

Health and Safety Policy

Queen Elizabeth Grammar School Penrith



Approved by H&S Committee: 21.01.2020

Approved by Governors' F&P Committee: 28.09.2020

Chair of Governors: T Boving Foster

A handwritten signature in black ink, appearing to read 'T Boving Foster', written in a cursive style.

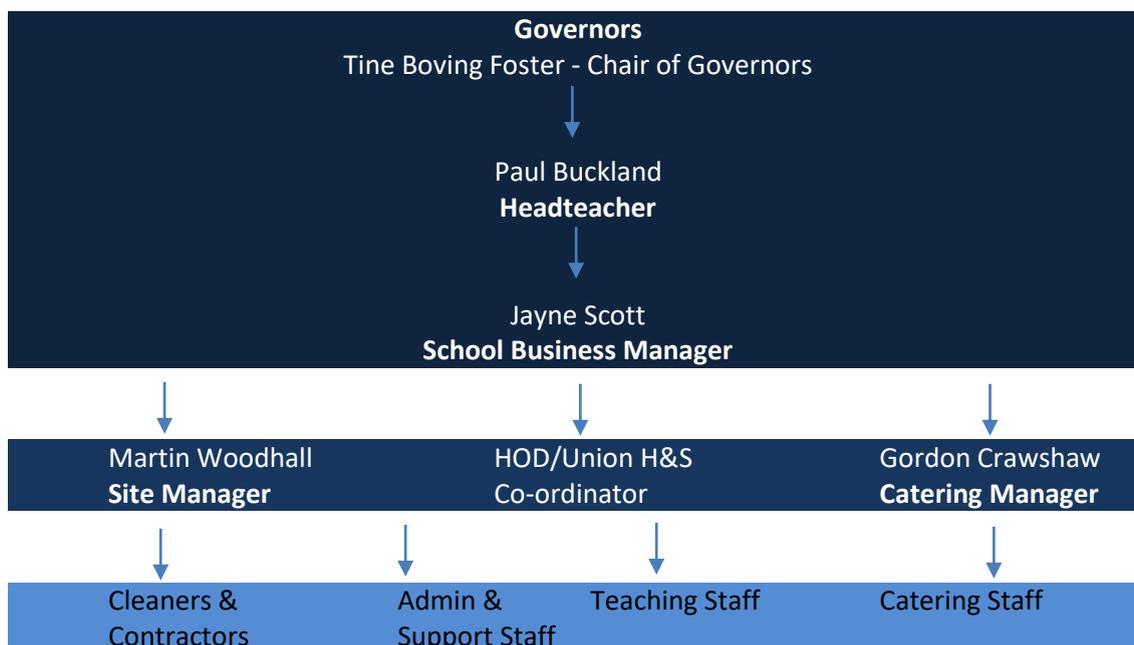
Headteacher: P Buckland

Date: 28.09.2020

A handwritten signature in black ink, appearing to read 'P Buckland', written in a cursive style.

Review Date: January 2021

Management Structure for Health & Safety



- 1** The Health & Safety at Work Act 1974 requires the Academy to ensure, so far as reasonably practicable, the health, safety and welfare of its employees, and requires it not to put anyone at risk as a result of its activities. The Academy's policy is not only to comply fully with the Health & Safety at Work Act but to act proactively to prevent injury, ill-health, damage and loss arising from the Academy's activities. All risks, other than trivial risks or risks arising from routine activities of everyday life, should be assessed and the appropriate precautions specified and recorded.
- 2.** The Health & Safety at Work Act imposes a duty on all employees at work to take reasonable care of themselves and of other persons who may be affected by their acts or omissions at work. The provision of this policy in no way limits or reduces that responsibility.
- 3.** Fire Safety is an integral part of Health & Safety. The Academy has identified that fire is one of the Academy's biggest risks. As such, the Academy has developed a separate Fire Safety Policy. The general principles of responsibility set out in this Health & Safety Policy shall apply in all respects to the Fire Safety Policy and the management of fire safety within each Department.
- 4.** The responsibilities set out in this document are to ensure that no activity is pursued without prior consideration of the safety aspects, and that an activity which cannot be carried out to an adequate safety standard should not be carried out.
- 5.** The Senior Leadership Team will provide the financial and physical resources necessary to ensure that Health & Safety is maintained. All managers who are budget holders are responsible for ensuring that there are resources allocated for Health & Safety matters.

