planning process takes adequate account of the need to resource health and safety requirements in accordance with this Health and Safety Policy;
- f. ensuring that the financial control procedures require that tenders for contract works are rejected, where it is apparent that the contractors concerned are not competent, or adequately resourced, to undertake the proposed works safely;

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Headteacher

The Headteacher has overall responsibility for health and safety matters within Theale Green School. She is also responsible for the general oversight of Theale Green School management of health and safety, in consultation with the Site Manager and the Bursar, for monitoring its effective implementation. The Headteacher is also responsible for:

- a. ensuring adequate resources are available for meeting statutory requirements relating to health and safety;
- b. ensuring that the Governors are advised on significant health and safety issues which arise, or which need to be considered.

Site Manager

The Site Manager is responsible for the day to day implementation of the schools health and safety management. He is also responsible for:

- a. ensuring that fire equipment and systems are adequately maintained and tested in accordance with applicable standards;
- b. acting as the school representative in any dealings with contractors who are to work at the school;
- c. assisting the school to assess the competence of any contractors who it is intended to use for undertaking work at the school, and monitoring the standards of health and safety whilst the work is undertaken;
- d. ensuring that the day to day maintenance of the school premises is undertaken and that serious deficiencies which cannot be quickly corrected are notified to the Bursar and Headteacher;
- e. ensuring that statutory inspections of school plant, equipment, lifts and systems are undertaken using competent staff or contractors and that any corrective action identified as necessary are correctly implemented and the required records are retained;

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- f. ensuring that inspections of portable electrical equipment, the fixed electrical installation, ladders, stepladders, playground equipment and gas equipment are undertaken in accordance with the standards in the Health and Safety Management and that records are retained;
- g. ensuring that any necessary statutory inspections of lifting tackle, pressure vessels and exhaust ventilation equipment are undertaken and records kept;
- h. arranging any necessary corrective action identified by health and safety inspections detailed above;
- i. maintaining a register of dangerous and hazardous substances used or stored at the school and ensuring that this register contains copies of up to date material safety data sheets;
- j. ensuring that COSHH assessments are available for materials used or generated in the maintenance and cleaning of the school and for the control of legionella in school water systems;
- k. ensuring relevant work is undertaken and controls maintained in accordance with the appropriate COSHH assessments;
- l. ensuring that regular health and safety inspections of the standards of housekeeping in the school premises are undertaken and that deficiencies which cannot be promptly corrected are reported to the Headteacher;
- m. ensuring that he only undertakes work which is within his training or competence and, in particular, that he/she does not undertake work on roofs, scaffolding, or in confined spaces such as drains or tanks, unless he/she is both trained and authorised to do so;
- n. ensuring there is an up to date asbestos survey or re-inspection for the school with a copy kept available on-site for viewing by staff and contractors;
- o. ensuring contractors are provided with information included in the Asbestos survey/register and that contractors undertaking intrusive works have asbestos awareness training.

Organisation

Human Resources Officer

The Human Resources Officer is responsible for the day to day implementation of Health and Safety in terms of staff welfare within the School. She is specifically responsible for:

- a. ensuring that there are adequate arrangements for the health and safety training of employees, both at induction and in relation to specific job or work needs;
- b. ensuring that the employee selection and recruitment process takes adequate account of the competence, ability and medical suitability of employees selected, in order to ensure that neither the employees, nor others, are put at risk;
- c. ensuring the effective provision of occupational health services for employees and, in particular, ensuring that there are suitable pre-employment medical assessment procedures, provision of statutory health surveillance and staff health records and arrangements for undertaking specific risk assessments on the work of staff who have notified the organisation of pregnancy;
- d. ensuring arrangements are in place for providing eye and eyesight tests for regular users of display screen equipment;
- e. ensuring that human resource management practices relating to working hours, employment of children and young persons and arrangements for pregnant employees meet statutory requirements;
- f. ensuring that computer and similar equipment, together with associated software, which is to be installed either at the School premises, or for the use of employees working from home, complies with the necessary health, safety and ergonomic standards.

