



Health & Safety Policy

Review cycle: Annually

Last Review Date: Sept 2020

Next Review Date: Sept 2021

Staff responsible: Bursar, Board of Governors

Governor responsible: Chair of Governors

(This policy applies to the whole School including EYFS)



HEALTH AND SAFETY POLICY

Statement by the Governing Body

1. The Governors of Willington School recognise and accept their responsibility as employers for providing, so far as it is reasonably practicable, safe and healthy workplaces, work practices and working environments for all their employees, pupils and visitors.
2. The Governors will take all steps within their power to meet this responsibility paying particular attention to the provision and maintenance of proper
 - a. Plant, equipment and systems of work;
 - b. Arrangements for the use, handling, storage and transport of articles and substances;
 - c. Information, instruction, training and supervision;
 - d. Places of work with safe access and egress;
 - e. Environments for safe and healthy working and adequate welfare facilities.
3. Without detracting from the primary responsibility of the teaching departments and for those in support areas for ensuring safe conditions of work, the Governors will continue to keep under review arrangements for providing competent technical advice on safety and health matters where this is necessary.
4. The Governors are committed to ensure that the School operates in accordance with current legislation and where necessary all reasonable resources will be provided to facilitate this.
5. The Governors, recognising the need for the involvement of both teaching and non-teaching staff in achieving a successful safety policy, will co-operate with safety representatives and will provide them with such facilities and training as may be necessary for them.
6. The Governors will make appropriate committee arrangements for the consideration of health and safety matters. Specifically, the School will have a Health & Safety Committee, chaired by the Bursar. She, the Health and Safety Governor and the Headmaster will report any significant Health and Safety matters affecting the School to the full Governing Body.
7. Employees are reminded of their own duties to take care of their own health and safety and that of other employees, pupils and other persons who might be affected by their work activities and the duty to co-operate with the Governors to enable the Governors to carry out their Health and Safety responsibilities successfully.
8. A copy of this statement is issued to all employees. It will be reviewed and added to or modified from time to time and as necessary.

Signed:

Chair of Governors

Headmaster



Review period: Annual

Reviewed by: Bursar

ORGANISATION FOR HEALTH AND SAFETY FOR WILLINGTON SCHOOL

Responsibilities of the Headmaster and the Bursar

1. The Headmaster is responsible, together with the Bursar, for ensuring compliance with the School Health and Safety Policy. The Bursar is appointed the Chairman of the Health and Safety Committee. Their responsibilities are set out in the Annex and these are delegated by the Governors to them. Some parts of these responsibilities are further delegated to others, and this document describes these delegations and also describes the advisory arrangements within the School.

Executive Responsibility for Safety

2. Every head of department and employee with a supervisory role is responsible for ensuring, in accordance with the law, the Health and Safety of employees, pupils and other persons in their area of responsibility and also anyone else who may be affected by their work activities. In particular, the general responsibilities listed in the Annex are delegated to such persons for their areas.

3. The persons named below have overall executive authority for health and safety in the areas listed:

Public Areas – Bursar & Estates Officer
Sports & PE facilities, including at Drax – Director of Sport
Teaching Departments – Heads of Department
Cleaning – Bursar & Estates Officer
Fire Safety – Bursar & Estates Officer
Medical – Matrons
Works – Bursar & Estates Officer

4. The Bursar has the responsibility for the execution of routine Health and Safety policy throughout the School. All those with executive responsibility should notify the Bursar of any planned, new or newly identified significant hazards in their areas and also of the control measures needed to avert any risks involved.

5. Every head of department and employee with a supervisory role is to report any breach of the health or safety arrangements to the Headmaster/Bursar. When heads of departments, supervisors or others in charge of areas, employees, pupils or visitors are to be or are absent, adequate substitution should be made.

Advisory Responsibility for Safety

6. The Bursar and the Estates Officer are to advise on matters of Health and Safety within the School. If their advice is not taken by any employee (or pupil) of the School, the Headmaster is to be informed. Exceptionally, if they discover any risk which requires immediate action, they are authorised to take the necessary action and subsequently inform the Headmaster.

7. The Bursar is responsible for advising the Headmaster on the measures needed to carry out School work without risks to Health and Safety; co-ordinating any safety advice given in the School by specialist advisors and those with enforcement powers; monitoring Health and Safety within the School and reporting any breaches of the Health and Safety Policy to the Headmaster. The Bursar should be informed if any significant new hazards are to be introduced or if there are any newly identified hazards.