6. Health & Safety is an important part of the duties of all members of staff. In particular, any member of staff who is in charge of students, visitors or fellow staff members is responsible for the Health & Safety of those people. Those with such positions of responsibility must help encourage a commitment to Health & Safety, and encourage everyone, staff and students, to adhere to good safety practice.

7. Health & Safety depends on all staff working together as a team. The Academy expects staff and students to recognise that they have a clear duty to:

- i. take care for the Health & Safety of themselves and others;
- ii. co-operate fully with Health & Safety arrangements made by the Academy.

Senior Responsibility for Health & Safety

8. It is the responsibility of the Governing Body to ensure that Health & Safety statutory duties are being met and appropriate standards applied. It is essential therefore, that Health & Safety is managed as an integral part of corporate governance. The Governing Body must ensure that it receives sufficient information on the status of Academy Health & Safety management systems to satisfy itself that all statutory requirements are being met.

9. The Governors will monitor the Health & Safety management system on an ongoing basis and conduct a structured review annually to ensure the system's continued suitability, adequacy and effectiveness. This monitoring and review regime will ensure that the necessary information is collected to allow the process to be carried out. The policy document will be reviewed, an inspection tour of site and buildings will be made, a fire drill attended and a summary report presented to a meeting of full governors.

- i. this review shall be documented;
- ii. the monitoring and review regime will address the possible need for changes to policy, objectives and other elements of the Health & Safety management system, in the light of Health & Safety management system audit results, changing circumstances and the commitment to continual improvement;
- iii. the Governors will review the operation of the Health & Safety management system to assess whether it is being fully implemented and remains suitable for achieving the school's stated Health & Safety policy and objectives;
- iv. the review should also consider whether the policy continues to be appropriate. It should establish new or updated objectives for continual improvement, appropriate to the coming period, and consider whether changes are needed to any elements of the Health & Safety management system;
- v. typical information may include the following items:
 - a. accident statistics;
 - b. results of internal and external H&S management system audits;
 - c. corrective actions carried out to the system since the previous review;
 - d. reports of incidents, accidents and emergencies (actual or exercises);
 - e. report from the management appointee on the overall performance of the system;
 - f. reports from individual line managers on the effectiveness of the system locally;
 - g. reports of hazard identification, risk assessment and risk control processes;
 - h. audit of Risk Assessment library;

- i. record of Health & Safety training.
- vi. The review may address the following issues:
- a. suitability of current H&S policy;
 - b. setting or updating of H&S objectives for continual improvement in the forthcoming period;
 - c. adequacy of current hazard identification, risk assessment and risk control processes;
 - d. current levels of risk and the effectiveness of existing control measures;
 - e. adequacy of resources (financial, personnel, material); the effectiveness of the H&S inspection process;
 - f. the effectiveness of the hazard reporting process;
 - g. data relating to accidents and incidents that have occurred;
 - h. recorded instances of procedures not being effective;
 - i. results of internal and external H&S management system audits carried out since the previous review and their effectiveness;
 - j. the state of preparedness for emergency, including planned exercises;
 - k. improvements to the H&S management system (e.g. new initiatives to be introduced or expansion of existing initiatives);
 - l. output of any investigations into accidents and incidents;
 - m. an assessment of the effects of foreseeable changes to legislation or technology;
 - n. records and effectiveness of H & S training.