Organisation

Bursar

The Bursar is responsible for the day to day coordination of the Schools programme for managing health and safety. She is also responsible for:

- a. ensuring that, where relevant and appropriate, central health and safety training courses are provided for staff with common health and safety training needs;
- b. ensuring that, with the assistance of relevant external consultancies, the corporate programme of undertaking and updating risk assessments for all Schools activities is implemented effectively;
- c. ensuring that the results of any health and safety inspections are reviewed;
- d. ensuring, with the assistance of relevant specialist functions and advisers, that Schools policies and procedures relating to health and safety are developed and periodically reviewed, revised and reissued as necessary;
- e. ensuring insurance arrangements, meeting the requirements of the Employers' Liability (Compulsory Insurance) Regulations, are maintained and that a copy of the certificate is displayed either as a hard copy or electronically, where all employees can easily read it;
- f. keeping training records and a training matrix of health and safety training undertaken for the school site management team.

Organisation

With regard to Site Management, the Bursar is Responsible for:

- a. ensuring that there are adequate arrangements for the maintenance of the Schools facilities and buildings in a safe condition and, where relevant, that there is a programme of planned preventative maintenance;
- b. ensuring that there are adequate arrangements for maintenance work on plant and facilities to be undertaken, in accordance with safe systems of work, whether conducted by internal personnel or external contractors;
- c. ensuring that there are adequate arrangements for the selection of competent maintenance contractors, adequate health and safety information on the work to be undertaken is provided to them and that there are adequate health and safety monitoring arrangements during such work;
- d. ensuring that there are adequate arrangements for testing and inspection of fixed electrical installations every five years, where applicable, and also of portable electrical equipment according to a schedule, using competent NICEIC (or equivalent) approved contractors and that records of the inspections are kept;
- e. ensuring that the fire alarm system is tested weekly during term time and a record of the tests is made;
- f. arranging a fire evacuation drill at least once every six months and recording the results;
- g. ensuring the fire extinguishers, fire detection and alarm system are maintained and inspected by specialist contractors;
- h. ensuring that a test and inspection regime for emergency lighting in the premises is maintained;
- i. ensuring that the building fabric and services, including water and electrical services, are maintained in a safe condition;

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j. ensuring that for works which come under the definition of 'construction' in the Construction (Design and Management) Regulations 2015, that the responsibilities of the School where we are the Client- are adhered to; these include but are not limited to:

- a Construction Phase Plan is drawn up by the contractor or where appointed, the Principal Contractor;
- for works involving more than one contractor a Health and Safety file is produced and updated;
- appointing in writing a Principal Contractor and Principal Designer where more than one contractor is involved.

Relevant examples of works which fall within the definition of 'construction' are:

- refurbishments and redecoration
- installation of IT network cables, power cables or other services fixed to the structure of the building.

Organisation

To ensure that health and safety standards are maintained and continuously improved, the following people have responsibility in the following areas:

General Responsibilities of the Senior Leadership Team and Managers

All members of the Senior Leadership Team and Heads of Department/managers have a general responsibility for ensuring that activities under their control are managed in a way which ensures high standards of health and safety. In addition, the Senior Leadership Team and Heads of Department/managers have the following particular responsibilities in relation to their area of responsibility or control:

- a. ensuring that School procedures relating to health and safety management are applied and employees receive appropriate information, instruction, training and supervision to enable them to work safely;
- b. ensuring that health and safety standards are monitored in a systematic way and, where deficiencies are identified, they are promptly rectified;
- c. reporting to their line manager any health and safety problems which cannot be promptly corrected.

