

HEALTH AND SAFETY POLICY

STATEMENT OF INTENT

SCHOOL NAME	BRUERN ABBEY SCHOOL
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Bruern Abbey School and its Head Teacher believe that ensuring the health and safety of staff, pupils and visitors is essential to the success of the school.

We are committed to:

- a. Preventing accidents and work related ill health.
- b. Compliance with statutory requirements as a minimum.
- c. Assessing and controlling risks from curriculum and non-curriculum work activities.
- d. Providing a safe and healthy working and learning environment.
- e. Ensuring safe working methods and providing safe working equipment.
- f. Providing effective information, instruction and training.
- g. Consulting with employees and their representatives on health and safety matters.
- h. Monitoring and reviewing our systems and prevention measures to ensure they are effective.
- i. Setting targets and objectives to develop a culture of continuous improvement.
- j. Ensuring adequate welfare facilities exist throughout the school.
- k. Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.

A Health and Safety Management System will be created to ensure the above commitments can be met. All, staff and pupils will play their part in its implementation.

Name _____ **Signature** _____ **Date:**

Proprietor

Name _____ **Signature** _____ **Date:**

Head Master

ORGANISATION

1.0 INTRODUCTION

- 2 In order to achieve compliance with the Bruern Abbey School's Statement of Intent the school's management team will have additional responsibilities assigned to them as detailed in this part of the Policy.

An organisational chart for H&S Management is included

2.0 BRUERN ABBEY SCHOOL

2.1 Bruern Abbey School has the responsibility to ensure that:

- a. A clear written policy statement is created which promotes the correct attitude towards safety in staff and pupils.
- b. Responsibilities for health, safety and welfare are allocated to specific people and that these persons are informed of these responsibilities.
- c. Persons have sufficient experience, knowledge and training to perform the tasks required of them.
- d. Clear procedures are created which assess the risk from hazards and produce safe systems of work.
- e. Sufficient funds are set aside with which to operate safe systems of work.
- f. Health and safety performance is measured both actively and reactively.
- g. The school's health and safety policy and performance is reviewed annually.

3.0 THE HEAD MASTER

3.1 The Head Master supports the Proprietor by ensuring that:

- a. This Policy is communicated adequately to all relevant persons.
- b. Appropriate information on significant risks is given to visitors and contractors
- c. Appropriate consultation arrangements are in place for staff
- d. All staff are provided with adequate information, instruction and training on health and safety issues.
- e. Risk assessments of the premises and working practices are undertaken.
- f. Safe systems of work are in place as identified from risk assessments.
- g. Emergency procedures are in place.
- h. Machinery and equipment is inspected and tested to ensure it remains in a safe condition.
- l. Records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, etc.
- i. Arrangements are in place to inspect the premises and monitor performance.
- j. Accidents are investigated and any remedial actions required are taken or requested.
- k. The activities of contractors are adequately monitored and controlled.
- l. A report to the Proprietor on the health and safety performance of the school is completed annually.

) TEACHING/NON-TEACHING STAFF HOLDING POSTS/POSITIONS OF SPECIAL RESPONSIBILITY

Buern Abbey School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is our aim that all students fulfil their potential

This includes the Deputy Head teacher, Housemaster, Director of Studies, Estates Manager, Catering Manager, and Matron as members of the Health and Safety committee

They must:

- a) Apply the school's Health and Safety Policy to their own department or area of work and be directly responsible to the Head Master for the application of the health and safety procedures and arrangements.
- b) Carry out regular health and safety risk assessments of the activities for which they are responsible and submit reports to the Head Master.
- c) Ensure that all staff under their management are familiar with the health and safety procedures for their area of work.
- d) Resolve health, safety and welfare problems that members of staff refer to them, or refer to the Head Master or line manager any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- e) Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- f) Ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.
- g) Ensure all accidents are investigated appropriately.
- h) Include health and safety in the annual report for the Head Master.