10. The overall and ultimate responsibility for operational Health & Safety at Queen Elizabeth Grammar School is that of the Headteacher. The Headteacher is responsible to the Governing Body for putting into effect and enhancing the Academy's operational policies such as that of Health & Safety. The Headteacher is responsible for achieving the objectives of this policy and amongst other things, the Headteacher's responsibility is to ensure:

- i. that managers know and undertake their individual responsibilities regarding Health & Safety; and
- ii. that the requirements of Health & Safety legislation and Academy policy are met.

11. The Headteacher is responsible for the general oversight and development of Health & Safety policy and for ensuring co-ordination of such policies and practice across the Academy. The Headteacher has responsibility for ensuring that the arrangements made by departments to manage Health & Safety in accordance with Academy policy are effective. The Headteacher has management responsibility for the School Business Manager. Together, they oversee Health & Safety compliance and provide an advisory role to those with Health & Safety responsibilities. They will also draw upon the advice and training facilities of a specialist Health & Safety consultant as and when the need arises.

The Management of Health & Safety

12. Overall legal responsibility for ensuring the safety of staff, students and others who may be affected by departmental activities resides with the allocated Senior Leadership Team (SLT) member. The SLT members should satisfy themselves that the departments within their area of responsibility have suitable and sufficient arrangements in place to meet all statutory requirements.

13. Heads of Department (HOD) have responsibility for Health & Safety in their department. HODs, as budget holders are responsible for ensuring Health & Safety so far as reasonably practicable but these responsibilities may in part be delegated to a Safety Coordinator. The extent of delegation may vary and should be established locally but HODs cannot delegate their overall responsibility and must ensure that proper arrangements are in place.

14. For all support departments, the School Business Manager has overall legal responsibility for ensuring the safety of staff, students and others who may be affected by a department's activities. All managers of support departments ("Managers") as budget holders are responsible for ensuring Health & Safety so far as reasonably practicable. The managers have the main responsibility for Health & Safety across their department, but these responsibilities may in part be delegated to a Safety Coordinator. The extent of delegation may vary and should be established locally but Managers cannot delegate their overall responsibility and must ensure that proper arrangements are in place.

15. HODs and Managers are responsible for the adoption of the Academy Policy within their area of control. It is acknowledged that some aspects of this policy are more relevant in practical subjects than others. In other subject areas, the HOD is not expected to comply with all points, but those which are specific to their department. There must be evidence of a responsible and proportionate approach to H&S in all departments. Where relevant, the HOD/Manager must demonstrate visible commitment by acting in the following way:

- i. produce a departmental Health & Safety Policy which sets out the local organisation and arrangements to meet all statutory and Academy policy requirements;
- ii. establish a Health & Safety standing item on the agenda for each departmental meeting;
- iii. ensure that procedures for producing suitable and sufficient risk assessments are properly integrated into every department's management systems;
- iv. ensure that Health & Safety training needs are identified and that suitable training is provided;
- v. allocate the necessary resources, both in terms of time and financial resources, to staff with Health & Safety as part of their role;
- vi. bring to the attention of their Senior Leadership Team member any Health & Safety matter that cannot be dealt with at department level;
- vii. accept their own responsibility for Health & Safety, and encourage colleagues to do the same;
- viii. implement the local Health & Safety policy based on institutional requirements and their own assessment of the risks inherent in the work of their department;
- ix. ensure that risks to Health & Safety are assessed and regularly reviewed to a reasonable and consistent standard and that appropriate control measures and safe systems of work are used. Risks should be assessed in writing using the Academy pro forma wherever possible and should be communicated to all of those who are involved in the activity. A copy of all risk assessments should be sent to the Headteacher;
- x. for academic departments, ensure their staff provide appropriate supervision of students, based on risk assessment;
- xi. ensure that the Health & Safety of staff, students and the general public are not adversely affected by the activities of their department, and that adequate resources are provided to achieve this;

