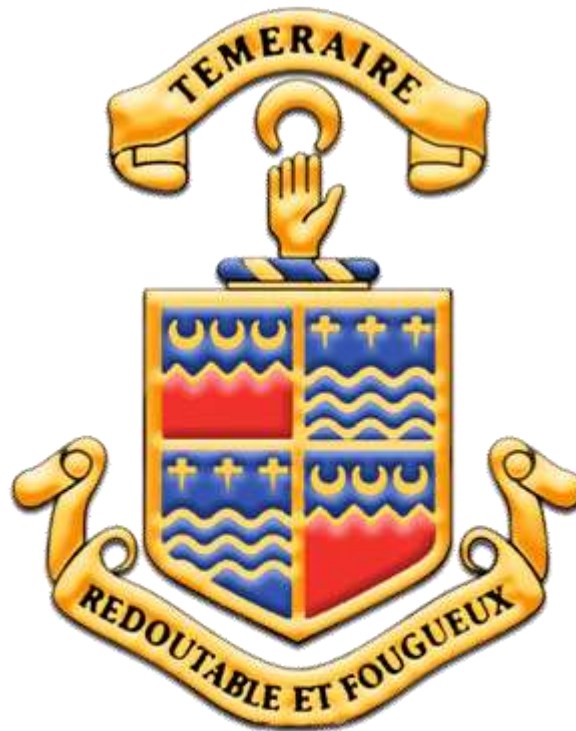


THE HARVEY GRAMMAR SCHOOL



Founded 1674

HEALTH AND SAFETY POLICY

Approved March 2016

Safeguarding Statement

At The Harvey Grammar School we respect and value all children and are committed to providing a caring, friendly and safe environment for all our pupils so they can learn, in a relaxed and secure atmosphere. We believe every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at The Harvey Grammar School. We recognise our responsibility to safeguard all who access the school and promote the welfare of all our pupils by protecting them from physical, sexual and emotional abuse, neglect and bullying.

Introduction

At The Harvey Grammar School, we are determined to ensure that all necessary steps are taken to protect children, young people and adults from harm. The following policy establishes the school's position, role and responsibilities in relation to Health and Safety and clarifies what is expected from everybody employed and involved in the delivery of services (core curriculum and extended services). The school is committed to an organised, well-informed and proactive approach to all health & safety and welfare-related issues.

This policy should be read in conjunction with Supporting Pupils with Medical Conditions Policy, Safeguarding Policy, Critical Incident Plan, Educational Visits Policy, Staff Disciplinary Policy and the Special Educational Needs Policy.

Overview of school's responsibilities

It is the policy of this school to operate at all times in a manner which ensures, so far as is reasonably practicable, the health, safety and welfare of all persons employed, visiting, working in or being taught at the school. The school recognises its responsibilities under the Health and Safety at Work Act 1974 and ensures that the various health and safety regulations are followed. There is an expectation that all staff, visitors and pupils appreciate that their own safety and that of others also depends on their individual conduct and vigilance while on the school's premises or while taking part in school sponsored activities. All school staff have a duty of care to carry out their work with due regard for the health and safety of themselves, other staff, pupils, contractors and visitors to the school, and to observe the school's health and safety requirements relevant to their activities.

All on-site and educational visit activities are planned using systematic procedures, which includes context-sensitive risk assessment. Where necessary, control measures are put in place to reduce any foreseen risks to a safe acceptable level.

A comprehensive range of risk assessments of all-foreseeable hazards and risks to staff, pupils and visitors are in place and made available to all members of the Governing Body and staff. Where significant risk is identified, appropriate measures to reduce or eliminate the risks have been identified and staff are expected to implement such measures.

Staff will be consulted on matters of health, safety and wellbeing through:

- Appointed safety representatives
- Staff representation on the school's Governing Body

All staff are expected to support The Harvey Grammar School in achieving a safe environment for everyone. Health and safety information, training, instruction and supervision is made available to achieve this and is a key element of the school's induction process. A copy of this Policy is available to all members of staff, volunteers and, where deemed appropriate, extended service contractors.