5.0 SPECIAL OBLIGATIONS OF CLASS TEACHERS

Class teachers are expected to:

- a) Exercise effective supervision of their pupils and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out.
- b) Follow the health and safety procedures applicable to their area of work.
- c) Give clear oral and written health and safety instructions and warnings to pupils as often as necessary.
- d) Ensure the use of personal protective equipment and guards where necessary.
- e) Make recommendations to the Head teacher on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- f) Integrate all relevant aspects of safety into the teaching process and, where necessary, give special input in lessons on relevant health and safety in line with National Curriculum requirements for safety education.
- g) Ensure that personal items of equipment (electrical or mechanical) or proprietary substances are not brought into the school without prior authorisation. (See Procedures and Arrangements).
- h) Report all accidents, defects and dangerous occurrences to the Head teacher.

6.0 SCHOOL HEALTH AND SAFETY REPRESENTATIVES

The Bruern Abbey Educational Trust and Head teacher recognise the role of Health and Safety Representatives appointed by employees.

- 1) Health and safety representatives appointed by employees are entitled by law to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time wherever practicable.
- 2) They are also entitled to certain information, for example about accidents, and to paid time off to train for and carry out their health and safety functions. However, they are not part of the management structure and are not carrying out duties on behalf of the Head Master or Proprietor.
- 3) Time off for training of safety representatives will be provided in accordance with negotiated agreements. Representatives will be given full access to the information on health and safety, which they have a right to have under the Health and Safety at Work Act 1974. They will also be given appropriate time and facilities to undertake the range of activities of a Safety Representative in order that they can play an effective role, any problems that need further action or a review of procedures.

7.0 OBLIGATIONS OF ALL EMPLOYEES

Apart from any specific responsibilities which may have been delegated to them, all employees must:

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- a) Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons.
- b) Observe all instructions on health and safety issued by the Head Master or any other person delegated to be responsible for a relevant aspect of health and safety.
- c) Act in accordance with any specific H&S training received.
- d) Report all accidents and near misses in accordance with current procedure.
- e) Co-operate with other persons to enable them to carry out their health and safety responsibilities.
- f) Inform their Line Manager and/or Headmaster of all potential hazards to health and safety, in particular those which are of a serious or imminent danger.
- g) Inform their Line Manager and/or Headmaster of any shortcomings they identify in the school's health and safety arrangements.
- h) Exercise good standards of housekeeping and cleanliness.
- i) Know and apply the procedures in respect of fire, first aid and other emergencies.
- j) Co-operate with any appointed Health and Safety Representative and the Enforcement Officers of the Health and Safety Executive.

All employees who authorise work to be undertaken or authorise the purchase of equipment will ensure that the health and safety implications of such work or purchases are considered.

Employees entrusted with responsibilities for specific aspects of health, safety and welfare must satisfy themselves that those responsibilities as appropriate are re-assigned in their absence. Such re-assignments must be approved by the employee's immediate superior.

8.0 OBLIGATIONS OF CONTRACTORS

All contractors who work on the premises are required to identify and control any risk arising from their activities and inform the Head Master of any risks that may affect the school staff, pupils and visitors.

All contractors must be aware of the school health and safety policy and emergency procedures and comply with these at all times.

- ↳ In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Head Master or their representative will take such actions as are necessary to protect the safety of school staff, pupils and visitors.

9.0 PUPILS

9.1 Pupils, in accordance with their age and aptitude, are expected to:

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- a) Exercise personal responsibility for the health and safety of themselves and others.
- b) Observe standards of dress consistent with safety and/or hygiene.
- c) Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
- d) Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