- xii. provide the necessary information, instruction and training to enable staff to perform their job in a safe manner;
- xiii. for academic departments, make Health & Safety training a core element of departmental teaching at all levels and that safety training needs are identified. Where appropriate and necessary, staff and students must be trained in safe practices relevant to their work; basic Health & Safety induction is given to new starters in their first week; and in practical departments a Health & Safety training record is kept;
- xiv. put in place a system to ensure that all new staff and students with practical projects do not start practical work, fieldwork or a placement until a risk assessment has been carried out for the work they are about to start;
- xv. ensure that hazards and defects outside the control of the department are reported to their Senior Leadership Team member or to whoever is responsible for removing the hazard;
- xvi. ensure that all hazardous substances are assessed in accordance with the Control of Substances Hazardous to Health Regulations, and are stored, used and disposed of in a safe manner;
- xvii. put in place arrangements for ensuring that all accidents are reported using the Academy Accident Report Form process. Ensure that all incidents/near misses where injury or damage might have occurred, are investigated with the aim of preventing recurrence and are reported to their Senior Leadership Team member;
- xviii. activities of the department and Health & Safety arrangements should be monitored, and areas occupied by the department should be inspected formally at intervals not greater than six months;
- xix. ensure that any H&S matter brought to their attention is given prompt and appropriate attention;
- xx. provide as appropriate, correct personal protective clothing to all persons under their control;
- xxi. ensure that machinery and equipment is safe and, where appropriate, any necessary safety appliances are used. The electrical safety of portable appliances must be checked regularly in line with any relevant recommendations;
- xxii. abide by the Academy's Fire Safety Policy and ensure that all proper fire precautions are observed;
- xxiii. have in place suitable deputising arrangements to ensure that safety responsibilities are fulfilled when individuals are absent;
- xxiv. take personal action to suspend or stop any activity that is dangerous or not carried out within Academy Policy;
- xxv. so far as it is reasonably practicable, ensure all contractors engaged by the department are adequately supervised and conduct their work in accordance with:
 - the specified terms of contract
 - agreed method statements and risk assessments
 - statutory regulations and Academy policy
- xxvi. actively monitor Health & Safety performance by receiving regular updates on departmental Health & Safety related occupational ill-health issues/accidents/incidents and Health & Safety inspections/ investigations;
- xxvii. bring to the Senior Leadership Team's attention any breach of statutory requirements which cannot be dealt with effectively at departmental level.

16. In multiple occupancy buildings, areas not under the control of individual departments (i.e. common user areas) are the joint responsibility of the HOD occupying the

building together with the School Business Manager who carry out periodic inspections of the buildings.

17. All supervisory staff will:

- i. be fully familiar with the Academy and Departmental Health & Safety Policy and understand and apply it within all areas of their responsibility;
- ii. ensure staff are trained to enable them to carry out suitable and sufficient risk assessments, where required;
- iii. ensure that their staff operate in accordance with the Academy and departmental health & Safety Policy, as relevant to their work;
- iv. ensure that they and their staff are trained in the principles, operations and emergency procedures necessary for Health & Safety;
- v. ensure the competence and training of their appointees to allotted tasks;
- vi. ensure that safe working practices within a safe working environment are used by all staff.

Safety and the Individual

18. Safety cannot be guaranteed unless each individual student and member of staff is prepared to share this responsibility and do everything in their power to prevent injury to themselves and others.

