

# The London Oratory School Health & Safety policy



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| <b>Approved by:</b>        | Board of Governors                                                                                      | <b>Date:</b> 20 Oct 2025 |
| <b>Last reviewed on:</b>   | Reviewed by Assistant Headmaster (H&S) and Directors of Operations, Finance and HR on [ ] November 2025 |                          |
| <b>Next review due by:</b> | November 2026                                                                                           |                          |

**Policy links to following related policies and procedure documents:**

- Staff Handbook
- Fire emergency plan
- Departmental risk assessments, including COSHH where relevant
- Infection control policy
- First Aid and Medicine needs policies

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## **Statement of Intent**

The Governing Body of London Oratory School is firmly committed to doing all that is reasonably practicable to protect the health, safety and welfare of our pupils, employees and visitors; and any other person affected by our activities, through applying the high standards set out within this policy.

The Governing body has overall responsibility for ensuring that a high standard of health and safety is maintained. However, we rely on all of our governors, employees and pupils to play their part in implementing our H&S policy and to draw to our attention areas in which we can improve.

The Senior Leadership Team and Heads of Department will in particular take all reasonably practicable steps to:

- Provide and maintain a safe and healthy working environment including safe access/egress arrangements and suitable welfare facilities;
- Provide information, instruction, training and supervision to enable governors, employees and pupils to perform their roles safely; including displaying a copy of this policy at the School premises and drawing the policy to the attention of new governors and employees as part of the induction process;
- Undertake risk assessments, implement the identified control measures and ensure that safe systems of work are applied in relation to all of our activities presenting significant risk;
- Ensure that any events organised by the School are well managed so that they are safe and without risk to health, including completion of an event risk assessment;
- Ensure that all work equipment is suitable for purpose, safe to use and properly maintained;
- Ensure safety and absence of risks to health in connection with the storage, handling, use and transport of articles and substances;
- Minimise the use of hazardous or dangerous substances and where their use cannot be eliminated, implement suitable controls;
- Make available all necessary safety devices and protective equipment and supervise their use;
- Take steps to assess the competence of any contractor we engage and to ensure that information is exchanged on matters relevant to H&S;
- Be prepared for emergencies such as fire and medical emergencies and aspire to investigate significant incidents leading to injury or ill health;
- Promote a positive H&S culture within the organisation;
- Ensure that any food sold, cooked, stored, handled, prepared and/or distributed is done so in accordance with the relevant legislation

The Governing Body is committed to ensuring that the implementation of the H&S management system is adequately resourced to enable the full implementation of this policy. This commitment includes the provision of sufficient financial resources, management and employee time, training and H&S support. The School has appointed a Director of Operations as the internal 'Competent Person' to advise and assist with the implementation and management of the Schools' H&S Management System and associated day to day H&S requirements the school.

This Health and Safety Policy Statement and the responsibilities and arrangements that support it will be reviewed at least annually, or more frequently where there have been significant changes to the School or the nature of the School's activities.

The arrangements outlined in this statement and the various other safety provisions made by the Governing Body cannot completely prevent accidents. Only the adoption of safe methods of work and good practice by every individual can ensure safer working practice across both schools. All reasonable steps will be made to identify hazards and reduce risks to a minimum but all staff, pupils, members of the public and people who use the premises of The School must appreciate that their own safety and that of others also depends on their individual conduct and vigilance on the school premises.

Chairman of Governors:

Date:

Headmaster:

Date:

## **Role and Responsibilities**

### **Organisation**

The Governing Body of the London Oratory School recognise that under the Health and Safety at Work etc. Act 1974 they have a legal duty to ensure, so far as is reasonably practicable, the health, safety and welfare of all their employees and that they have certain duties towards pupils, the public and people who use the premises of the school from time to time. The Governing Body accept these duties and it will continue to be their policy to promote standards of health, safety and welfare that comply fully with the terms and requirements of the above Act, Regulations made under that Act and Codes of Practice which have the force of law. It is considered by the Governing Body that health and safety is an extremely important function of the School and the Governing Body have appointed one of their number to take a special interest in Health and Safety.

Reference is made here to the requirements under The Children Act 1989 regarding fire provisions and ensuring that staff and pupils are aware of the School' health and safety policies and practices. It is the intention of the School to follow the advice given in The Children Act Guidance and Regulations Volume 5 and to have regard to the guidance in the Department of Education document "Health and Safety: Responsibilities and Powers".