HEALTH AND SAFETY ORGANISATIONAL CHART

Judicium Consulting Ltd
Health and Safety

Proprietor

Headmaster

Domestic Bursar

Health and Safety Committee

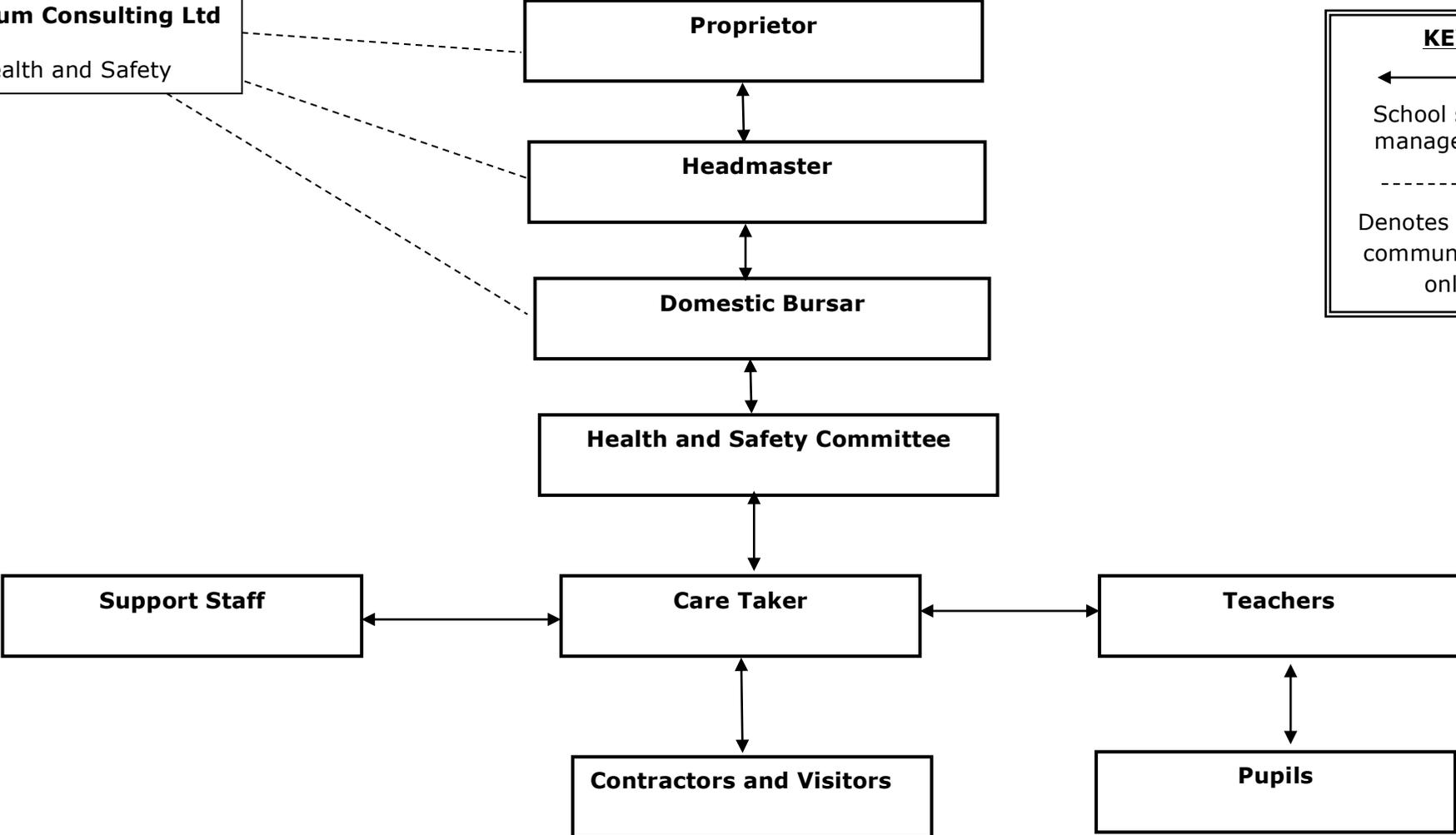
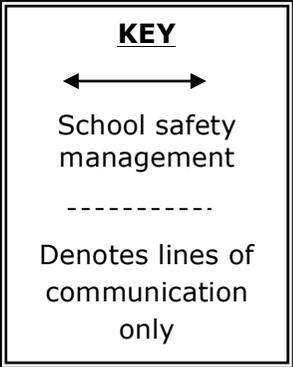
Support Staff

Care Taker

Teachers

Contractors and Visitors

Pupils



PROCEDURES AND ARRANGEMENTS

Introduction

The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

The list provides a brief summary of all the key health and safety arrangements applicable to the school. More detailed policies and written procedures for a number of these areas are available in the Health and Safety Handbook.

