

Health & Safety Policy

October 2019

This Policy was adopted and ratified by the Full Governing Body of Royal Grammar School, High Wycombe at the meeting held on 4 December 2019

Signed  Dated 6/12/19
Chair of Governors

Signed  Dated 6/12/19
Headmaster

Introduction	
1.0 School Profile	
1.4 Introduction to Health & Safety management system	
Chapter 1: Policy and Commitment	
2.0 Health & Safety Policy - Statement of Intent	
3.0 Organisation (People and Their Duties)	
3.2 Organisation Chart	
3.4 Governing Body	
3.5 Headmaster	
3.6 Employees	
3.7 Staff with special responsibilities	
3.8 Special obligations of teachers	
3.9 Students	
3.10 Contractors	
3.11 Visitors and other users of the Premises	
3.12 Lettings	
4.0 Arrangements the Headmaster Needs to Ensure are in place	
4.1 Premises/Site/Workplace/Office etc.	
4.2 Risk Management and Completing Risk Assessments	
4.3 Accident/Incident Reporting	
4.4 First Aid and it's Provision in the School	
4.5 Fire and Emergency Procedures	
4.6 Substances Hazardous to Health and COSHH Assessments	
4.7 Security of Persons and Premises	
4.8 Safety in Kitchens	
4.9 Contractors and CDM Regulations	
4.10 The Safe use of Pesticides	
4.11 Asbestos	
4.12 Electricity at School	
4.13 Equipment and Machinery	
4.14 Storage of Flammable Liquids	
4.15 Safety Signs	
4.16 Swimming Pool	

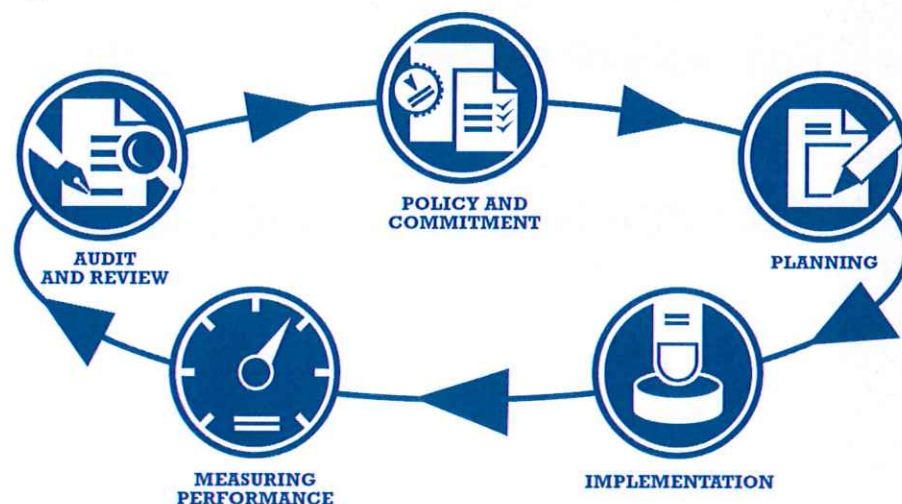
4.17	Sports Facilities and Activities	
4.18	Manual Handling and Lifting	
4.19	Use of Display Screen Equipment (DSE).	
4.20	Safe use of Vehicles	
4.21	Access Equipment and Working at Heights	
4.22	Good House Keeping	
4.23	Communication	
4.24	Training	
Chapter 2: Planning and Implementation		
5.0	Introduction	
6.0	Planning to Achieve Performance	
7.0	Risk Management	
8.0	Environment and Safety Risk Assessments and their Management	
9.0	Objectives and Targets	
10.0	Actions Plans and Tasks	
Chapter 3: Measuring Performance		
11.0	Measuring Performance	
12.0	Active Monitoring	
13.0	Reactive Monitoring	
Chapter 4: Audit and Review		
14.0	Audit	
15.0	Review	
Chapter 5: Glossary		
	Glossary	

1.0 SCHOOL PROFILE

- 1.1 The Royal Grammar School is an Academy Trust school and takes boys from 11 to 19 years of age.
- 1.2 There are approximately 1,400 students with 70 boarding.
- 1.3 The school's appropriate authority is the Governing Body.