In addition to the general Health and Safety Policy the School has a number of policies which relate directly to specific areas of health and safety. The detailed policies set out the responsibilities and arrangements for the management of the risks arising from these areas. These policies are listed in the back of this document and can be found on RMuNify, amongst other places.

### **Responsibilities**

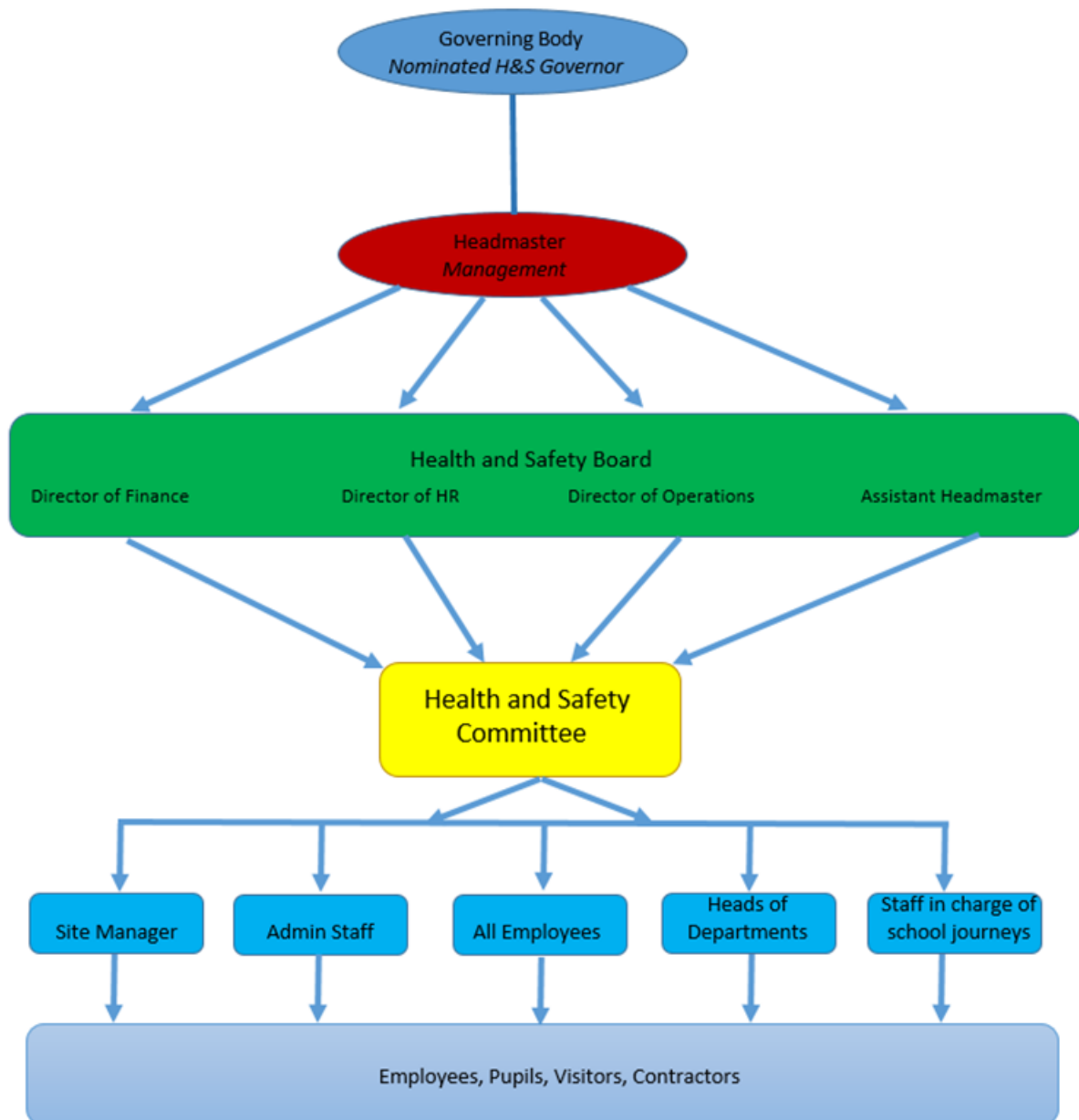
The Governing Body are responsible for the health, safety and welfare of the employees whilst they are at work and for the pupils, contractors, visitors and members of the public whilst they are on The School site or affected by the School's activities.

This responsibility is devolved throughout the organisation as illustrated on the detailed Hierarchy of Responsibility Chart below. Notwithstanding the specific responsibilities of post holders, in accordance with section 7 of the Health and Safety at Work etc. Act (1974), The School requires every employee to take reasonable care for their health and safety and that of others who might be affected by their acts or omissions at work.