Specific Roles and Responsibilities

The **Governing Body** will ensure that:

- the school premises, access thereto, and any plant or substance on the premises or provided for use there is safe and without risks to health, so far as is reasonably practicable;
- the school provides a safe work environment for pupils, staff and visitors;
- the school actively promotes the health, safety and well-being of pupils, staff and visitors;
- all necessary procedures and protocols are developed, implemented and reviewed so as to ensure the successful application of this policy;
- the school complies with all relevant legislation particularly Health and Safety At Work Act 1974 and the Management of Health and Safety at Work Regulations 1999. These are taken into account in determining the allocation of resources;
- all annual monitoring is carried out in accordance with required procedures.

The **Headteacher**, or in his absence the **Deputy Headteacher** will carry out the following specific operational duties:

Organisation	Ensure there is appropriate structure/organisation within the school for implementing this policy;
Health and Safety Policy	Ensure the Health and Safety Policy is brought to the attention of all staff and volunteers and is available on the school intranet;
Responsibilities	Individual employees, supply staff and volunteers and, where deemed appropriate, extended service providers are made aware of their responsibilities for health and safety;
Consultation	Promote, through consultation and other means, the active involvement of staff and pupils in the development, promotion, implementation and monitoring of measures provided for health and safety;
Information	Copies of the Health & Safety Law Poster are kept in the Main Reception and the West Entrance to the Trafalgar Room. Other relevant codes of practice are also available on request;
Implementation	The provisions set out in the school policies/codes of practice are fully implemented;
Communication	Other additional health and safety information is communicated effectively to staff and volunteers. Communication on health and safety matters is carried out by individual and group staff meetings;
Risk assessment	Assessment of all the risks from hazards in educational activities is carried out and significant findings are recorded, with appropriate preventive measures in place to ensure safe practice;
Visitors	The health and safety of any visitors to the school and volunteers involved in any school activity is assessed and adequate precautions applied with training/support given;
New or pregnant mothers	Ensure that adequate assessment is carried out of any risks to new or pregnant mothers, with changes to work practices arranged or special precautions ensured;

Security	Security of premises and pupils are protected in line with the school's safeguarding policy;
Planning	Risks to health and safety are taken into account and assessed/re assessed when any change to policy, buildings, methods or equipment are being considered or planned;
Manual Handling	Manual handling operations are avoided, or where they cannot be avoided, the risks are reduced to the lowest reasonably practicable level;
Display Screen Equipment	That VDU workstations for "users" are assessed and the risks reduced to the lowest reasonably practicable level;
COSHH	Exposure to hazardous substances is controlled to prevent ill health, in line with the Control of Substances Hazardous to Health Regulations 2005. A COSHH file containing Material Safety Data Sheets (MSDS) with supporting risk assessments for product use is regularly maintained;
PPE	Personal protective equipment is provided free of charge where identified in the risk assessment process;
Maintenance	All electrical installations, portable electrical equipment, machinery, equipment and plant are maintained in a safe condition. Inspections are arranged as appropriate and records kept;
Educational visits	Educational visits are adequately planned and organised with risks assessed. Performance monitoring of educational visits is carried out, ensuring residential educational visits and adventurous or unusual activities are approved by the Kent County Council's e-Go system;
Incident reporting	Incidents and hazards are recorded, investigated and reported using established procedures, including to the Health and Safety Executive where appropriate under Reporting of Injuries & Dangerous Occurrences (RIDDOR) Regulations 2013, and that all persons under their control are aware of the reporting procedure; and that appropriate remedial action is taken;
Hazard removal	In the event of any hazard or risk to health and safety of any person under their control, appropriate action is taken to remove the hazard. Where action is of a temporary nature, consultation will take place as appropriate to enable further positive steps to be taken;
Training, instruction & Supervision	Training needs are identified and met. Employees are kept informed, instructed and supervised, and are fully aware of the hazards involved in their work. Training records are kept and are easily accessible for audit purposes;
Induction	New employees receive appropriate health and safety information, instructions and training, including details of the school Health and Safety Policies, Codes of Practice, fire and other safety procedures. This includes the school's Critical Incident Plan and supporting protocols;
Volunteers	All volunteers receive adequate supervision, instruction and training to ensure safe conduct of any activities in which they are engaged. Where identified Disclosure and Barring Service (DBS) vetting checks are carried out;
Fire precautions	Ensure the Fire Safety Management Plan is in place and regularly reviewed. Fire precautions procedures are implemented (including a full range of fire drills);
Emergency procedures	Critical incident and emergency procedures are developed and implemented;