General Responsibilities of Teaching and Support Staff

All teaching and support staff have the following responsibilities:

- a. acting with due regard to the health and safety of themselves and others who may be affected by what they do, or fail to do, whilst they are at work or on Schools premises;
- b. complying with Schools instructions and procedures relating to health and safety and making full and proper use of any protective or safety equipment provided;
- c. reporting as soon as possible to the Site Manager and Bursar any serious danger to health or safety, or defects in structures or equipment, or safety procedures that come to their notice and which they cannot immediately rectify;

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- d. reporting to their line manager any incidents which have led, or might lead, to injury or damage;
- e. to, at all times, follow the Schools written health and safety procedures for the work being undertaken;
- f. not interfering with or misusing anything provided to safeguard their health and safety;
- g. No manager or employee of the School is authorised to initiate or continue any process or activity which places employees, pupils or others, in danger or is in breach of statutory obligations with respect to health and safety.

All school staff have a responsibility for undertaking their work in accordance with any instructions or training provided by the school or the and for drawing to the schools attention any equipment or situation which could create a danger to themselves or others. All staff are also required to ensure their work is carried out in a way which avoids risks to themselves or others.

School Students

All students at the school are required, having regard to their age and maturity, to act in accordance with any school health and safety instructions, rules and procedures and not to behave in a way which would put themselves or others in danger. Students are also required not to interfere with, or misuse, any safety, electrical or fire equipment.

Health and Safety Arrangements

Section 1: General Arrangements for the Management of Health and Safety

Standards and Guidance

Mandatory common standards and guidance are issued periodically as health and safety instructions and procedures, which are held by the Bursar. These are issued to relevant managers, supervisors or employees. Where internal guidance does not cover a specific issue, the school will adopt the practices or standards recommended in Health and Safety Executive, or Department for Education publications, or relevant British or European Standards.

Consultation and Information

The School consults with the staff directly. A copy of the Health and Safety Policy is drawn to the attention of staff at induction and is displayed on staff notice boards alongside the Health and Safety Law poster. The content of this Policy will be communicated to all members of staff through inset days.

Risk Assessments

The School has a developing programme of risk assessment, with a site management risk assessment undertaken and actions from the risk assessment prioritised. Relevant records of risk assessments are held by the Site Manager and Bursar and will be reviewed every year or when there are changes in operations, which make it necessary for an earlier review to be conducted. This will be reported to the Audit and Risk Committee.

The School has arrangements for undertaking risk assessments relating to general risks, work with display screen equipment, manual handling, fire safety, the work of new and expectant mothers and students. These assessments are undertaken either by nominated and trained staff or, in the case of complex risks, by a nominated specialist.

Health and Safety Arrangements

Accidents, Dangerous Occurrences and Ill Health Reporting

Accidents to employees, or others, arising from work undertaken by the School, must be reported to the First Aider, who will ensure that appropriate action is taken. Records of such injuries must be entered in the accident book. Accidents, ill health conditions and dangerous occurrences which fall within statutory reporting requirements, will be reported, by the Bursar in accordance with RIDDOR.

First Aid

First aid arrangements and the names of nominated persons and appointed first aiders are displayed at the premises. A list of first aiders and nominated persons, together with training information and refresher training arrangements, is held by the Bursar. The responsibility for maintaining the contents of first aid containers rests with the first aiders to whom they are allocated.

Training

All new employees will receive relevant instruction and induction training on health, safety and welfare matters from the Bursar. Specific health and safety training will be provided for employees, as appropriate to the work being undertaken and records kept. A training matrix will be developed and updated for all members of staff.

Contractor Control Arrangements

Where contractors are engaged to undertake minor work on the Schools premises, they will be required to ensure

- A "Contractor Pre-Qualification Questionnaire" (PQQ) is completed in advance of the work;
- They provide suitable evidence of competence and carry identification at all times;
- work will be carried out in accordance with the requirements in the "Code of conduct for contractors/tradespersons working on School premises"

Health and Safety Arrangements

For larger contracts, or any work involving hazardous materials, building alterations, demolition work, roof work, or work involving scaffolding, fork lift trucks, cranes, lifting equipment, or powered access equipment, professional competent advice should be sought prior to commencement of the work, to ensure compliance with the Construction (Design and Management) Regulations 2015.

