



Keble Prep Health & Safety Policy

Introduction

The governors of Keble Prep School attach the utmost importance to the safety, health and welfare of its employees, pupils and anyone visiting the school. The school will comply with the provisions of the Health and Safety at Work Act 1974 and all subsequent regulations, including those implementing EC Directives. The school governors bear ultimate responsibility for providing leadership and a link governor is appointed to sit on the Health & Safety committee which meets termly and includes representatives from the senior leadership team (SLT), teaching and non-teaching staff. Day-to-day responsibilities for health and safety are delegated to the bursar.

Mr D. Fotheringham Chair of Governors

The policy has been drawn up with regard to the non-statutory advice *Health and Safety Advice on Duties and Powers for Local Authorities, Head Teachers, Staff and Governing Bodies (Feb 2014)*. A copy of this document can be found in the staffroom and in the Bursar's Office.

ISSR Part 3: Para (11)

This policy applies to the EYFS provision in the Reception Classes and the areas of the school used by those boys.

The SLT, under the guidance of the Bursar, will take steps so far as is reasonably practicable to ensure that the workplace is a safe and healthy environment in which its employees, pupils, contractors and other persons affected by the school operations can work.

The bursar will make the necessary assessments, identify safety training and provide information and supervision for employees at all levels. It will consult on a regular basis with all employees with regards to health and safety issues. It will provide staff with the necessary safety devices and protective clothing, provided that a safer working environment cannot be achieved by any other means.

Part 1 – Focus on good H&S practices

The school's working practices will, so far as is reasonably practicable, adopt good safety practices. These will include:

- The safe use, storage, handling and transport of articles and hazardous substances.
- The provision of adequate information, instruction, training and supervision for employees including temporary employees and contractors.
- The provision of safe machinery and equipment regularly maintained, including the operation and maintenance of plant and systems of work.
- The provision of a safe and healthy place of work, including access and egress to and from the premises, and adequate facilities and arrangements for the welfare of employees at work.
- Consider the safety of pupils, parents, contractors and any others accessing the premises including those who hire or undertake leisure activities.

Co-operation - all aspects of health and safety remain a management responsibility. However a safe and healthy workplace can only be achieved with the full co-operation of and consultation with every employee. All staff share responsibility for achieving safe working conditions. Employees are duty bound to act responsibly and to do everything possible to prevent personal injury to themselves and to others. They must also safeguard all persons to whom the school owes a duty of care, namely people who may come into contact with their work; pupils, parents, visitors etc. To achieve this employees must:

- Receive induction from the Bursar on the school's health & safety procedures, including the documentation requiring completion in connection with school trips and individual teacher's responsibility for carrying out annual area risk assessments.
- Receive ongoing training in health and safety procedures from the bursar and others in light of changes to legislation or best practice
- Obey all the safety rules and procedures, including the wearing of protective clothing and the use of protective devices if they are specified by the school risk assessments.
- Exercise their awareness, alertness, self-control and common sense at work.
- Report promptly to the Bursar all hazards, potential hazards, defects in equipment and any shortcomings in the school's work systems or procedures.
- Co-operate with the Bursar on H&S matters, including the investigation of any incident.

Employees should not be in any doubt that failure to comply with this policy may be treated as misconduct and dealt with under our Disciplinary Procedure. This includes any specific safe systems of work, instructions, training and procedures laid down for the protection of those involved in the school's operations, and for those who may become involved in them.

Planning - the elimination of risks in the workplace by careful selection and design of facilities, equipment and processes, together with effective control measures and training for employees.

If appropriate, the school will consider the risk to safety involved in:

- Dealing with physical hazards, such as machinery safety, asbestos in the school building and water quality;
- Selecting and managing contractors in schools;
- Vehicle movements within the school grounds;
- Workplace arrangements, including housekeeping;

- School trips; Please refer to the school's 'Educational Visits policy
- Centres licensed by the Adventure Activity Licensing Authority;
- Work experience arrangements;
- Violence to staff;
- School security;
- Letting of school premises to outside bodies;
- Pupils with special needs and adjustments made for them;
- Any other site specific issue, e.g. use of offsite games facilities;
- Accommodating pregnant employees;
- Slips and trips;
- Managing work-related stress;
- Working at height;

Organisation - A review of the school's organisation including changes to ensure that responsibilities for health and safety are clearly defined at all times to all employees at every level.