1.4 INTRODUCTION TO HEALTH & SAFETY MANAGEMENT SYSTEM

- 1.5 Our Health & Safety Management System (SMS) is designed to:
 - Promote continuous improvement in the way the school manages safety.
 - Fit into the overall management of the school.
 - Include the school structure, planning activities, practices, procedures, and resources for developing, implementing, reviewing and maintaining safety, health and welfare.
- 1.6 The SMS sets out the issues to be addressed and is a tool to develop improvement programmes and self-audits or assessments. It is based on a document produced by the Health & Safety Executive (HSE), How to Successfully Manage Health & Safety, HSG (65).
- 1.7 There are five key steps to achieving a successful SMS. These are shown in Figure 1 below.



- 1.8 To facilitate easy referencing, the management system and therefore this policy document has been divided into several chapters as follows:
- | | |
|-----------|---|
| Chapter 1 | - Policy and Commitment which includes the Statement of Intent and organisation |
| Chapter 2 | - Planning and Implementing |
| Chapter 3 | - Measuring Performance |
| Chapter 4 | - Audit and Review |
| Chapter 5 | - Glossary |
- 1.9 This policy was submitted to SafetyMark in response to the Health & Safety audit that they carried out in 2019
- 1.10 This policy has been reviewed and approved by the RGS Health & Safety Committee the Estate & Technology Committee and the Full Governing Body

Chapter 1: Policy and Commitment

2.0 STATEMENT OF INTENT

2.1 This is a Statement of Organisation and Arrangements for the Royal Grammar School. In accordance with the Health & Safety at Work etc Act 1974, it is the policy of the Governors to ensure, so far as is reasonably practicable, the safety, health and welfare at work of all staff and to protect non-employees such as students, visitors, contractors and other persons at the School from injury and ill health arising from any work activity. The successful implementation of this policy requires the full support and active co-operation of all staff, contractors and students of the School.

2.2 The School will, so far as is reasonably practicable:

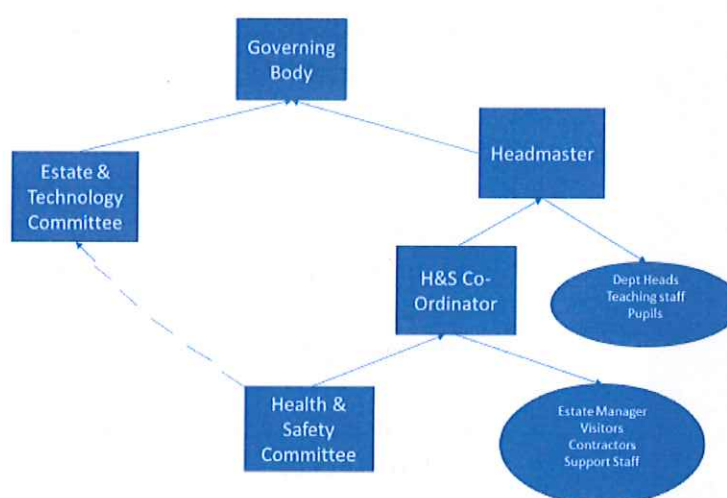
- Ensure that adequate resources are made available to ensure the effective implementation of this Policy and to ensure the Health & Safety of staff and others affected by the School's activities
- Ensure that advice is sought from competent persons on legal requirements for Health & Safety and on current best practice
- Ensure that suitable and sufficient assessments are undertaken and recorded of all significant Health & Safety risks to staff, visitors and other third parties and that any control measures adopted are selected using the hierarchical approach to risk control required by the Management of Health & Safety at Work Regulations as set out in Chapter 2 section 8
- Provide and maintain plant and systems of work that are safe and without risks to health
- Make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances
- Maintain any place of work under its control in a condition that is safe and without risks to health
- Provide and maintain a working environment for its employees and visitors that is safe, without risks to health, and adequate as regards facilities and arrangements for staff welfare at work
- Provide such information, instruction, training and supervision as is necessary to ensure the Health & Safety at work of its employees and governors, including temporary staff and visitors, and information on risks for visitors and employees of other organisations who are working on school premises
- Provide for the use of its employees, such personal protective equipment as is necessary to ensure their Health & Safety at work
- Give special consideration to employees or visitors with disabilities or language difficulties that may affect their awareness and/or understanding of Health & Safety information
- Make arrangements for the provision of a suitable occupational health service for staff