19. In particular, it is the duty of all employees to:

- i. make themselves familiar with the Health & Safety Policies of the Academy and of the departments in which they are employed, and shall be fully familiar with sections of these policies which directly affect their particular activities;
- ii. use safe working procedures at all times;
- iii. use protective equipment on all necessary occasions;
- iv. report accidents and potentially dangerous incidents to the Head of Department, Managers or Safety Coordinator and co-operate fully in investigations which are carried out to prevent recurrence;
- v. report unsafe or unhealthy working conditions to their Manager or HOD;
- vi. accept individual responsibility to take all reasonable care for the Health & Safety of themselves and of any other person who may be affected by their acts or omissions;
- vii. co-operate with the Academy so far as is necessary to enable it to comply with its legal duties;
- viii. undertake as required all Health & Safety training which is deemed necessary by their HOD/Manager to secure the health, safety and welfare of their fellow employees or anyone else affected by their actions while at work;
- ix. not intentionally or recklessly, interfere with or misuse anything provided by the Academy in the interests of health, safety or welfare;
- x. conform to all instructions, written and oral, given to ensure their personal safety and the safety of others; and
- xi. maintain tools and equipment in good condition, reporting any defects to their manager/HOD;
- xii. exercise effective supervision of students and to know the emergency procedures in respect of fire, first aid and other emergencies, and to carry them out;
- xiii. give clear oral and written instructions and warning to students as often as necessary;

- xiv. avoid introducing personal items of equipment (electrical or mechanical) into the Academy without prior authorisation from the Head of Department;
- xv. contribute towards the supervision of students through: break-time supervision – staff are allocated on a rota basis to supervise each building; end of school – staff are allocated on a rota basis to supervise students waiting for buses and those using the Pelican crossing; after school - the Library is open Mondays to Thursdays until 6 pm as a 'safe place to be';
- xvi. follow the procedures in place for all off-site activities submitting the necessary documentation through the Local Authority's online EVOLVE process after seeking approval of the Assistant Head (EVC) who ensures all appropriate risk assessments have been carried out and that staff competencies and adult-pupil ratios are acceptable.

Students

20. All students shall at all times, whilst they are on Academy premises or taking part in Academy activities follow this Health & Safety Policy and comply with any Health & Safety instructions given to them.

21. Students shall:

- i. not, without the consent of the member of staff in charge of the areas or activity, introduce any equipment for use on Academy premises, alter any fixed installations, alter or remove Health & Safety notices or equipment, or otherwise take any action which may create hazards for persons using the premises or employees of the Academy;
- ii. at all times, whilst on Academy property, comply with all fire, safety and security procedures as laid down in the conditions of residence;
- iii. not, intentionally or recklessly, interfere with or misuse anything provided by the Academy in the interests of health, safety or welfare;
- iv. conform to all instructions, written and oral, given to ensure personal safety and the safety of others;
- v. use protective or specialist clothing as required and shall use all safety equipment available;
- vi. report any equipment defects to their supervisor or the member of staff in charge of the activity or facility; and
- vii. report all accidents/incidents, whether or not injury is sustained, to their supervisor or the member of staff in charge of the activity or facility;
- viii. not be allowed to be on site out of school hours, weekends or school holidays unless supervised by a member of staff.

Visitors

22. Any member of staff bringing a visitor onto Academy premises (i.e. somebody who is not employed by the Academy) be they a consultant, a guest, a delegate, or else, it is the responsibility of the most senior employee who has invited the visitor to the Academy ("the Responsible Employee") to make sure that the visitor is made aware of the applicable Academy Health & Safety Policies. It is also the Responsible Employee's duty to ensure, so far as it is reasonably practicable, the Health & Safety of the visitors under their control. The above instructions applicable to students (as set out in paragraphs 21 and 22) are equally applicable to all visitors and Responsible Employees should make visitors aware of this.

