

Widford Lodge

PREPARATORY SCHOOL



Health & Safety

This policy was approved by the proprietors in February 2003.

Reviewed: March 2009

Review Date: March 2010

WIDFORD LODGE SCHOOL
HEALTH AND SAFETY POLICY

Preface

1. This policy makes an unequivocal commitment to high standards of health and safety. Although the Headteacher and Bursar have ultimate responsibility for implementing the policy all employees have an important part to play in its successful implementation.
2. Every Manager and Supervisor is responsible for implementing the policy in their area of activity. Every employee must comply with the policy and co-operate with colleagues to achieve high standards of health and safety.
3. Responsibilities of staff are outlined in this document but the detailed arrangements for carrying out the policy are included in separate Codes of Practice.
4. This Policy is required under the Health and Safety at Work Act. Employees are reminded that they have duties under the Act and breach of these duties could lead to prosecution of the proprietors or individual employees. Failure to comply with safety requirements could also lead to disciplinary action.

Signed:.....

(On behalf of the Proprietors)

Date:.....

2. STATEMENT OF INTENT

- 2.1 The Proprietors will do all that is reasonably practicable to establish and maintain high standards of health, safety and welfare for all its employees
- 2.2 They will also ensure, so far as is reasonably practicable, that the health and safety of pupils and other non-employees who may be affected by its work activities is not endangered
- 2.3 The responsibility for implementing this policy lies directly and personally with line management from the Headteacher and Bursar through to every employee.

3. OBJECTIVES

To implement the policy the Proprietors objectives are:

- 3.1 To ensure that all activities are being carried out safely, without risk to health, so far as is reasonably practicable.
- 3.2 To ensure there are Codes of Practice covering work activities
- 3.3 To ensure all staff are aware of and actively support the responsibilities of the Proprietors and accept their own personal responsibilities.
- 3.4 To ensure that all new employees are aware of the School's health and safety policy and the appropriate health and safety procedures
- 3.5 To ensure all visitors, contractors and suppliers of goods and services comply with relevant health and safety requirements
- 3.6 To ensure that consultative procedures facilitate the involvement and commitment of employees and their appointed representatives.
- 3.7 To promote awareness of health and safety issues
- 3.8 To provide specialist professional support to managers on all health and safety matters
- 3.9 To have and make readily available detailed health and safety information which may be Required about or resulting from legislation, Approved Codes of Practice or British Standards.
- 3.10 To have and make readily available detailed health and safety information which may be required about substances, materials, articles, processes, plant and equipment employed by the School.
- 3.11 To ensure suitable and sufficient assessments are carried out of the risks to health and safety of employees, pupils and others.
- 3.12 To keep the policy under review and revise it as required
- 3.13 To monitor the implementation of the Health and Safety Policy

3 ORGANISATION AND RESPONSIBILITIES

4.1 The Proprietors

The Proprietors will oversee health, safety and welfare matters and will ensure the Necessary resources are provided.

The Proprietors will monitor the implementation of the Policy by requiring an Annual report based on a monitoring checklist and reports of inspections as Detailed in Section 7.5 of this document.

4.2 Headteacher

The Headteacher is accountable to the Proprietors for the implementation of the health and safety policy in the areas under his control. He will also discharge the Proprietors' overall duty as employer in conjunction with the Bursar. The discharge of these duties will be through line managers. The Headteacher will be responsible, in particular, for ensuring that:

- a) The safety Policy Statement is brought to the attention of all staff.
- b) Codes of Practice are available for each work activity carried out in the School: that a copy of each code of Practice is kept in the administrative office of the School: that other copies are distributed to relevant staff and a record of distribution is maintained:
- c) Other health and safety information is communicated to relevant staff
- d) Adequate first aid procedures exist, including the provision of sufficient first aiders and appointed persons, and that all staff are aware of the arrangements. This should include times when staff are present outside the normal hours of the Establishment.
- e) Accidents are reported using the established procedures (including notifying the HSE of 'reportable' accidents)
- f) Safety representatives can carry out their functions including inspections and accident investigations: and, where appropriate, that consultation takes place with safety representatives.
- g) Safety representative inspection report forms are dealt with in the appropriate manner:
- h) Training needs are identified and appropriate arrangements are made for training;
- i) Assessments are undertaken of all risks to health and safety as required by the Management of Health and Safety at Work Regulations and other legislation and that the significant findings are recorded;
- j) New employees receive appropriate health and safety information including details of the safety policy, codes of practice, fire drill procedures and other safety procedures.
- k) The overall procedures for safety are monitored.
- l) Fire drills are carried out and a fire register is maintained.

- m) Health and safety matters which cannot be resolved appropriately are raised with the Proprietors:
- n) A copy of Appendix 1 is completed, posted on notice boards in a prominent position and updated at regular intervals.