Oversight of Health & Safety policy will be overseen by the Health and Safety Board consisting of the Assistant Headmaster (H&S) and the Directors of Operations, Finance and HR, as shown in the chart.

## Organisation Chart

Safety and health is everyone's responsibility. This chart reflects a whole school approach to the promotion and development of health and safety.



## **The Governing Body**

The Governing Body will ensure that:

- Those with specific roles and responsibilities for health and safety will be engaged and empowered to successfully undertake their duties in compliance with health and safety legislation and regulations.
- Adequate resources are made available to enable the effective implementation of this policy and associated procedures.
- Advice is sought from competent persons on legal requirements for health and safety and on current best practice.
- Arrangements for communicating and consulting with employees and other relevant parties are implemented.
- Suitable and sufficient assessments are undertaken and recorded for all activities undertaken by the establishment.
- Appropriate risk control measures and safe systems of work are developed and implemented.
- Appropriate procedures are adopted to monitor the successful application of this policy and associated procedures.
- A link governor is nominated to take a special interest in health and safety.
- Ensure that suitable resources and strategic direction are available to discharge the school's health and safety responsibilities.
- Ensure that there is an appropriate forum where health and safety matters can be discussed and strategic decisions made.
- Ensure that health and safety is monitored by the appointed Governor and committee so that legal requirements are met.
- Monitor, via reports, the overall performance of the school's health and safety management systems.
- Ensure that the school's health and safety policy and management system is reviewed regularly.

## **The Headmaster**

The Headmaster will have day-to-day management responsibility for health and safety and will:

- Implement the requirements of this Policy and ensure compliance with all health and safety legislation within the school.
- Demonstrate a personal commitment to health and safety by providing visible and active leadership and leading by example.
- Ensure a positive health and safety culture is evident and a proactive approach to health and safety management is adopted within the school.
- Appoint persons to assist him meet the safety objectives, standards and checks detailed in this policy.
- Ensure all school decisions (including new projects, procurement decisions, contractor selection, office moves etc.) fully take into account health and safety considerations.
- Ensure that school employees recognise health and safety as an integral element of their work, and that health and safety is given equal status alongside other

management functions.

- Ensure that health and safety is adequately resourced with both time and finances and that managers make adequate provision in their budgets for managing health and safety.
- Ensure suitable persons are nominated to undertake key health and safety functions within the school and to ensure these individuals are adequately supported and suitably trained.
- Identify hazards, assess risks and adopt measures to eliminate if possible and otherwise to reduce risks in all aspects of its activities.
- Provide safe access to and egress from the School and provide a safe working environment through the upkeep and repair of the buildings, structures and the grounds.
- Provide plant and equipment which is safe, fit for purpose, and maintained in accordance with statutory requirements (Provision and Use of Working Equipment Regulations – 1998) PUWER ) and manufacturers' recommendations.
- Provide and maintain fire safety systems in accordance with the Regulatory Reform (Fire Safety) Order 2005.
- Prepare an Emergency Plan of Action and ensure that the action plan is accessible to all employees.
- Ensure arrangements are made for the safe use, storage, handling and transport of articles and substances in The School's possession or control, in particular those which may present a risk or hazard to employees and others.
- Provide adequate facilities and arrangements to cater for the welfare of the employees, pupils, contractors and visitors to the site.
- Ensure that the School's work practices and services are carried out with due regard to Environmental Protection Act 1990 and, in particular, the duty of care as regards waste.
- Recruit employees who are competent for their job and ensure that employees receive adequate information and training to enable them to perform their work safely.
- Inform and communicate with employees on all matters pertaining to health and safety.

### **The Health and Safety Board**

The Assistant Headmaster (H&S) and the Directors of Operations, Finance and HR (collectively the H&S Board) are responsible for the implementation of the health and safety policy and associated procedures in The London Oratory School, they will;

- Ensure that the H&S Policy is developed and reviewed annually or when significant change occurs and is brought to the attention of all staff via internal communication procedures.
- Lead the Health and Safety Committee at which they will bring to the committee's attention any Health and Safety issues.
- Report findings back to the link governor for health and safety.
- Ensure that employees are consulted with on health and safety within the school.
- Ensure that the information, instruction and training requirements of the school in relation to health and safety are developed with learning and development

opportunities being provided as and when required.