Accident Reporting, Recording and Investigation

All staff are required to ensure that all accidents, incidents and near misses are reported to Fiona in the office who will ensure that the accident is investigated and reported to the Health and Safety Executive as appropriate.

Audit

The Head teacher will undertake an annual audit of the health and safety procedures in the school and amend any policies and procedures as necessary. This will be done with the assistance of Judicium plc.

Behaviour Management/Bullying

All staff must be familiar with the school policies for behaviour management and bullying. Any incidents of unacceptable behaviour or bullying must be reported and dealt with in accordance with these policies.

Catering

The Catering Manager (Neil McCarthy) is responsible for the safe operation of the catering facilities.

He must:

- Be familiar with the school Health and Safety Policy.
- Prepare risk assessments for all catering activities.
- Ensure that all kitchen staff are instructed and informed to work in accordance with these documents.
- Inform the Estates Manager or Head Master of any potential hazards or defects.
- Be familiar with the current Food Safety legislation and the implications so far as the school is concerned.

School staff must not use the catering facilities and equipment without the prior agreement of the Head Master and Catering Manager.

Caretaking and Cleaning

The Estates Manager and Housekeeper are responsible for ensuring the safe maintenance and cleaning of the school premises and grounds.

Contractors

The Head teacher, and during their tenure the Estates Manager, are responsible for the selection and management of contractors in accordance with the school policy.

Curriculum Safety (including out of school learning activities)

All curriculum leaders are responsible for ensuring that risk assessments are in place for all curriculum activities where there is a potential risk to staff and pupils.

The risk assessments must be made known to all teaching and support staff and reviewed regularly.

Guidance from CLEAPSS, BAALPE and other lead bodies should be adopted as appropriate.

Display Screen Equipment

The Head Master is responsible for ensuring that DSE assessments are completed for administrative staff and teaching staff who regularly use laptops or desktop PCs. Regular laptop users will be provided with docking stations where the DSE assessment indicates that this is appropriate.

Staff are reminded that laptops should not be used on laps, chair arms and other unsuitable surfaces.

Educational Visits and Journeys

The Head Master is the EVC and is responsible for ensuring that all school trips are managed in accordance with the school policy for School Visits.

All teachers must be familiar with this policy.

Electrical Equipment

The Head Master is responsible for ensuring that the hard wiring system is inspected by a competent person and any identified remedial work is undertaken without delay.

The Estates Manager is responsible for ensuring that all portable electrical equipment is tested in accordance with the school procedures for using and maintaining electrical equipment.

All staff must be familiar with the school procedures and report any problems to the Estates Manager. Staff are reminded that they must not bring electrical equipment into school without the permission of the Head Master. Such equipment may have to be submitted for Portable Appliance Testing.

Fire Precautions and Emergency Procedures

The Head Master is responsible for ensuring:

- That a Fire Risk Assessment is completed and reviewed regularly
- That the school emergency plan and evacuation procedures are regularly reviewed.
- The provision of fire awareness training to all staff.
- That an emergency fire drill is undertaken every term.

- The preparation of specific evacuation arrangements for staff and/or pupils with special needs.

The Estates Manager is responsible for:

- The formal maintenance and regular testing of the fire alarm and emergency lighting.
- The maintenance and inspection of the fire-fighting equipment.
- The maintenance of exit/escape routes and signage.
- Supervision of contractors undertaking hot work.

All staff must be familiar with the school Fire safety risk assessment, the school emergency plan and evacuation procedures.

First Aid

The school First Aiders are listed in the First Aid training chart provided by our Nurse/Matron Izzy Reffell. First Aid supplies are kept in sick bay, the Science lab, the Art room and DT room and Matron is responsible for ensuring that the stocks of supplies are kept up to date.