Health and Safety Arrangements

Section 2: Arrangements for the Control of Specific Hazards

Management of Asbestos Containing Materials

The school premises have been subject to a management and refurbishment asbestos survey in order to locate the presence of asbestos containing materials (ACMs) and to evaluate the risk associated with these materials where they have been found with the results contained in an asbestos register. An asbestos management plan will be put in place that ensures monitoring of the condition of the asbestos containing materials that remain. The site team have attended asbestos awareness training and ensure that contractors are aware of the location of ACMs prior to commencing work and are required to sign the asbestos register.

Control of Legionella

The hot and cold water systems in the school premises have been subject to a risk assessment for the growth and release of Legionella bacteria. As a result, a written scheme is in place that enables the hot and cold water system to be maintained in a safe condition therefore controlling the presence of Legionella. A competent external company undertake temperature checks and the site team undertake flushing of outlets which is recorded.

Electrical Safety

Employees are not permitted to carry out repair or alteration work on electrical equipment or systems, unless they have the appropriate recognised qualification. All electrical work will only be undertaken by an NICEIC (or equivalent) approved electrical contractor. Five yearly inspections of the electrical system and annual inspections of portable electrical equipment will also be undertaken by an approved electrical contractor.

Fire Safety and Fire Procedure

The Schools premises have been subject to a Fire Safety Risk Assessment. Relevant precautions, including the provision and maintenance of fire safety systems and structural precautions, staff training and practice evacuation drills, are specified in the Risk Assessment. Responsibilities for the implementation and maintenance of these precautions are as specified in the "Organisation" section of this Policy.

Health and Safety Arrangements

The fire procedure is displayed on the notice board within the staff room and adjacent to fire alarm call points. All new members of staff will be instructed on the fire procedure by the Bursar and Site manager on the first day of their employment.

Fire evacuation drills will be held termly and results of the fire evacuation recorded and held within the fire log book. Any remedial actions identified from the fire evacuation drill will be implemented and prioritised by the bursar and site manager.

Fire alarm systems, fire extinguishers, emergency lighting and fire doors are subject to regular inspections and maintenance which is organised by the site manager and bursar.

Hazardous Substances

Where hazardous substances are used or produced, a risk assessment will be carried out by the Site Manager or COSHH trained staff. Material Safety Data Sheets for hazardous products and an inventory will be held and kept up to date by the Bursar. Employees will receive instruction on the safety measures required where applicable.

Housekeeping Standards

It is the Schools Policy to maintain high standards of housekeeping, particularly to avoid the risk of slips, trips and falls and to prevent exit routes being obstructed. All school staff are required to play their part in ensuring these high standards are achieved and maintained.

Manual Handling

Manual handling is minimised through the ergonomic storage of items and equipment and through the use of mechanical handling aids where practicable and, where this is not practicable, through applying the principles of safe lifting; team lifting, breaking up the load, reducing frequency of lifting and good manual handling techniques.

Health and Safety Arrangements

Smoking

No smoking is allowed on school premises and the school has suitable signage in place to ensure this is managed.

Stress

The School intends to manage its business in such a way that workloads and work pressures are effectively managed in order to enable staff to perform their work comfortably and successfully and is monitored by the Human Resources Officer We will undertake a whole school stress risk assessment for staff and implement a stress management policy which will be communicated to all staff during inset days. We will provide training in stress identification and management to ensure that we proactively and reactively monitor signs of workplace stress.

Use of Display Screen Equipment

Where computer equipment is in regular use, an assessment will be made of the workstation to determine that relevant issues such as lighting, the absence of glare and seating arrangements are suitable for the user.

Health and Safety Inspections

The site manager maintains termly health and safety standards across the school. Any identified shortfalls are brought to the attention of the Headteacher and Bursar for remedial action. Weekly walk through inspections of the School are undertaken by the Site Manager and site team.