4.3 Bursar

The Bursar is accountable to the Proprietors for the implementation of the health and safety policy in the areas under the control. She will also discharge the Governing Body's overall duty as employer in conjunction with the Headteacher. The discharge of these duties will be through line managers. The Bursar will be responsible, in particular, for ensuring that:

- a) That activities under her control are carried out, as far as is reasonably practical, safely and without risk to health.
- b) The implementation of the safety policy is properly monitored in her areas of responsibility, carrying out inspections of the workplace and equipment.
- c) Individual employees are aware of their responsibilities for health and safety.
- d) Suitable arrangements are made for consultation with employees' safety representatives.
- e) Employees under her control are adequately trained, informed, instructed and supervised.
- f) Codes of Practice appropriate to the work activity are brought to the attention of all staff.
- g) Codes of Practice are complied with and appropriate safety signs or notices are displayed.
- h) Relevant health and safety information is communicated to staff.
- i) First aid procedures are complied with.
- j) All accidents are reported and an accident report form is completed.
- k) Reasonable arrangements for allowing safety representatives to carry out their functions are complied with.
- l) Training needs of staff are identified.
- m) Staff area aware of fire procedures.
- n) New employees receive all appropriate health and safety information/training including local safety procedures
- o) Ensuring assessments are undertaken of all risks to health and safety as required by the Management of Health and Safety at Work Regulations and other legislation and that the significant findings are recorded
- p) Liaising with contractors to ensure appropriate co-operation and co-ordination between the School and the contractor as required by the Management of Health and Safety at Work Regulations; all reasonable steps are taken to inform contractors of risks to their employees arising out of or in connection with the operation of the School; and contractors are aware of any special risks to children which might arise out of their work.
- q) Undertaking termly inspections, in conjunction with the Headteacher of the School to identify hazards and unsafe acts and omissions.

4.4 Prep-School or Pre-Prep Co-ordinator

The Prep School or Pre-Prep Co-ordinator is responsible for carrying out the Headteacher's duties in his absence.

4.5 Subject Co-ordinators

Are responsible, as far as is reasonably practical, for implementing the safety policy within the work activities/area under their control.

In particular they are responsible for ensuring:

- a) Subject Policies take account of health and safety issue;
- b) Generic risk assessments have been completed for those activities which pose a significant risk to health and safety;
- c) That teaching staff are adequately assessing risks where there is no existing assessment, and adapting generic assessments to take account of local circumstances (e.g. pupil behaviour).

4.6 Class teachers

The safety of students in classrooms is the responsibility of the class teacher. This applies to student teachers who must be made aware of their responsibilities by a professional tutor.

A class teacher is expected to:

- a) Know the emergency procedures in respect of fire and first-aid and the special safety measures to be adopted in his/her own teaching areas and to ensure that they are applied;
- b) Exercise effective supervision of students and ensure that they know of the general emergency procedures in respect of fire and first-aid and the special safety measures of the teaching area;
- c) Give clear instructions and warning as often as necessary (notices, poster, hand-outs are not enough)
- d) Ensure that students' coats, bags, cases etc. are safely stowed away;
- e) Integrate all relevant aspects of safety into the teaching process and if necessary give special lessons on safety
- f) Follow safe working procedures personally;
- g) Call for protective clothing, guards, special safe working procedures etc. when necessary;
- h) Make recommendations on safety matters to the Subject Co-ordinator or Headteacher.

4.7 Caretaker

The Caretaker is responsible for:

- Reporting premises defects to the Bursar;
- The operation of the school swimming pool in accordance with the Code of Practice;
- Ensuring the fire alarm is tested weekly using different actuation points and recording the results in the School's Fire Register;
- Ensuring contractors are made aware of the arrangements for emergencies (e.g. fire, first aid and access to a telephone) and accident & hazard reporting procedures.

4.9 All line Managers and Supervisors

All Managers and Supervisors are responsible for ensuring the Health and Safety Policy and arrangements that have been made are implemented in their areas of activity.

As a general rule Managers' direct responsibility for Health and Safety is determined by the extent to which they have authority to take executive action. In other words, if they have the responsibility to make the general decision about some aspect of their work, they are responsible for the health and safety implications of that decision.

In addition to ensuring work activities under their control are carried out, so far as is reasonably practicable, safely and without risk to health, Managers' and Supervisors' responsibility include:

- monitoring the implementation of the Health and Safety Policy in their area of responsibility, carrying out inspections of workplaces and equipment; and ensuring accidents are investigated;
- ensuring individual employees are aware of their responsibilities for health and safety;
- making suitable arrangements for consultation with employee safety representatives;
- ensuring employees under their control are adequately trained, informed, instructed and supervised.

4.10 All Employees

Although prime responsibility for health and safety rests with the Proprietors all employees have responsibilities.

- To take reasonable care of their own health and safety and that all persons affected by their acts or omissions
- To co-operate with the Proprietors so far as is necessary to enable it to meet its responsibilities for health and safety.
- To use work equipment provided correctly in accordance with instructions and training.

- To inform the Proprietors (through line managers) of any work situations which represent a serious and immediate danger to health and safety. All employees are reminded of the need to report any accidents which occur at work.