- Co-ordinate the undertaking of risk assessments and ensure that appropriate risk control systems are developed by those required to do so.
- Co-ordinate the incident reporting procedures, undertake investigations where necessary and monitor accident statistics.
- Ensure that a formal programme of physical inspections is undertaken of the premises and that actions arising from the inspections are implemented.
- Ensure that the School's health and safety management system is subject to a regular review and findings are reported to the F&R Committee.
- Ensure that the School's Fire Policy and Procedures is subject to a regular review and findings are reported to the F&R Committee.
- Have responsibility for the security of the building and grounds.

### **Health and Safety Committee**

The School has set up a Health and Safety Committee to assist in the management of health and safety and provide a forum for the discussion and review of policies and risk assessments.

The Health and Safety Committee is responsible for;

- Discussing, reviewing and the instigation of new procedures and policies to ensure that the School complies with current health and safety legislation, regulations and best practice.
- Raising the profile of health and safety in the School and to offer health and safety advice and assistance to colleagues.

Members of the Health and Safety Committee are appointed by the Headmaster and the H&S Board. The link governor for Health and Safety is invited to attend all meetings of the Health and Safety Committee. One Head of Department from the science, PE, DT and Art departments will sit on the committee on an annual rotating basis.

The committee meets half termly and sets as its core business the internal audit regime on a scheduled basis. It is a forum for the raising of issues and the solving of problems. The meetings are minuted, with the minutes circulated to all staff.

### **The Site Manager**

The Site Manager reports to the Director of Operations and is responsible for Site related health and safety. The Site Manager will:

- Ensure the upkeep and maintenance of the building, plant and equipment in line with legal requirements and best practice.
- Work with the Director of Operations to develop a programme of statutory and good practice testing, inspection and maintenance for premises, equipment and plant.
- Ensure that all testing, inspections and maintenance detailed in the programme are conducted on time and to the standards prescribed in the relevant regulations.
- Manage the contract for grounds maintenance and the contract for security ensuring best value.
- Assist with the development of the fire safety management system for the school and

ensure that relevant elements of the management system are implemented.

- Take prompt action to prevent injury to others on site who might otherwise be exposed to unnecessary dangers.
- Ensure that only authorised persons have easy access to restricted areas such as the roof, plant rooms, switch gear, hazardous chemical store etc.
- Participate in the school health and safety inspections programme.
- Ensure the schoolkeepers are adequately supervised.
- Identify any particular health and safety training needs of the schoolkeepers.
- Ensure that schoolkeepers are not involved in activities outside their limitations.
- Ensuring in conjunction with the Director of Operations that hirers, contractors and others who enter school premises conduct themselves and carry out their operations in such a manner that all statutory and good practice safety requirements are met at all times.

## **Heads of Department**

Heads of Department will be responsible for:

- The local arrangements to ensure the effective control of risks within the specific areas under their control.
- The local arrangements for the purchase, inspection and maintenance of equipment and its specification.
- The coordination of the school's health and safety policy in their own department and area of work, directly responsible to the Assistant Headmaster (H&S) for the application of the health and safety procedures and arrangements.
- Establishing and maintaining safe working practices including arrangements for ensuring, as far as is reasonably practicable, the absence of risks to health and safety in connection with the use, handling, storage and transport of articles and substances, e.g. chemicals, hot water, sharp tools, etc.
- Resolving health, safety and welfare problems referred to them by members of their staff or referring to a member of the H&S Board any problems they are unable to resolve within the resources available to them.
- Ensuring that risk assessments are carried out when necessary, and on a regular basis within the overall programme for the school, on the activities and equipment for which they are responsible.
- Ensuring, as far as is reasonably practicable, that sufficient information, instruction, training and supervision is provided to enable employees and pupils to avoid hazards and to contribute positively to their own health and safety.
- Obtaining relevant advice and guidance on health and safety matters.

## **Teaching Staff**

In addition to the general responsibilities of employees, outlined below, teachers are expected to:

- Raise any health and safety concerns outside their control related to their class area with their Head of Department.
- Exercise effective supervision of pupils and know the emergency procedures in respect of fire, first aid and other emergencies, and to carry them out.

- Know the particular health and safety measures to be adopted in their own teaching areas and to ensure that they are applied.
- Give clear instructions and warnings to pupils as often as necessary; (this may be something that overlaps into behaviour policy and, in the event of an accident to a pupil, may help defend a claim).
- Detail safe methods and controls to be followed in their written lesson plans.
- Set a good example by following safe working procedures personally.
- Ensure the use of protective clothing and guards where necessary.
- Avoid introducing any personal items of equipment or substances that may cause unacceptable risk in their use.
- Build in safety education in curriculum planning, as per teaching standards.