First aid & Fire	Staff, pupils, volunteers, visitors and extended service providers are aware of first aid facilities, fire procedures, evacuation of the premises and other emergency procedures. All employees undertaking the role of first aider or fire marshal receive appropriate training with regular updates;
Repair/maintenance	Arrangements are made to deal with premises and management issues e.g. repair and maintenance of buildings, selection of and proper management of contractors in accordance with guidelines, ensuring joint risk assessments are carried out and significant findings recorded, with monitoring to ensure safe systems of work are followed;
Asbestos	Any asbestos on site is properly managed, the location of the asbestos register is displayed in the School Office and contractors are asked to check it on arrival;
Record keeping	All statutory registers and records are kept;
Lettings	Appropriate arrangements are made with regard to lettings including ensuring youth group leaders are DBS checked;
Performance monitoring	Health and safety performance is monitored, and arrangements reviewed, including regular audit of the school, routine equipment maintenance checks, safety devices are fitted and maintained, safety rules are observed and followed and personal protective equipment worn, investigation of incidents, causes of ill health and complaints, and reviewing incidents statistics to identify causes of accidents;
Audit & review	If during any audit or performance monitoring, variations from this policy are observed, immediate and effective steps are taken to rectify the situation;
Safety Representatives	Safety Representatives carry out their functions including inspections and incident investigations. Health and safety meetings are held regularly with safety representatives;
Advice	Specialist advice is sought on health and safety matters when deemed necessary;
Review	The policy, protocols, risk assessments, procedures and systems of work in place are reviewed at least annually, changes are made as appropriate and staff, pupils and visitors are informed of any such changes as necessary;
Reporting	Any health and safety issues will be reported to the PPPF Committee of the Governing Body on a regular basis. Health and safety issues are included in the school improvement plan, if necessary;
Compliance	Appropriate action is taken under the staff disciplinary procedures against anyone under their control found not complying with safe working practices.
Inspections	Ensure that regular health and safety inspections around the school buildings and land take place at least 3 times per year.

The **Site Manager** will ensure that:

- they are familiar with and comply with the Health and Safety Policy, risk assessments and codes of practice;
- access equipment is inspected at least every 6 months and a record kept, in addition they should check prior to each use to ensure safety;
- access equipment must be used in accordance with HSE guidelines;
- monitoring required to control legionnaires disease is carried out and appropriate records kept;
- asbestos is managed on the site and that the condition of asbestos is checked regularly with records kept;