8. The Estates Officer is appointed the Fire Officer and is to provide general advice on fire control activities. In the event of a fire alarm, in the absence of the Headmaster or member of the SLT, he has



executive authority to clear the building and to manage such roll calls or checks as may be necessary up until the time when responsibility is handed over to the attending London Fire Brigade Officer.

The Health and Safety Committee

9. The Bursar is nominated as Chair of the Health and Safety Committee. Other members are:

Headmaster
Deputy Head Pastoral (DSL)
Deputy Head Pre-Prep
SEND Coordinator
Head of Science until July 2021
Head of Art
Head of Digital Strategy
Director of Sport
Matron
Estates Officer

10. The purpose of the Committee is to oversee and monitor the effective implementation of the Health & Safety Policy within the School and to review regularly the contents of the Policy. It will meet once a term as a minimum and additionally as required.

Others with Specific Functions

11. The Matrons are to oversee [First Aid procedures](#). All accidents, dangerous occurrences and near misses, should be reported immediately to a Matron.

12. The Bursar and Estates Officer are responsible for making arrangements for visiting contractors and for carrying out suitable risk assessments as appropriate. They are responsible for the control of electrical safety in accordance with this Policy and for arranging for a summary of the results of the inspections/tests of portable electrical equipment to be returned annually to the Health & Safety Committee.

Individual Responsibility

13. All School employees are responsible for ensuring that pupils and all other persons entering onto the School's premises or who are involved in School activities exercising due care in relation to themselves and others who may be affected by their actions. Those in charge of visitors (including contractors) are to ensure that the visitors adhere to the requirements of the School's Health and Safety Policy.

14. Specifically all members of staff must:

- a. Make sure that all work is carried out in the approved way, in accordance with School Policy.
- b. Protect yourself and others by wearing the personal protective equipment provided, and by using any guards or safety devices provided.
- c. Obey all instructions from the Health & Safety Committee in respect of health and safety.
- d. Warn the Headmaster and the Bursar, via your immediate supervisor as appropriate, of any new hazards to be introduced, or newly identified risks found in present procedures.
- e. Offer any advice and suggestions that you think may improve health and safety.
- f. Report all fires, incidents and accidents immediately to the Headmaster and the Bursar.
- g. Familiarise yourself with the location of fire-fighting equipment, alarm points and escape routes, together with the fire procedures.
- h. If you are in doubt about any matter of health and safety, consult the Headmaster or the Bursar.



Special Arrangements by Heads of Department for Specific Areas

15. The following Heads of Department are to maintain up to date Risk Assessments and Policies:
- Head of Science until July 2021, after Deputy Head (Academic) – for the Science Laboratory;
 - Head of Art - for the Art & DT Department;
 - Director of Sport – for all sports, for the use of sports facilities and for the use of school transport for sport;
 - Deputy Head - arrangements for School visits and trips.

Risk Assessments

16. Risk assessments are to be carried out for all School rooms, areas and activities. One copy is to be held in the department and the second copy by the Bursar. (See separate [Risk Assessment Policy](#)).

Accident Reporting

17. Accident forms are to be completed for pupils for anything more than a shallow cut (see First Aid Policy and Procedures) and for accidents at work which result in a worker being unable to work for more than 3 consecutive days. In addition, under RIDDOR 2013, (Reporting of Injuries, Diseases and Dangerous Occurrence Regulations) we are also required to report certain work related incidents affecting employees or members of the public.

Record keeping

18. We must keep a record of any reportable injury, disease or dangerous occurrence. This must include:
- The date and method of reporting the incident
 - The date, time and place of the event
 - Personal details of those involved and
 - A brief description of the nature of the event or disease.
19. These details are, within 24 hours of the incident, to be recorded in the Accident Book (held by Matron) and from September 2021 via the staff hub and reported to the Bursar.
20. The following incidents must be reported by the Bursar within 15 days of the incident to the RIDDOR database, using the appropriate online report form:
- A work related death or an accident at work as a result of which an employee is unable to work for more than 7 consecutive days.
 - A dangerous occurrence (e.g. the collapse of a lift or a hoist) resulting from a work activity,
 - An accident connected with work where a member of the public (including pupils) is killed or taken to hospital for treatment (for other than sports injuries or minor injuries such as thumbs, fingers or toes).

Review period: Annual

Reviewed by: Bursar



ANNEX A

It is the responsibility of the Headmaster and the Bursar:

- A. To ensure adherence in all respects to the Health and Safety Policy of the School and in particular to ensure that the necessary resources for implementation are available.
- B. To plan, organise, control, monitor and review the arrangements for Health and Safety including the arrangements for any visitors (including contractors).
- C. To ensure that general risk assessments and specific risk assessments are carried out as required by Health and Safety legislation.
- D. To ensure that all work procedures under our control are safe and without risks to health.
- E. To ensure that training and instruction have been given in all procedures including emergency procedures.
- F. To hold regular staff meetings during which any Health and Safety points raised will be duly minuted, reported to the Health and Safety Committee and actioned accordingly.
- G. To provide occupational health surveillance where appropriate.
- H. To investigate and keep a record of all cases of ill health, accidents, hazardous incidents and fires.
- I. To post warning notices and signs and to keep them up to date.
- J. To appoint qualified first aiders and to have first aid boxes checked regularly.
- K. To see that adequate fire-fighting equipment and appliances are provided and to take prompt action to remedy deficiencies.
- L. To ensure that fire escape routes are kept clear.
- M. To test emergency lights, fire detection and alarm systems regularly.
- N. To have fire drills at regular intervals.
- O. To make sure that the conditions of local authority licenses etc. are observed.
- P. To ensure the safe disposal of hazardous wastes, in compliance with the School's requirements.



ANNEX B

ASBESTOS: POLICY GUIDANCE & MANAGEMENT PLAN

Scope

1. This [guidance](#) is applicable to all of those on school premises who may come into contact with asbestos.

Objectives

2. To ensure that foreseeable working activities where individuals have the potential to come into contact with asbestos are identified.
3. To ensure that suitable and sufficient risk assessments are in place where significant risks have been identified.
4. To ensure that suitable control measures are put in place to protect the health, safety and welfare of those who may be affected by the schools undertaking.

Guidance

5. The School is the duty-holder as specified in the Control of Asbestos at Work Regulations 2012 (CAW).
6. It is the School Policy that no employee or other person for whom the School is responsible should, so far as is reasonably practicable, be exposed to asbestos (except in the case of an approved asbestos surveyor or licensed removal contractor).
7. Where asbestos exists or is suspected in either of the School sites, an asbestos risk assessment will be conducted by specialist surveyors to identify asbestos containing materials. The Bursar will arrange for this to take place with assistance with the Estates Officer
8. An asbestos register will be maintained for both of the School sites showing the location, type and condition of the asbestos. The Bursar /Estates Officer will be responsible for the upkeep of the register.
9. Details of the asbestos register will be made available to all occupants of the building and visiting contractors (as required).
10. Where asbestos exists, and risk assessments indicate a high asbestos hazard, warning signs will be displayed.
11. An asbestos management plan will be formulated to either:-
 - a. Encapsulate any asbestos present and monitor its condition: or
 - b. Have the asbestos removed by a licensed contractor.
12. The plan will specify:
 - a. Who is responsible for managing the asbestos.
 - b. Responsibility for the asbestos register.
 - c. The schedule for monitoring the condition of the materials.
 - d. The associated channels of communication



13. The Bursar will have responsibility for the management of the plan
14. Where any work is likely to involve contact with asbestos containing materials, the Bursar will appoint an HSE licensed contractor to undertake the works.
15. Where any School employees may undertake activities where asbestos could be disturbed, they will be provided with awareness training so that they understand the dangers and steps to take if they are accidentally exposed.
16. Where an employee / contractor / pupil believes they have discovered asbestos they should contact the Bursar immediately so that appropriate action can be taken.

References:

- A: Handbook for the Inspection of Schools - The Regulatory Requirements, Part 3 (www.isi.net)
- B: Control of Asbestos at Work Regulations 2012, Approved Code of Practice (www.hse.gov.uk)
- C: Health and Safety at Work" Section H of the ISBA Model Staff Handbook,
- D: "Health and Safety and Welfare at Work" Chapter N of the ISBA Bursar's Guide
- E: "Insurance" Chapter K of the Bursar's Guide by HSBC Insurance Brokers Ltd
- F: Guidelines for Environmental Design in Schools" DCSF Guidance (www.gov.uk/dfe)
- G: Department of Education - Asbestos Management in Schools, Nov 2013
- H: Managing asbestos in schools outside local authority control (www.hse.gov.uk)