### **Co-curricular activities and School Journeys**

Members of staff running co-curricular activities and school journeys will be responsible for:

- Ensuring that all activities outside the classroom are implemented according to school's policies (especially the School Journey Policy) and requirements in the staff handbook, including the completion of risk assessments, and in line with guidance provided by the school.
- Raise any health and safety concerns outside their control related to their class area with their immediate line manager.
- Exercise effective supervision of pupils and know the emergency procedures in respect of fire, first aid and other emergencies, and to carry them out.
- Know the particular health and safety measures to be adopted in their own teaching areas and to ensure that they are applied.
- Give clear instructions and warnings to pupils as often as necessary; (this may be something that overlaps into behaviour policy and, in the event of an accident to a pupil, may help defend a claim).

### **Registry / First Aiders**

The Registrar, Registry staff and other trained First Aiders will:

- Ensure that appropriate first aid and administration of medicines procedures are implemented.
- Maintain and display a list of school first aid staff and ensure that all first aid staff attend refresher training.
- Ensure first aid boxes are adequately stocked and maintained.
- Ensure that pupils' medication is stored in an appropriate manner.
- Maintain an up-to-date list of pupils with medications, liaising with the Head of Learning Support where appropriate.
- Ensure that health and safety information from the local authority and other sources is disseminated to the appropriate staff.

### **All Employees** *(including temporary and volunteers)*

All School employees are directly responsible for:

- Taking reasonable care for the health and safety of themselves and of other persons

who may be affected by their acts and/or omissions.

- Co-operating fully with their manager on all matters pertaining to their health and safety at work.
- Not recklessly or intentionally interfering with, or misusing any equipment which has been provided in the interest of their health and safety at work.
- Reporting promptly to the Assistant Headmaster (H&S) [via Smartlog], any accidents, injury, significant near miss, incident of violence and aggression, cases of work-related ill.
- Reporting to the relevant manager, any defect, hazard, damage or unsafe practices or other items that could give rise to an unsafe place of work or cause injury or ill health to others.
- Wearing any protective clothing or equipment and using any safety devices that have been provided for their health and safety while at work.
- Observing safety rules, complying with codes of practice, corporate and departmental health and safety policies and guidance, and adhering to safe working procedures at all times.
- Acquainting themselves with, and complying with, the procedure to follow in case of a fire or other emergency.
- Attending health and safety training as directed and undertaking their work activities in accordance with any health and safety training provided to them.
- Attending health and safety training as part of the school's induction training as soon as is practicable after commencing employment.

## **Pupils**

Pupils will be reminded that they are expected to:

- Exercise personal responsibility for the health and safety of themselves and others.
- Observe standards of dress consistent with safety and/or hygiene, as detailed within the appropriate curriculum safety guidelines.
- Observe all the health and safety rules of the school and, in particular, the instructions of staff given in an emergency.
- Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

All pupils and parents will be made aware of the contents of this section of the policy through the school rules (as defined in the calendar booklet) and school induction.

## **Visitors and Other Users of the Premises**

Where facilities are shared;

- Ensure that there are suitable and sufficient arrangements for communicating and coordinating health, safety and security policy and procedures with other occupiers, e.g. hirers of the school facilities, catering and cleaning contractors, outside staff based in school.

All visitors to our establishment must comply with the School's Health and Safety Policy and procedures.

Where applicable, adequate consideration must be given to visitors, contractors and

members of the public in risk assessments, including the provision of suitable and sufficient control measures

### **Contractors**

All contractors under local control will be appropriately selected and competent in terms of health and safety

- Contractors must be made aware of and abide by the school's health and safety policy and not endanger pupils, staff or other visitors to the site.
- The Site Manager will be responsible for the coordination of contractors' activities on site.
- The Director of Operations must ensure that any temporary rules, such as exclusion from parts of the premises, are made known to all staff, pupils and pupils and visitors to the premises. This might be achieved by the posting of suitable notices by the Site Manager, or by the contractor, in consultation with the Site Manager.

### **Consultation and communication**

To ensure that The London Oratory School meets its legal obligations to consult with employees and to provide them with the relevant information in relation to health and safety, the following consultation and communication arrangements have been adopted:

- Health and Safety should be an agenda item for every departmental meeting giving members of staff an opportunity to raise and discuss Health and Safety on a regular basis
- The School Health and Safety Committee which manages Health and Safety meet regularly and at every meeting Health and Safety issues should be discussed and relevant information should be distributed to all staff.