Control - Ensuring that the safety requirements are implemented throughout the school by all employees and that training is regularly conducted in support of those standards.

Monitoring and Review - Area risk assessments will be carried out and any shortcomings identified will be addressed by the bursar. These documents will form the basis for monitoring and review, to ensure that a credible standard of health and safety is achieved.

Health & Safety Management The school's Governors have overall responsibility for the implementation of the policy and will ensure that sufficient finance provision is made available to support the policy.

In order to achieve the aims and objectives of the health and safety policy these issues will be brought regularly to the attention of the school's Senior Leadership Team.

A copy of the policy will be given to all employees when they join the school. When changes have been made to the policy, copies will be placed on the staff room notice board.

Educational Visits Following legislation in 2012, an Educational Visits Policy is no longer statutory and the requirements subsumed into this policy. However at Keble Prep School, given the detail and the number of procedures involved in organising and running trips we will retain the Educational Visits Policy but it will now be reviewed in line with this policy.

Part 2 – Health & Safety management at Keble School

As stated above, the governors have overall responsibility for health & safety at the school. The governors delegate responsibility for day-to-day matters to the Bursar, to ensure high standards are maintained throughout the school. The governors nominate one of their number to be the health & safety link governor who can then be consulted on any matters requiring Governor input. The bursar makes a formal report on health & safety matters termly at full Governing body meetings. The school's Educational Visits policy sets out the arrangements for planning, risk assessing and authorisation of all trips and outings; the package of paperwork relating to each one must be seen by the deputy head (in the case of day outings) or chair of governors (in the case of residential trips) and approved by them before the trip can proceed.

The School's Health & Safety Committee comprising of The Bursar, Safety Officer, Deputy Head, Director of Pastoral Care, First Aid co-coordinator, the caretaker and the H&S link governor meet once a term to review progress with any outstanding H&S related actions, make training recommendations and investigate any accidents. Minutes of these meetings are given to the headmaster.

The number of qualified First Aiders required at the school is assessed by the Bursar and the First Aid co-ordinator having regard to the number of boys, their ages and activities. The First Aid Policy includes the names of the school's first aiders and their qualification renewal dates. The First Aid co-coordinator ensures that the qualifications of first aiders are kept up to date and that stocks of first aid supplies around the school and in the portable bags are replenished and kept in date. The Bursar is responsible for the implementation of the First Aid policy.

The Bursar is the 'Responsible Person' for the purposes of the Regulatory Reform (Fire Safety) Order 2005. It is the Bursar's responsibility to ensure that:

- A fire risk assessment is carried out regularly and any significant findings are acted upon.
- Employees are provided with information on risks identified in the fire risk assessment and fire precautions put in place.

- Steps are taken to inform any other persons working at or visiting the school about the fire safety procedures for the premises.
- The fire alarm, automatic detection, extinguishers and emergency lighting are maintained in good working order by competent persons.
- At least one fire drill per term takes place and that there is weekly testing of the bells.

The school will carry out a risk assessment when an employee notifies the school they are pregnant and will review this assessment at three monthly intervals until the start of the employee's maternity leave. Any adaptations to the employee's working environment or duties will be considered by the Headmaster who will decide if any changes are necessary.

Dealing with Health & Safety emergencies

If a H&S emergency occurs (e.g. a gas leak) the caretaker and Bursar will be notified and the Bursar will assess the risk and order an evacuation if necessary. If possible, the gas supply will be shut off at the main intake by the caretaker and the Bursar will telephone the appropriate authority for help. The Head will be kept informed as the situation develops.

Asbestos A Type 2 asbestos survey carried out in April 2009 identified areas around the school where asbestos is present. Appropriate removal and disposal has subsequently been carried out. Where ongoing monitoring is required (e.g. of fire doors with painted surfaces), this is carried out by the caretaker. If any remedial action becomes necessary, this is carried out immediately. Appropriate training will be provided for the caretaker in carrying out this inspection.