- Monitor Health & Safety performance to verify that the School's Health & Safety Policy is being implemented and Health & Safety standards are being maintained and progressively improved
 - Develop and maintain a positive and proactive Health & Safety culture.
- 2.3 The School will ensure that adequate mechanisms are in place to effectively consult with employees and their representatives on Health & Safety matters.
- 2.4 The School recognises Health & Safety as an integral element of its organisation, and it will be given equal status alongside other management functions.
- 2.5 The School will ensure that appropriate systems are developed and maintained for the effective communication to staff and students of Health & Safety matters.
- 2.6 The School is committed to continuous improvement in Health & Safety performance and to this end will develop a Health & Safety Action Plan identifying key targets and areas for improvement in Health & Safety management and risk control. Progress with this plan will be monitored regularly by the Health & Safety Committee and the Governing Body.
- 2.7 All contractors and consultants working for the School are required to comply with this Policy.
- 2.8 The School will ensure that procedures are established for appointing and monitoring the competency of contractors.
- 2.9 The School will review this Policy Statement at least annually;
- 2.10 The School will ensure that this Policy is effectively communicated to all staff.
- 2.11 The Governors are committed to playing an active role in the implementation of this occupational safety and health policy and undertake to review and revise it in light of changes in legislation, experience and other relevant developments.
- 2.12 Failure on the part of any School employee, irrespective of their position, to comply with this Policy, including any safe system of work, may render that employee liable to disciplinary action and could result in criminal/civil proceedings.

3.0 ORGANISATIONAL RESPONSIBILITIES FOR HEALTH & SAFETY

3.1 Health & Safety Management of schools requires school staff and the Governing Body to work together to that ensure health, safety and wellbeing objectives are achieved.

3.2 Organisation Chart



3.3 Safety and health is everyone's responsibility. The above chart reflects a whole school approach to the promotion and development of safety and health in schools. Below are those with special responsibilities and their responsibilities under this Policy.

3.4 **The Governing Body.** The Governing Body is ultimately responsible for the oversight of Health and Safety in the School. Specific responsibility for this oversight is delegated to the Estates & Technology Committee, a sub-committee of the Board of Governors which includes in its membership the Headmaster and a specifically appointed Health & Safety Governor. The Estates & Technology Committee meets at least once per term and reports its minutes to the Meetings of the Board of Governors. The Estates and Technology Committee specifically reviews the activities of the Health and Safety Committee, which is the committee formed by Management of the School to oversee day to day Health & Safety in the School (see Section 3.5). The Health & Safety Governor also attends the Health & Safety Committee.

Through this governance structure and in consultation with the Headmaster, the Governors will:

- Ensure that suitable resources and strategic direction are available to discharge the School's Health & Safety responsibilities
- Identify and evaluate all risks relating to accidents, health and school sponsored activities.
- Identify and evaluate risk control in order to select the most appropriate means of minimising risk to staff, students and others.
- Monitor, via reports, the overall performance of the School's Health & Safety management systems.
- In particular the governing body undertakes to provide:
 - A safe place for staff and students to work, including a safe means of entry and exit
 - Plant, equipment and systems of work, which are safe.
 - Safe arrangements for the handling, storage and transport of substances
 - Safe and healthy working conditions which take account of all appropriate:
 - Statutory requirements
 - Codes of practice whether statutory or advisory
 - Guidance whether statutory or advisory.
 - Supervision, training and instruction so that all staff and students can perform their school-related activities in a healthy and safe manner
 - Health & Safety training to staff appropriate to their duties and responsibilities mindful of the financial resources available
 - Training to students as is appropriate to the school-related activities in which they are involved
 - Necessary safety and protective equipment and clothing together with accompanying guidance/instruction.