## **Arrangements and Procedures**

### **Overview**

To ensure the effective implementation of health and safety within the school, the following arrangements and procedures are in place:

- Whole School and departmental risk assessments
- Accident / Incident reporting - a process is in place to report these through the Smartlog Health and Safety Management System
- COSHH – Managed within department risk assessments in addition to this policy
- The provision of suitable welfare facilities.

### **Fire Safety and prevention**

There is a separate fire policy, which details the processes relating to fire evacuation and safety, which is linked to this policy.

- Periodic fire drills
- Fire alarm and emergency lighting testing.
- Fire extinguisher test etc.

### **Safe Workplace**

Environmental controls are in place to ensure a safe place of work. These controls include the following:

- Asbestos management
- Legionella
- Premises Management, repairs, ventilation, noise etc.
- Premises risk assessments, including manual handling, use of tools, working at height etc.
- Provision of Use of Work Equipment (PUWER)

### **First Aid and Medical**

- Medicines in School –Please refer to the administration of medicine policy
- First Aid Policy – This covers first aiders, training and recording of incidents.

### **Lone Working**

All lone working within the school site will be managed in accordance with lone working practices as detailed in the Staff Handbook.

## **Risk Assessment**

Certain activities and areas of the school have been designated as higher risk areas and have their own risk assessments. External audits of the safety management and procedures and practices in these areas are carried out on a 2 yearly cycle as defined by the risk assessment.

A specific risk assessment and Personal Emergency Evacuation Plan (PEEP) will be written when required for individual staff and pupils.

## **Safe Workplace**

In accordance with the requirements of the Management of Health and Safety in the Workplace Regulations 1999, The School is committed to maintaining the buildings and structures to a safe standard, as far as is reasonably practicable and to ensuring safe access to and egress from the premises. Where appropriate, competent outside specialists are employed on a scheduled contracted basis to maintain services and facilities and service records and certificates of inspection are filed in the Schoolkeepers' Office.

In particular, the school is aware of its responsibilities under the Approved Code of Practice and Guidance and Regulations L8 (2013) for the control of legionella. Full risk assessments of the water storage tanks and the water supply are carried out by competent external professionals, as a result of which necessary refurbishment and cleansing are undertaken. The water storage tanks and water supply system are inspected at least annually on a contracted scheduled basis by competent professionals and refurbishment and disinfection are carried out according to their recommendations.

Furthermore, the School complies with the requirements of the Control of Asbestos at Work Regulations 2012. In accordance with the requirements of the Regulations the School has an Asbestos Policy which details the arrangements for identifying the presence of asbestos, informing employees and contractors and assessing and managing the risks. The risk assessments are reviewed as necessary and at least once a year. One of the schoolkeepers is suitably trained in asbestos management and undertakes inspections annually.

## **Provision and Use of Work Equipment Regulations (PUWER) 1998**

The Provision and Use of Work Equipment Regulations (PUWER) 1998 places a duty on the School and its employees to ensure that equipment used at work is:

- Visually checked daily before use.
- Maintained in accordance with the manufacturer's instructions.
- Safety features and guards are functioning correctly, and checked weekly.
- Used only by individuals who are suitably trained and only for its intended purpose.
- Accompanied by suitable safety measures including PPE where required.

All new equipment purchased should be UKCA or CE marked with declarations of conformity to establish the suitability of the requirements set out in the European Community Law, or UK Law following completion of the UK's withdrawal from the EU on 31 January 2020. This includes completion of appropriate risk assessments.

Service records and inspection certificates are filed in the Schoolkeepers' Office or with the Director of Operations.

### **School Vehicles (including minibuses)**

The Director of Operations will be responsible for ensuring that the RoSPA Minibus Safety Code of Practice is followed and that all vehicles have a valid and up to date MOT certificate and insurance cover.

Minibuses may only be driven by staff who have received appropriate MIDAS training. Staff without a D1 on their licence may only drive appropriate vehicles.

School vehicles may not be driven for hire or reward.

### **Display Screen Equipment Regulations**

The School recognises its responsibilities for the health and safety of its employees when they are working with Display Screen Equipment (DSE) and in accordance with the Health and Safety (Display Screen Equipment) Regulations 1992 as amended.

Whilst the regulations do not strictly apply to pupils, the School will aim as far as reasonably practicable to apply equipment, information, and instruction to the levels provided to employees.

The School will ensure appropriate equipment, information, instruction, and training is given to enable employees to assess and record their own DSE work stations, or arrange to receive a DSE assessment and record by a nominated fully trained competent individual(s) (designated as the DSE Assessor).

Where appropriate individuals should be referred to Occupational Health Advisors and recommendations implemented as appropriate.

Employees who are working with Display Screen Equipment will take regular breaks from DSE activities and this is suggested at around 5-10 minutes for every hour of concentrated DSE work.

DSE regulations state that the keyboard and screen must be separate, and therefore modifications will be required to laptops that are in prolonged use.

### **Fire Safety**

It is the intention of the School to comply with the requirements of the Regulatory Reform (Fire Safety) Order (2005)

The arrangements for the provision and maintenance of fire safety equipment, fire precautions and fire safety procedures are set down in the School's Fire Safety Policy & Procedures which are available to all employees via the Staff documents 'Health and Safety' folder on RM Unify. A thorough fire risk assessment is carried out by competent external contractor and the risks are reassessed on a biannual basis. The fire risk assessments are supported by departmental risk assessments, which will consider the increased risk presented

by fire to their specific departments. In addition, information on the action to be taken in the event of a fire alarm is posted in every communal area of the school and fire drills are held on a regular basis.

In the event of a fire or other major incident the school's emergency sets out the procedure to be followed, including procedures for summoning assistance from emergency services. The action plan is available to all staff on the shared drive of the intranet.

### **Control of Substances Hazardous to Health (COSHH)**

The School acknowledges that no substance can be considered completely safe. In accordance with the Control of Substances Hazardous to Health Regulations 2002, the School will take all reasonable steps to substitute as many COSHH substances for safer alternatives as is reasonably practicable. Where no safer alternative is reasonably practicable, the School will ensure that employees, pupils or visitors are not exposed to substances hazardous to health. Any harmful substance will be stored, moved, used, or handled in a manner which is safe.

The school will ensure the:

- Maintenance of an up to date inventory (COSHH register) identifying all hazardous substances used on the school's premises and obtain the most current version of the respective material safety data sheets.
- Secure and safe storage of substances in correctly labelled containers that have been deemed as adequate for the substance it contains.
- That a regular review of substances is carried out to check if the replacement of hazardous substances with safer alternatives is possible.
- Completion of a risk assessment for the use of any hazardous substances, which present a significant health risk.
- Testing and maintenance of any equipment required for controlling exposure to substances, including personal protective equipment is carried out.
- Required and appropriate information, instruction and training is provided.
- Records of assessments are retained on the school premises and made available to the relevant individuals on request.
- Exposure of any individual to substances hazardous to health is either prevented or adequately controlled.

### **Consortium of Local Education Authorities for the Provision of Science Services (CLEAPSS)**

In addition to COSHH used for cleaning and maintenance of the premises, CLEAPSS guidance is used in classrooms. CLEAPSS advice is recognised by the Health and Safety Executive and the Department for Education as the definitive basis for safe practice in practical work in schools and colleges. These departments are Design & Technology, Art, Science and Food Technology.

### **Manual Handling**

The School recognises its responsibility to provide manual handling training to those who require it. Manual handling tasks are defined as lifting, pushing, pulling, setting down, turning, twisting and reaching are carried out safely. More information can be found in the HSE's Manual Handling at Work – A Brief Guide.

Where there is a regular need for manual handling, risk assessments will be conducted in accordance the Manual Handling Operations Regulations 1992. This will highlight correct procedures, set in place control measures, and additionally identify manual handling equipment that will negate lifting.

The school will ensure that appropriate risk assessments, equipment and training / annual refresher training are provided for moving and manual handling tasks. Accident and absence statistics will be monitored to evaluate the effectiveness of manual handling practices.

Employees have a duty to make full and proper use of any equipment, systems of work and training provided for their safety.

### **Security**

The security of the pupils and staff on site is of paramount importance at the School. Vehicular and pedestrian access to the School site for the majority of the working day and overnight is controlled by automatic gates and turnstiles which operate on card recognition. All visitors are required to register at Reception and to wear a visitor's badge. Visitors are not permitted unaccompanied access to the school. Procedures are in place for dealing with suspected intruders and many areas of the site are covered by CCTV and access alarm systems.

### **Provision of Welfare Facilities**

The School is aware of its responsibility under the Workplace (Health, Safety and Welfare) Regulations 1992 to ensure the health, safety and welfare of employees, pupils and others who may use the site. The School meets this responsibility through the provisions of the First Aid Policy and COSHH procedures, and through the provision of fresh drinking water, adequate toilet and rest-room facilities, adequate heat, lighting and ventilation, the provision of personal protective equipment where required and the arrangements which are in place to deal with the disposal of sanitary, medical and general waste. Waste disposal is managed through specialist outside contractors, with due regard to the Environmental Protection Act, duty of care requirements and the specifications of the Waste Transfer Notes.