Legionella A legionella risk assessment was carried out in March 2011 by Aquatech Water Services (AWS). Monthly legionella testing is carried out by AWS and appropriate chlorination is carried out annually.

Utilities Electrical circuits are tested on a rolling basis during the summer holiday each year. PAT testing is also carried out at this time. Gas appliances are maintained by 361 Degrees Ltd who carry out annual inspections of all gas appliances around the school. Appropriate maintenance contracts exist for fire detection and alarm systems, intruder alarms and the platform lift in the Harper Building.

School minibuses The school requires all drivers of its minibuses to hold the appropriate drivers licence and to be approved by its chosen driver assessment programme which includes medical, theory and practical sessions. The caretaker is responsible for carrying out weekly checks on the condition of the buses operated by the school, but it is the responsibility of all drivers to report any defects or damage promptly to the bursar who will record it and take the necessary steps to arrange for repairs.

Part 3 - Accident Records and Notification

Any accident at school must be recorded in the accident book located in the medical room (Reception classroom for EYFS accidents) as soon as possible after it occurs. The bursar is responsible for submitting a notification to the Health & Safety Executive (HSE) for any accident reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). An investigation should be carried out as soon as possible after any incident occurs, so that problem areas or procedures are identified and remedial action taken.

The following are reportable under RIDDOR:-

Major Injuries

- Fracture other than to fingers, thumbs or toes
- Amputation
- Dislocation of shoulder, hip, knee or spine
- Loss of sight (temporary or permanent)
- Chemical or hot metal burn to the eye or any penetrating injury to the eye
- Injury resulting from an electric shock or electrical burn leading to unconsciousness or requiring resuscitation or requiring admittance to hospital for more than 24 hours
- Any other injury leading to hypothermia, heat-induced illness or unconsciousness or requiring resuscitation or requiring admittance to hospital for more than 24 hours
- Unconsciousness caused by asphyxia or exposure to harmful substance or biological agent
- Acute illness requiring medical treatment or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin
- Acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material

Dangerous occurrences

- Collapse, overturning or failure of load-bearing parts of lifts and lifting equipment
- Explosion, collapse or bursting of any closed vessel or associated pipe work
- Electrical short circuit or overload causing fire or explosion
- Any unintentional explosion, misfire, failure of demolition to cause the intended collapse, projection of material beyond a site boundary, injury caused by an explosion
- Accidental release of a biological agent likely to cause severe human illness
- Collapse or partial collapse of a scaffold over five metres high, or erected near water where there could be a risk of drowning as a result
- Dangerous occurrences at a well (other than a water well)
- When a dangerous substance being conveyed by road is involved in a fire or released
- Unintended collapse of any building or structure under construction, alteration or demolition where over five tonnes of material falls, including a wall or floor in a place of work
- Explosion or fire causing suspension of normal work for over 24 hours
- Sudden, uncontrolled release in a building of 100kg or more of flammable liquid, 10kg of flammable liquid above its boiling point, 10kg or more of flammable gas or 500kg of these substances if the release is in the open air.
- Accidental release of any substances which may damage health

Diseases

- Skin diseases such as occupational dermatitis, skin cancer, chrome ulcer, oil folliculitis/acne
- Lung diseases including occupational asthma, farmer's lung, asbestosis, mesothelioma
- Infections such as leptospirosis, hepatitis, anthrax, legionellosis and tetanus
- Other conditions such as occupational cancer, certain musculoskeletal disorders, decompression illness and hand-arm vibration syndrome

Computer and Display Screen Equipment

- Employees whose work involves using a display screen must take regular breaks (at least one per hour) from looking at the screen. All such employees are entitled

to obtain a sight test from an optician annually at the school's expense.

- The bursar will carry out annual workstation assessments for all employees. It is the bursar's responsibility to ensure that any defects identified with furniture, seating etc are rectified promptly.

Policy Review This policy will be annually reviewed by the Health and Safety Committee (see Part 2 above), and approved by the SLT and Governors every two years. In conducting the policy reviews, due regard will be given to the following:

Links to other policies:

This policy is linked with the First Aid Policy, Educational Visits Policy and Illness & Medicine Policy