Ensuring Implementation of Academy Health & Safety Policy

23. The Headteacher acting via the School Business Manager is responsible for the coordination of safety matters throughout the Academy and responsible for advising members of the Academy and members of the Governing Body on any matters regarding Health & Safety. This responsibility includes:

- i. devising and producing health & safety related policy documents;
- ii. auditing compliance with the Academy Health & Safety Policy;
- iii. acting as the point of contact for any Health & Safety related advice for senior management;
- iv. liaising with relevant statutory bodies on matters regarding health and safety and fire safety;
- v. reviewing all applicable legislation and codes of practice and advising on the implementation of any regulations regarding Health & Safety which may affect the Academy;
- vii. providing information to staff on relevant changes in Health & Safety regulations and statutory requirements;
- viii. carrying out investigations into serious accidents and dangerous occurrences;
- ix. preparing reports as required for the relevant authorities (internal and external) in the event of a legally reportable accident or other incident. Maintaining a database of all accidents occurring at the Academy. Preparing reports on accidents and incidents for the Health & Safety Committee;
- x. advising on, and where necessary, implement training for Academy staff on Health & Safety matters.

24. The School Business Manager acting via the Headteacher is responsible for providing and maintaining fixed assets that are “fit for purpose” and conform to legal requirements. Health & Safety responsibilities include:

- i. implementing effective operational safety policies;
- ii. ensuring that the management of assets and systems complies with Health & Safety requirements;
- iii. working with the Headteacher (as responsible person under the Regulatory Reform (Fire Safety) Order 2005) to ensure fire safety across the Academy;
- iv. validating proposed changes to assets, operating practices or modifications to maintenance regimes;
- v. ensuring Health & Safety requirements are met for all contracts and projects;
- vi. planning safe access and egress;
- vii. assuring appointed contractors are competent and have management systems for effective control of Health & Safety;
- viii. assuring implementation and application of Health & Safety policies across Finance and Facilities;
- ix. conducting general campus inspections identifying any Health & Safety facilities related issues; and
- x. monitoring and reviewing the effectiveness of Health & Safety management systems that impact upon the Finance and Facilities responsibilities.

25. Finance and Facilities play an important role in Health & Safety at the Academy. The Site Manager will, so far as is reasonably practicable:

- i. ensure the security of buildings including keys, locking up procedures and intruder

- alarms;
- ii. manage the Health & Safety aspects of the security of the Academy grounds including car parking and traffic control;
- iii. manage the Health & Safety aspects in the use of the closed circuit television system;
- iv. manage the Health & Safety aspects of the collection and disposal of Academy waste;
- v. manage the Health & Safety aspects of the movement of furnishings and packages as required by the Academy; and
- vi. manage any emergency evacuations following the agreed written procedure and being the initial main communication with the Fire Service.

26. Union Health & Safety Representatives

The Governors and Headteacher recognise the role of Health & Safety Representatives appointed by a recognised Staff Association or Trade Union. Health & Safety Representatives will be allowed reasonable opportunities to investigate relevant incidents, accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time limits. They are also entitled to certain information, for example, about accidents, and to paid time off to train for and carry out their Health & Safety functions. They are not part of the management structure (unless officially invited to be so) and are not carrying out the duties on behalf of the Headteacher or Governors.

- 27.** The Governing Body is informed of all relevant Health & Safety matters via the Health & Safety Committee. The terms of reference for this committee are set out in Appendix A.

Appendix A

HEALTH & SAFETY COMMITTEE

Terms of Reference

1. To develop and monitor the implementation of the Academy's Health & Safety Policy and the associated procedures and codes of practice.
2. To keep under review the Academy's compliance with Health & Safety legislation.
3. To monitor trends in accidents and dangerous occurrences and to consider their implications for the Academy against national benchmarks.
4. To ensure that the recommendations of inspections and audits carried out by the School Business Manager, an external auditor, the Health & Safety Executive (HSE) and other regulatory authorities are implemented.
5. To receive annual safety reports from the Academy's departments.
6. To promote cooperation between Academy staff and students in instigating, developing and carrying out measures to ensure Health & Safety at work.
7. To meet termly and provide an annual report to Governing Body.

Membership

Chair – Headteacher

A Governor representative

The School Business Manager

The Head of Sixth Form

A Union representative

The Site Manager

Rotating Head of Department from Heads of PE, DT, Science and Art

Head's PA to act as secretary