- contractors, service engineers etc. are made aware of the asbestos survey, and any records relating to asbestos, and that they have signed the asbestos register in the School Office;
- a Type 3 asbestos survey is carried out prior to any works to check no risk of damage or disturbance to asbestos;
- they receive a copy of the contractor's Health and Safety Policy;
- regular inspections of the boiler(s) by a competent person (e.g.: GasSafe registered) takes place;
- they are trained in the operation of the boilers and are familiar with any action needed to be taken in an emergency;
- regular inspections of the boiler house are undertaken and that the sump pump (if present) is operating effectively;
- COSHH risk assessments are produced, updated and filed with the relevant Material Safety Data Sheets (MSDS) for any hazardous substances. Ensuring such information is made available to relevant personnel (e.g.: contractors, service engineers and staff);
- all cleaning staff are aware of any implications of the Health and Safety Policy / COSHH file e.g. storage arrangements for materials, equipment, substances etc;
- traffic, onsite and access roads, is managed safely;
- hazards notified to them are reported to the Headteacher;
- defects to the premises are dealt with in consultation with the Director of School Support, and that interim measures are taken to make an area safe where the defect cannot be dealt with immediately;
- any items received from suppliers are accompanied by adequate information, safety data and instruction prior to use e.g. machinery, equipment, substances;
- testing of fire alarms, fire doors, emergency lighting, intruder alarms etc. are carried out at appropriate intervals with records kept;
- all fire alarm call points are numbered and tested every 13 weeks, with a record kept identifying the number tested and date;
- all door closers are checked to ensure that they are working properly once per term and that arrangements are made to rectify any defects immediately;
- spillages are cleaned up immediately and where necessary appropriate warning signage erected;
- codes of practice and relevant health and safety information is brought to the attention of all staff;
- appropriate safety signs and notices are displayed;
- all accidents are investigated and an incident form completed;
- health and safety training needs are identified and met;
- staff are aware of first aid, fire and emergency procedures;
- new employees receive appropriate health and safety training.

All **employees** will have the following responsibilities:

- effective supervision of pupils, ensuring that they are aware of general emergency procedures in respect of fire, first aid and any special safety measures in relation to the teaching areas;
- to take reasonable care of their own health, safety and welfare and that of other persons affected by their acts or omissions;

- to co-operate with the Governing Body in so far as is reasonably practicable, to enable it to meet its responsibilities for health, safety and welfare;
- to be aware of, and follow, this policy, protocols, codes of practice and guidelines;
- to make sure they are aware of the hazards associated with their work and familiarise themselves with emergency procedures, first aid provision and accident/incident reporting;
- to use work equipment provided correctly and carry out any activities in accordance with instructions and training;
- to take reasonable care of all safety equipment and clothing given to them, report any defects, and always wear personal protective equipment when undertaking those jobs for which it is required, and use all safety devices provided;
- to use, and not wilfully misuse, neither neglect nor interfere with things provided for their own safety and the safety of others;
- to ensure good housekeeping and prevention of trip hazards;
- to ensure that occasional one off manual handling operations are assessed before attempting them;
- to report all accidents, incidents, damage, hazard and defects to the Site Manager;
- to inform their line manager of any work situations which represent a serious and immediate danger to health, safety and welfare, and take immediate measures to protect persons from such risk;
- to co-operate with the school in promoting improved safety measures;
- to co-operate with the appointed Safety Representatives and enforcement officers;
- To notify the Headteacher of their own personal health and safety training needs.

Risk Assessments

A risk assessment is made for all activities including the rooms where they take place. Routine activities are covered by generic risk assessments. Unusual or occasional activities are subject to their own individual risk assessments.

Risk assessments are carried out using the school's standard format. Copies are stored on the school's shared network drive.

Risk assessments are monitored and signed off by the Site Manager.

Educational Visits

The school has an Educational Visits policy with procedures for planning and carrying out educational visits. All staff must adhere to these procedures. A risk assessment is carried out before any visit takes place. This includes obtaining any site risk assessment produced by the intended venue. No visit can take place until **all** risk assessments are in place and approved by the Headteacher or a designated member of the Leadership Team. Residential risk assessments are to be formally approved by Kent County Council through the e-Go system as stated earlier.

Plans to undertake hazardous and adventurous activities e.g. caving, canoeing, rock climbing are also approved by Kent County Council through e-Go and only take place with appropriately trained and qualified staff.

First Aid

The school has a number of staff that have received training in the administration of first aid. This training is regularly updated. The number of First Aid trained staff is in accordance with the HSE recommendations. An accident form is completed for all accidents and investigated when necessary.

Medication/SEN

Please refer to the school's Special Educational Needs Policy and Supporting Pupils with Medical Conditions Policy.