Hazardous Substances

The Estates Manager is responsible for ensuring that all cleaning and maintenance products that may be hazardous to health are assessed before being used.

The substances must be stored securely in accordance with the manufacturer's instructions and only used by authorised persons trained in the safe use of the product.

All staff are reminded that no hazardous substances should be used without the permission of the Head Master. The Estates Manager will complete an assessment for any authorised products.

Products with low toxicity routinely used in the classrooms must be stored securely and only used by staff or older pupils under supervision. These will include such items as:

- Spirit based marker pens, Corrective fluid and Aerosol paints

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All the above should be used in a well-ventilated area.

Inclusion

The Head teacher is responsible for ensuring that there are adequate facilities and support staff to ensure the health, safety and welfare of any pupil with physical disabilities.

All teaching and support staff must be given any information about a pupil's needs and receive such training as is necessary for them to be able to support the pupil's learning, social and personal needs.

The SENCO and curriculum leaders must ensure that all risk assessments for curriculum activities are adapted as necessary to ensure the safety of any pupil with physical disabilities. No pupil should be excluded from an activity on the grounds of health and safety unless this is absolutely unavoidable.

Where it is considered essential to exclude a pupil from all or part of an activity this exclusion must be authorised by the Head Master.

Lone Working

Lone workers can be defined as anyone who works by themselves without close or direct supervision.

Estates and cleaning staff may be regular lone workers but teachers and other staff may also work in isolated classrooms/offices after normal school hours or during holiday times.

Any member of staff working after hours must notify the Head Master and Estates Manager of their location and intended time of departure.

Lone workers should not undertake any activities which present a significant risk of injury. There is a process of informing colleagues of this, to reduce risk.

Managing Medicines & Drugs

No pupil is allowed to take medication onto the school site without a letter of consent from his/her parent/carer.

Staff must notify the Head Master if they believe a pupil to be carrying any unauthorized medicines/drugs.

The school policy for the Administration of Medication provides detailed guidance and all staff should be familiar with this policy.

Maintenance and Inspection of Equipment

The detailed arrangements for the maintenance and inspection of equipment are under the control of the Estates Manager.

All faulty equipment must be taken out of use and reported to the Estates Manager. Staff must not attempt to repair equipment themselves.

Manual Handling and Lifting

The Head Master will ensure that any significant manual handling tasks are risk assessed and these tasks eliminated where possible.

No member of staff should attempt to lift or move any heavy furniture or equipment themselves but must ask the Estates Manager for assistance.

Pupils are not allowed to move or lift any heavy or unwieldy furniture or equipment.

Support staff who assist pupils with physical disabilities must be trained in the safe use of lifting equipment and handling techniques.

Personal Protective Equipment (PPE)

The need for PPE has been identified in Risk Assessments. It is the Head Master's responsibility to ensure adequate supplies of PPE.

Where the need for PPE has been identified it must be worn by any staff member or pupil who might be at risk of injury or harm to health.

Any staff member or pupil who refuses to use the PPE will be subject to disciplinary action.

PPE must be kept clean and stored in designated areas. Staff must report any lost or damaged PPE to the Head Master.

Risk Assessments

It is the Head Master's responsibility to ensure that potential hazards are identified and that risk assessments are completed for all significant risks in the school.

The Headmaster is responsible for undertaking general risk assessments with the exception of the areas listed below.

Curriculum co-ordinators will undertake risk assessments for their specialist areas.

The Estates Manager and Housekeeper, in conjunction with the Headmaster, will undertake risk assessments for maintenance and cleaning.

The Catering Manager will undertake risk assessments for his area of responsibility.

The EVC will ensure that risk assessments are completed by all staff who organise and lead school visits.

Safety Committee

The school safety committee members are:

(Chair) Headmaster/Head of boarding – John Floyd, Deputy Head Master – Charles Banbury, Director of Studies – Debbie Swift, Estates Manager – Steve Burbidge, Catering Manager – Neil McCarthy, Housekeeper – Jayne Nash, DT teacher – Jess Osborne, Art teacher – Anna Hunter, Head of Games – Martin Moore, Gordon Francis – Activities and Music, Fiona Walton – Domestic Bursar and Matron – Izzy Reffell.