3.5 The Headmaster. The day-to-day responsibility for all School health, safety and welfare organisation and activity rests with the Headmaster, who will:

- Implement the requirements of this Policy and ensure compliance with all Health & Safety legislation within the School
- Demonstrate a personal commitment to Health & Safety by providing visible and active leadership and by example
- Ensure a positive Health & Safety culture is evident and that a proactive approach to Health & Safety management is adopted within the School
- Ensure all School decisions (including new projects, procurement decisions, contractor selection, office moves etc.) fully take into account Health & Safety considerations and that Health & Safety risks are considered at an early stage during project design and planning
- Ensure that School employees recognise Health & Safety as an integral element of their work, and that Health & Safety is given equal status alongside other management functions

- Ensure the objectives and content of the Health & Safety Policy are fully understood by all and that all staff are made aware of their duties and responsibilities in line with the Policy
- Ensure that this Policy is brought to the attention of all employees
- Ensure that School health & safety policies or procedures are reviewed annually or when significant changes occur and that review outcomes are brought to the attention of all employees
- Ensure that Health & Safety is adequately resourced with both time and finances and that managers make adequate provision in their budgets for managing Health & Safety to assist them in achieving the standards laid down by Health & Safety legislation policies and performance standards
- Ensure that the job descriptions of Managers, Departmental Heads and Responsible Persons contain specific areas of responsibility for Health & Safety management relevant to their area and school function
- Ensure suitable persons are nominated to undertake key Health & Safety functions within the School such as risk assessors, (to carry out Display Screen Equipment, manual handling, hazardous substances, fire or other risk assessments), fire marshals, first aiders etc. and to ensure these individuals are adequately supported and suitably trained
- Ensure that within the School adequate provision is made for consultation with employees and appointed safety representatives, on Health & Safety matters and within good time. As a minimum, 'Health & Safety' should be included as a standing item at team/management meetings.

The Headmaster will appoint a suitable Health & Safety Co-Ordinator being a senior member of staff to chair the Health & Safety Committee and ensure the proper status and functioning of the Committee.

The Headmaster will bring to the attention of the governing body any significant Health & Safety issues, will involve the governors in any policy matters and bring to their attention Health & Safety guidance received from enforcement authorities.

3.6 Employees. All School employees are directly responsible for:

- Taking reasonable care for the Health & Safety of themselves and of other persons who may be affected by their acts and/or omissions
- Co-operating fully with their manager or responsible person on all matters pertaining to their Health & Safety at work
- Not recklessly or intentionally interfere with or misuse any equipment, safety devices etc. that has been provided in the interest of their Health & Safety at work
- Reporting promptly, in the first instance to their manager or responsible person, any accidents, injury or significant near misses. Such records are maintained by Matron and certain departmental heads

- Reporting to the relevant manager, any defect, hazard, damage or unsafe practices or other items that could give rise to an unsafe place of work or cause injury or ill health to others
- Wearing any protective clothing or equipment and using any safety devices that have been provided for their Health & Safety while at work
- Observing safety rules complying with codes of practice and adhering to safe working procedures at all times
- Acquainting themselves with, and complying with, the procedure to follow in case of a fire or other emergency
- Attending Health & Safety training as directed and undertaking their work activities in accordance with any Health & Safety training provided to them
- Attending local Health & Safety and safety induction on their first day of employment
- Wearing any authorisation badge/identity card that is issued to them, so that the authorisation badge/identity card is readily visible whilst on school premises.

3.7 Staff with Special Responsibility.

The following staff have special responsibility:

- Health & Safety Co-Ordinator (Finance & Resources Director)
- Estate & