

St Helen's School

# Health & Safety Policy

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September 2022



## **HEALTH AND SAFETY POLICY - STATEMENT OF INTENT**

St Helen's School is committed to providing a healthy and safe environment for pupils, employees, visitors and contractors.

1. The School will take reasonable steps to meet its responsibilities under the Health and Safety at Work Act 1974 paying particular attention to the provision and maintenance of proper:
  - a. organisational structures and a positive health and safety culture which supports risk control at all levels within the School.
  - b. plant, equipment and systems of work.
  - c. arrangements for the use, handling, storage and transport of articles and substances.
  - d. information, instruction, training and supervision.
  - e. places of work with safe access and egress.
  - f. environments for safe and healthy working and adequate welfare facilities.
2. The School will continue to keep under review arrangements for providing competent technical advice on safety and health matters where this is necessary.
3. The School is committed to ensuring that it operates in accordance with current legislation and, where necessary, additional resources will be provided to facilitate this.
4. The School, recognises the need for the involvement of both teaching and non-teaching staff in achieving a successful safety policy, will co-operate with safety representatives, where appointed, and will provide them with such facilities and training as may be necessary for them.
5. The School will ensure appropriate arrangements for the consideration of safety matters and will encourage full and effective two-way consultation on health and safety matters through the management structure of the School and the committees already existing; including the Governor Risk Committee and Governor Representative on the Health & Safety Committee.
6. The School aims to develop an understanding of risk control and safety awareness amongst all employees and pupils and, as a result of this, create individual responsibility for health and safety at all levels which is responsive to internal and external change.
7. The School will ensure the provision and maintenance of a written Risk Assessment of the potential hazards to the health and safety of its employees, pupils and others who might be affected whilst they are working or involved in School activities, and others who may be affected.
8. The School aims to effectively control the activity of all outside contractors when on the School's premises. It is the intention of the School that, apart from routine supervision and control of contractors, this aim will be achieved in part by demanding copies of the contractors' Safety Policies at the Tender stage.

9. The School will ensure employees are reminded of their own duties to take care of their own 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 School management to enable them to carry out their health and safety responsibilities successfully.
10. This policy will be brought to the attention of all staff and a regular review of the performance and the details of this policy will take place so that the School uses it as a practical working document, learn from experience and keep in line with changes in current legislation.
11. A copy of this statement is made available to all employees and they are asked to acknowledge that they have read health and safety rules contained in the Employment Manual.
12. This policy will be reviewed annually and added to or modified from time to time as necessary to ensure legislative, regulatory and operational changes are incorporated.

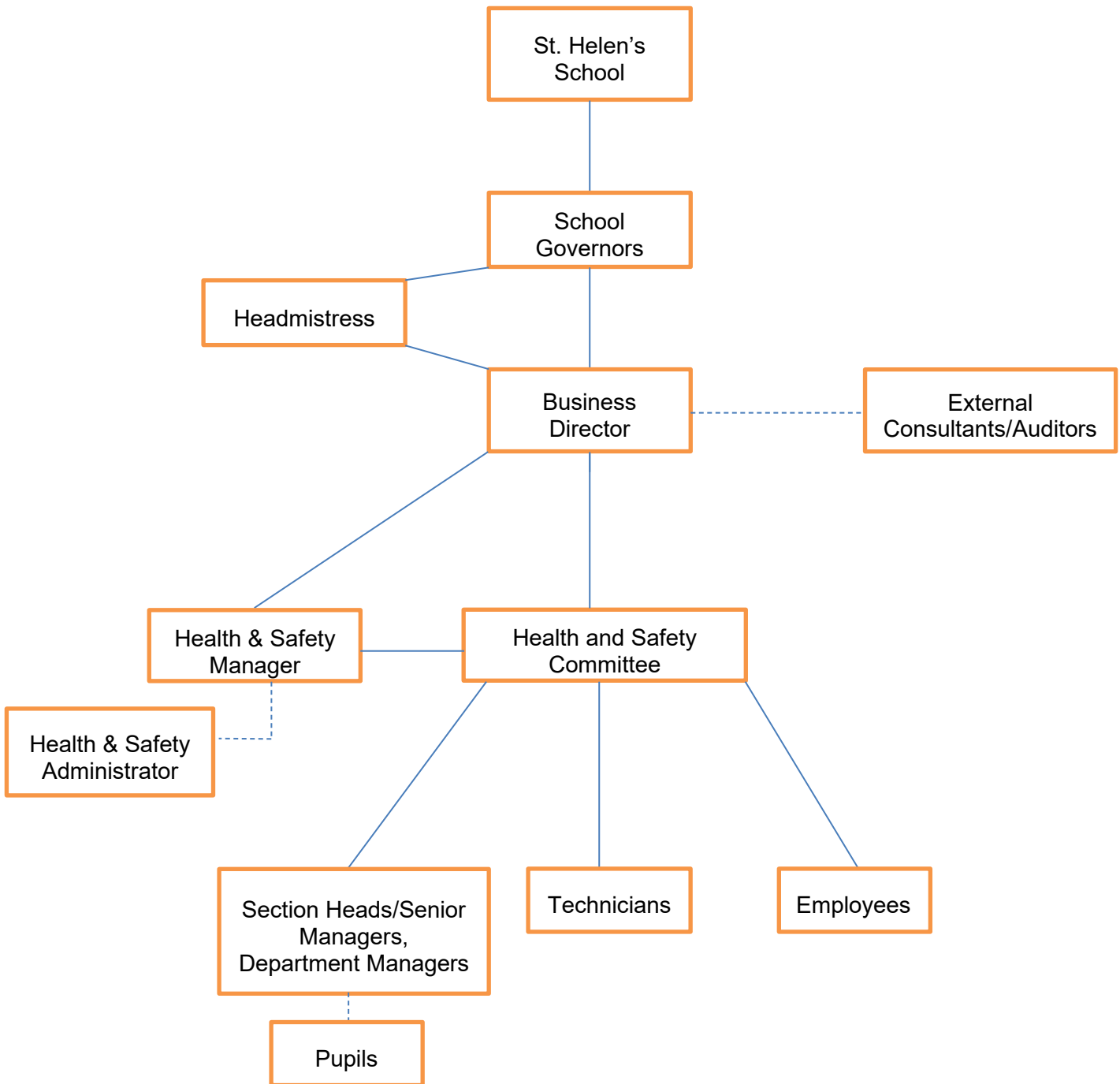
The Council of Governors seek and expect the full co-operation and support of the whole School community to ensure that the Health and Safety Policy and Arrangements are implemented effectively.



Chair of Governors

Date: September 2022

**STRUCTURE OF RESPONSIBILITIES**



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## **RESPONSIBILITIES**

### **I. Governors**

- I.1 The Governors accept full responsibility for delegating the performance of tasks in relation to Health & Safety within the School
- I.2 The Governors consider that one of their primary objectives is to provide the best possible safe and healthy working conditions for employees and to ensure that their work does not adversely affect the Health & Safety of other people.
- I.3 The Governors are committed to ensure that the School operates in accordance with current legislation. They are not, however, content to merely conform to minimum acceptable standards but are determined to ensure the best possible standards are met.
- I.4 They will monitor the effectiveness of the implementation of this Policy and will revise it when necessary.
- I.5 The Governors will ensure that any changes in this Policy will be brought to the attention of all employees.
- I.6 They will ensure that they have oversight, information and reporting procedures so that their decision-making on Health & Safety is soundly based and current.

### **2 Headmistress**

The Headmistress will be responsible to the Governors for the safe functioning of all School activities. In addition she will:

- 2.1 monitor the effectiveness of the Policy as regards both academic and non-academic work and report back to the Governors as appropriate;
- 2.2 consult with the Business Director;
- 2.3 recommend changes in the Safety Policy in the light of the experience;
- 2.4 ensure the co-operation of all staff at all levels as regards working to this Policy;
- 2.5 be responsible for ensuring that the Deputy Heads, Head of Prep School, Heads of Section and all Heads of Department, the Business Director and Health & Safety Manager fully understand their responsibilities;
- 2.6 take steps to ensure that any changes in curriculum and also changes in systems of work both on the teaching and non-teaching side are considered for their Health & Safety implications.
- 2.7 be responsible for ensuring that staff are appropriately trained.

### **3 Business Director**

On a day-to-day basis the Headmistress' responsibility as regards the domestic and administrative side of the School will be devolved to the Business Director, and the Business Director in particular will:

- 3.1 monitor the effectiveness of this Policy and report back to the Headmistress as appropriate;
- 3.2 be appointed as the School's nominated Safety Officer having responsibility for obtaining, interpreting and disseminating all relevant Health & Safety information to the School via the normal line management structure;
- 3.3 be the liaison point with the School's various Health & Safety Consultants and ensure that their services are used fully to obtain the above information;
- 3.4 in a line management function, be responsible for the safe operation of all administrative, maintenance, janitorial and domestic staff;
- 3.5 be responsible for ensuring that all maintenance contracts involving outside bodies which monitor certain aspects of the School functions are fully used and kept up to date;
- 3.6 chair the School's Health & Safety Committee and report to Governors termly or more frequently if appropriate on any significant health and safety matters affecting the School through the Full Council of Governors;
- 3.7 establish a system for the reporting back of all accidents, incidents, near misses and damage to School property; investigating accordingly and reporting to HSE. The results of these investigations, as well as being dealt with by the line management function, would then be discussed by the School's Health & Safety Committee;
- 3.8 following completion of work associated with the COSHH Regulations, the Business Director will ensure that existing and newly ordered chemicals are appropriately risk assessed ;
- 3.9 be responsible for liaising with outside bodies who may from time to time use the facilities of the School, and ensure that appropriate action is taken both to ensure these bodies have sufficient knowledge of the School procedures and that the School itself is appropriately indemnified;
- 3.10 be responsible for the selection of outside maintenance contractors and the monitoring of all activities on the School premises, and in this context liaise fully with the School's architects or Quantity Surveyor.
- 3.11 be responsible for co-ordinating the School's preparation of statutorily required Risk Assessments, Manual Handling Assessments, Personal Protective Equipment Assessments and Display Screen Equipment Workstation Assessment;
- 3.12 be responsible for preparing the School's Active Monitoring Inspection Plan;
- 3.13 delegate some of the listed responsibilities to subordinate Staff as deemed appropriate in particular the Health & Safety Manager
- 3.14 be responsible for ensuring that all employees have appropriate training according to the needs of their work.

#### **4 Health & Safety Manager**

- 4.1 Promote a Health & Safety culture throughout the School through the provision and development of Health & Safety Policies and Procedures;
- 4.2 Work with the Health & Safety committee to write, agree and progress strategic objectives for Health and Safety;
- 4.3 be the liaison point with the School's various Health & Safety Consultants and ensure that their services are used fully to obtain the above information;
- 4.4 be responsible for collating the School's documentation of statutorily required Risk Assessments
- 4.5 Co-ordinate and keep documentation for Health & Safety training ensuring staff are training according to legal requirements and the needs of their work.
- 4.6 Report School's Health & Safety status to the Business Director through the Health & Safety Committee including accident statistics and analysis.
- 4.7 Report relevant accidents or occupational related diseases under RIDDOR regulations 2014.
- 4.8 Work with senior management to risk assess the need for first aiders and arrange training as necessary.

#### **5 The Health and Safety Committee**

- 5.1 Consider accident records to identify trends and hazards and ensure hazards are mitigated.
- 5.2 Review the risk assessment process and extraordinary event/activity risk assessments
- 5.3 Actively monitoring health and safety and health and safety training throughout the School.
- 5.4 Ensure recommendations of external consultants are implemented through an effective Health & Safety action plan.
- 5.5 Review the School's Health and Safety policy and arrangements for consideration by the Governing body ensuring that statutory requirements and requirements of the EYFS are met.
- 5.6 Act as a point of contact for staff who raise Health and Safety concerns