The welfare of employees is further ensured by compliance with relevant employment legislation in respect of holidays, disciplinary and grievance procedures, equal opportunities, maternity, paternity, parental, adoption and special leave, and the Data Protection Policy. The health and welfare of employees and pupils is monitored through the accident and near-miss reporting arrangements which comply with the requirements of the Reporting of Incidents, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). The above-mentioned policies are all available to employees on the Staff documents folder on RM Unify.

## **Recruitment and Training of Employees**

The School is committed to ensuring the health and safety of all employees and pupils through the policy of employing personnel who are competent to do the job for which they are being recruited. The Recruitment Policy emphasises commitment to safer recruitment and requires that all appointments to the School staff are subject to the satisfactory response from referees and the outcome of an application for a Disclosure of Criminal Background from the Disclosure and Barring Service (DBS). Whilst evidence of a criminal background will not necessarily prejudice employment, in such circumstances a full risk assessment will be carried out by the Director of HR or Headmaster before an offer of employment can be confirmed.

New members of staff are required to undergo a safeguarding interview with a trained member of staff. New staff are subject to an induction procedure which includes training on Child Protection, health and safety training and training specific to the job. The induction process is designed to assist the new member of staff to adjust easily to their new work environment, to impart information about the School and its procedures, to ensure that the new employee is aware of child protection issues and health and safety provisions and procedures, to identify training needs and to minimise staff turnover by addressing problems at an early stage.

The School operates systems of staff appraisals for Teaching and non-Teaching Staff which are intended to ensure that performance standards are maintained and staff training needs are identified and addressed. Training is provided for all staff as required to ensure the safe performance of their work. In addition, staff are required to complete specific health and safety training on an annual basis. Furthermore, staff in higher risk areas receive in-house training in basic first aid on a rolling basis, and such other training as may be identified as a result of risk assessment.

The responsibility for ensuring that safety training needs are assessed lies with the Health and Safety Committee in consultation with (other) senior staff and Heads of Department where appropriate. Those for whom health and safety training is deemed necessary will be required to attend such training.

Identification of health and safety training needs of new staff must be carried out by the line manager, normally during the first weeks of the staff's appointment, and delivery of that training will form part of the staff member's appraisal.

Heads of Department are encouraged to identify the training needs of members of their department and seek appropriate training opportunities.

## **Information and Instruction**

The School recognises the importance of good communication with employees on matters of health and safety. Health and Safety Information posters are displayed on notice boards throughout the school, together with details of the school's Employer's Liability Insurance Certificate. Fire Action information sheets are posted in all areas of the school and fire escape and fire exit signs which comply with current required standards are in place where required.

Health and Safety issues are discussed routinely at departmental meetings and during INSET training and staff are reminded to report health and safety issues, near-misses or instances of dangerous behaviour to their line manager or direct to the Head of Health and Safety.

### **Co-operation**

All staff, pupils, contractors and visitors are required by this policy to co-operate with the School in order for it to comply with statutory requirements in respect of health and safety. Safety systems and equipment must not be tampered with or abused, safety procedures must be followed and personal protective equipment must be used as directed.

It is the responsibility of all staff to have regard to their own safety and that of their colleagues by reporting health and safety issues to their line manager or to a member of the H&S Board, and by setting a good example of health and safety awareness to the pupils.

### **Monitoring and Review**

The effectiveness of the Health and Safety policy is monitored through the analysis of accident reports, sickness records, staff turnover, reports on fire drills, an internal audit regime, and progress reports on actions recommended by external auditors. A summary of accidents and of health and safety training undertaken by employees is presented to the Governors on a termly basis. Furthermore, the Governors require the Health and Safety Committee to submit formal reports on each of the major Health and Safety areas once per annum for their formal acknowledgement and review.

The School acknowledges, however, that effective management of Health and Safety relies equally on a proactive approach and the arrangements detailed in this policy for the inspection and planned maintenance of equipment and services, the requirement for risk assessments and the identification of training needs through the employee appraisals are intended to ensure that the aims of the Health and Safety policy are achieved and the School provides a safe place of work and study as far as is reasonably practicable.

The Health and Safety policy is reviewed by the Health and Safety Committee and the Governing Body's Finance and Resources Committee annually or when a significant change in procedures is introduced.