School Security

Security is maintained by the Headteacher and Site Manager through:

- Locked doors and gates
- Alarms
- Site checks
- Boundary fences

The school follows the DFE guidance.

Occupational health services

The school seeks to avoid work-related stress to staff and takes all practical measures to prevent it. Normal working arrangements and performance reviews are designed to create a culture where issues of health and wellbeing can be discussed openly and sensitively.

The Director of School Support will investigate work-related causes of sickness and absences and referrals to Occupational Health will be carried out as necessary.

Vehicles on site

Vehicle movements on site are minimised. When occasionally contractors' vehicles drive on site, children and staff are kept away and movement is supervised. Kitchen deliveries are carried out outside of break times.

Asbestos

The school complies with the Control of Asbestos Regulations 2012 on the management of asbestos.

The condition of asbestos is checked regularly with records kept in the School Office. All contractors, service engineers etc. are made aware of the asbestos survey and any records relating to asbestos on arrival. They are requested to sign the asbestos register.

Legionella

The school complies with regulations on management of Legionella risk. All hot water is stored above 60 degrees. Bi-annual risk assessments are carried out by an external contractor. Weekly and monthly temperature checks (both hot and cold within temperature requirements) and flushing are carried out and

recorded by the Site Manager.

Control of substances hazardous to Health (COSHH)

The school complies with the 2002 regulations (as amended) on control of substances hazardous to health (COSHH). COSHH Material Safety Data Sheets and risk assessments are carried out and updated annually for all known substances (see COSHH file). Staff are not permitted to bring into the school substances that may require a COSHH assessment. COSHH assessment is also necessary where an activity may produce a hazardous substance e.g. wood dust. Please refer to the school's COSHH guidance sheet. Advice and support is available from the Site Manager.

Maintenance / Testing

The school complies with regulations on plant and equipment, these include:

- Electrical plug testing (annual)
- Electrical fixed installation (5 years)
- Gas supply (annual)
- Pressure vessels (3 years)
- Gas appliance servicing and inspection (annual)
- PE equipment (annual)
- Water supply (Annual)
- Lifting equipment and roller shutters (annual)
- Fire alarm and extinguishers (annual)

Recording and reporting accidents to staff, pupils and visitors / Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

The school complies with regulations on accident reporting. All accidents/ injuries must be reported and recorded on an accident form. Serious accidents to pupils and adults on the premises are reported to the HSE.

Fire safety

The school complies with regulations on fire safety. This ensures:

- A Fire Safety Management Plan is in place and regularly updated;
- A Fire Risk Assessment is carried out annually;
- Alarms are tested weekly using different activation points;
- Evacuation procedures are practiced at least three times each year. This includes emergency evacuation without an audible alarm;
- All results are recorded and evaluated.

Working at Heights

The school complies with the Work at Height Regulations 2005.

Ladders are only used by trained staff and are locked away after use. All ladders are footed by experienced staff.

Staff are instructed not to tread on the top steps of ladders and not to over-reach. Kick stools and small stepladders are provided for classroom use. Staff are instructed not to stand on worktops or chairs, not to over-reach and not to store heavy items on high shelving.

Physical Education

The school follows the Safe Practice in Physical Education & Sport (2012) book from the Association for Physical Education (AFPE). This includes up-to-date legislation and safe teaching checklists as well as risk assessments, consent forms and code of conduct.

Visitors

Visitors are only admitted through controlled doorways and are required to sign in. The school complies with all OFSTED and other statutory requirements to ensure security of children and staff. All visitors and contractors who do not hold a Disclosure and Barring Service Certificate are not left on their own on the site.

Display Screen Equipment

All display screen equipment complies with regulations and is risk-assessed. Risk assessments are made available to staff. The assessment process is repeated for new equipment, changed circumstances or new operators.

Critical Incident Plan

The schools Critical Incident Plan covers procedures for predictable emergencies and protocols to guide practice in unpredicted crisis situations. All staff are required to be familiar with the content of the Critical Incident Plan.