Failure to do so may lead to difficulties when claiming industrial injury benefit.

Any employee having a problem concerned with health and safety should raise the matter with the Headteacher or identifying any hazardous situation should report it to the Headteacher, or in his absence a member of the senior leadership team, who will record the issue in the Maintenance Reporting book located in the School Office.

5. SAFETY REPRESENTATIVES AND CONSULTATION

The Proprietors will provide for effective joint consultation on health and safety Matters with safety representatives or if no safety representatives appointed, consultation on health and safety issues will be through staff meetings of teaching and non teaching staff.

6. HEALTH AND SAFETY ADVICE

Essex County Council Learning Service Directorate's Health and Safety Advisory Service has been appointed to assist in undertaking protective and preventive measures.

7. GENERAL ARRANGEMENTS FOR HEALTH AND SAFETY

7.1 Codes of Practice

The School has adopted Essex County Council Learning Service's Codes of Practice; these are the arrangements for carrying out the safety policy and should therefore be read in conjunction with the safety policy.

7.2 Accident Reporting

All accidents should be reported to the School Office. The accident reporting procedure is detailed in a separate document.

7.3 General Arrangements

The Appendix to this policy indicates general arrangements for implementing the safety policy.

7.4 Risk Assessment

Under the Management of Health and Safety at Work Regulations there is a requirement for all risks to health and safety to be assessed and for significant

findings to be recorded. For most activities existing Codes of practice indicate the 'preventive and protective' measures and offer good advice.

7.5 Health and Safety Monitoring

- a) Termly teachers will inspect their classrooms, the Caretaker will inspect the grounds on a weekly basis and report findings to the Headteacher/Bursar.
- b) Formal inspections of the School will be carried out termly by the Headteacher and Bursar.
- c) An internal review of health and safety arrangements and procedures will be Carried out annually by the Headteacher, Bursar and Caretaker. Recommendations will be made to the proprietor. All accidents will be investigated, as appropriate, to identify any failures in the management of Health and Safety. Where necessary reports will be submitted to the Proprietors.
- d) The Headteacher will examine accident and incident records at least annually to identify any causes that might be remedied. (Recurring events might highlight a problem not highlighted by a single event)
- e) In addition to the above, annual inspections are carried out of the following equipment; PE equipment, climbing frames, fire extinguishers, portable electrical appliances, fire alarms, emergency lighting, lightning conductors, heating appliances, hot and cold water systems and the kiln.

8. ACCESS TO POLICY STATEMENT

Access to a copy of this statement will be available to all employees on the school notice-board(s)

WIDFORD LODGE SCHOOL HEALTH AND SAFETY AT WORK POLICY

(copies to be displayed on notice boards in prominent positions)

1. Name of Senior Member of Staff with Overall Responsibility for Co-ordination of Health and Safety: LOUISE WILLIAMS

 2. Location of Central File of Codes of Practice: HEADMASTER'S STUDY

 3. Location of Fire Register: SCHOOL OFFICE

 4. Location of central file of Health and Safety Information Bulletins: HEADMASTER'S STUDY

 5. Procedure for Accident Reporting:
 - (a) Name of member of staff to report accident to: SIMON TROWELL
 - (b) Who should complete accident form: SIMON TROWELL
 - (c) Who should telephone HSE in case of notifiable incidents: SIMON TROWELL

 6. First Aid Arrangements:

Designated First Aider(s): - Normal School Hours Location of First Aid
Boxes
Name(s):
Miss Bernie Zielinski - 8.30 a.m.- 4.15 p.m. Sick Bay (includes travel kits)

Science Laboratory
Store Shed by

Room 12 Kindergarten Block
Pre-School
- *Appointed person(s) available at other times
Teacher on duty in the Prep School -8.00-8.30 a.m.
Teacher on duty in the Prep School – 4.15-5.30 p.m.
- *(See list in Office)
- Is a 'Travelling' First Aid Kit Available YES

Location:

Nearest Hospital with Casualty Unit:

Broomfield Hospital

**Address: Court Road
Broomfield
Chelmsford**

Telephone: 01245 440761

NHS Direct 0845 4647

Date: March 2003

Updated: March 2009

**WIDFORD LODGE SCHOOL
HEALTH AND SAFETY AT WORK POLICY**

(Copies to be displayed on notice boards in prominent positions)

**Name of Senior Member of Staff with
Responsibility for Co-ordinating Health and Safety:** -----

Location of central File of Codes of Practice: -----

Location of Fire Register -----

**Location of central file of Health and safety
Information Bulletins** -----

Procedure for Accident Reporting

(a) Name of member of staff to report accident to -----

(b) Who should complete accident form: -----

(c) Who should telephone HSE in case of
Notifiable incidents -----

First Aid Arrangements

Designated First Aider(s) – Normal School Hours	Location of First Aid Boxes
Name	Location
-----	-----
-----	-----
-----	-----

Appointed person(s) available at other times.

Is a 'Travelling' First Aid Kit Available **YES**