#### **6 Deputy Heads, Head of Prep School, Heads of Section and Heads of Department**

These staff will be responsible to the Headmistress for the following:

- 6.1 for ensuring that his/her department or section is run according to the standards laid out in this Policy, minimum legal standards and other appropriate standards that may be set by the School;
- 6.2 for ensuring that the teachers working under them understand the practical aspects of this Policy and the various legal requirements that apply within their areas of responsibility;
- 6.3 for ensuring that these teachers are aware of the degree of priority that these matters carry and that where appropriate they would be provided with both the time and encouragement to pursue such matters;

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- 6.4 for notifying the Headmistress of any matters within this field which they feel are beyond their competence to deal with;
  - 6.5 for reporting to the Business Director any accidents, incidents, near misses or damage for appropriate investigation;
  - 6.6 for ensuring adequate supervision for pupils both inside the School, during normal teaching activities, and also on external trips as detailed in part 3 of this Policy;
  - 6.7 as regards the COSHH Regulations, for notifying directly to the Health & Safety Manager any new substances that are required to be purchased by their department;
  - 6.8 for ensuring that the teaching staff, for whom they are responsible, co-operate fully with any fire practices and other emergencies as specified in part 3 of this Policy.
  - 6.9 for ensuring that educational trips and visits are managed appropriately and that there is rigorous pre-planning and dynamic assessment with appropriate arrangements to mitigate the risks in line with the Educational Visits Policy.

## **7. Laboratory and other Technicians**

They will be responsible to the Head of Department as appropriate for the following:

- 7.1 isolating gas supplies to laboratories at the end of each teaching day;
- 7.2 the constant security of all toxic and highly flammable substances which may be used in their department;
- 7.3 to this end ensuring that all stores are kept securely locked when not actually being supervised;
- 7.4 be responsible for ensuring that all experiments and services are rendered safe, so far as it is safe to do so, on hearing the fire alarm;
- 7.5 be responsible for ensuring that a sufficient number of the correct fire extinguishers are available within, or close to, the prep rooms.

## **8. Functional Managers**

This section refers to the managers who head administration, maintenance, ground staff, gardeners, cleaning, caretaking, IT, caterers and the sports complex.

- 8.1 These managers will be responsible to the Business Director for the safe running of their activities. They will be responsible for ensuring adequate supervision of all activities so that the work proceeds according to standards laid down in this Policy.
- 8.2 They will be responsible for ensuring that staff have appropriate training according to the needs of their work.
- 8.3 They will be responsible for completion of work associated with COSHH Regulations and will undertake the necessary training pursuant upon completion of work under the COSHH Regulations.
- 8.4 They will be responsible for ensuring that all agreed systems of work are followed.



- 8.5 Where they come across matters that they feel are not within their competence to deal with, they should refer the matter to the Business Director.
- 8.6 They should be responsible for investigating any accident or incident of a type specified by the Business Director and reporting accordingly.

## 9. Employees

- 9.1 The employees of the School must take reasonable care as regards themselves and other persons who may be affected by their actions and must be fully aware of their duties under Sections 7 and 8 of the Health & Safety at Work Act 1974 and also under the specified Codes of Regulations.
- 9.2 They must wear and use all Personal Protective Equipment and safety devices that are provided by the management for their protection and co-operate fully with the management when the latter are pursuing their responsibilities under the above Act.
- 9.3 They will observe all Safety Rules and Regulations both statutory and school to any safe systems of work that may be developed.
- 9.4 They must report all accidents, incidents and damage to their immediate superior.
- 9.5 They must confirm that they have read this policy and all relevant policies with particular reference to safeguarding, health and welfare, first aid and EYFS.

NB. Please note that the Health & Safety Policy includes the School's Health and Safety Arrangements which includes details of how the School will meet the Health and Safety commitments made in this statement of intent.

<b>Authorised by</b>	 Chair of Governors
<b>Date</b>	July 2022
<b>Effective date of the policy</b>	September 2022
<b>Date of Next Review</b>	July 2023. This policy will be reviewed annually and added to or modified from time to time as necessary