The Committee meets termly

School Transport

The Estates Manager and Domestic Bursar are responsible for arranging the annual/quarterly maintenance and MOT of the minibus. He is also responsible for ensuring that the bus is clean and in good condition at all times.

The staff qualified to drive the minibus hold the required D1 licence as necessary under our restricted PSV licence. Only these staff are authorised to drive the minibus.

All drivers, or the estates manager must complete the driver checklist before any trip.

All groups using the minibus must be accompanied by a second staff member who is responsible for supervision of the pupils throughout the journey. The driver must not be responsible for supervision whilst driving.

Security/Violence

The Estates Manager is responsible for the security of the school site and will undertake regular checks of the boundary walls /fences, entrance points, outbuildings and external lighting.

The numbers on security pads will be changed at regular intervals and these changes notified to all staff. Staff are reminded that these numbers should not be divulged to any pupil or parent.

Staff must query any visitor on the school premises who is not wearing a visitor badge and escort them back to reception.

If an intruder becomes aggressive staff should seek assistance.

Meetings with parents known to be verbally abusive or threatening in their behaviour should only be held in the reception area of the school where assistance is available. The Head Master should be notified in advance of these meetings where possible.

Any incidents of verbal abuse or threatening behaviour by parents, visitors or pupils must be reported immediately to the Head Master.

Site Maintenance

The Estates Manager is responsible for the maintenance of the school premises.

He will undertake routine inspections of the site and report any hazards that cannot be dealt with immediately to the Head Master.

All staff are responsible for reporting any damage or unsafe condition to the Estates Manager immediately.

Smoking

It is illegal to smoke anywhere in the school buildings. The School may designate a suitable external smoking area, taking account of fire risks and proximity to occupied areas.

Staff Training & Development

The Head Master is responsible for annually assessing the health and safety training needs of all staff and for arranging any identified training.

All new staff will receive specific information and training as part of the school induction process.

All staff will receive fire awareness training on an annual basis.

Staff who have been given specific health and safety responsibilities and duties will be provided with the necessary levels of information, instruction and training to enable them to carry out these duties.

Health and safety will be a regular agenda item for staff meetings.

Sports Activities

The Head of Games is responsible for ensuring that all sports equipment is suitable and safe for the activities planned and the age and abilities of the pupils.

Risk assessments have been completed for all sports activities and all staff must be familiar with these.

Staff must visually check sports pitches before any activities and report any problems, e.g. broken glass, rabbit holes to the Estates Manager.

Risk assessments for off-site activities e.g. golf and horse riding will be carried out in co-operation with the providers of these facilities.

Visitors

Visitors to the school will be made aware of the emergency procedures and other safety information as is relevant.

All visitors must sign in and out at the school reception desk. This includes peripatetic teachers/specialists.

Contractors undertaking maintenance work on the school will be informed of the emergency procedures and any risks in their work area e.g. asbestos, fragile roofs.

Working at Height

The Estates Manager is responsible for the purchase and maintenance of all ladders in the school.

All ladders conform to BS/EN standards as appropriate.

The Estates Manager is also responsible for completing risk assessments for all working at height tasks in the school.

Staff are reminded that 'working at height' applies to all activities which cannot be undertaken whilst standing on the floor. They have also now undertaken some training.

If you need to hang decorations or displays then a step stool or small step ladder must be used. Standing on desks, chairs or other furniture is **not** permitted.

Do not work at height when you are alone. If you are planning to use a step ladder ask the Estates Manager to help you erect it properly and have an assistant to hold the ladder steady and pass you the materials you need.

Your knees should be no higher than the top platform of the ladder. Never overreach. Try always to keep one hand free on the ladder to steady yourself.

Supporting Policies and Procedures in addition to the Health and Safety Handbook

- School visits, Managing Contractors

Authorised by resolution of the Principal November 2016
Next Review date September 2017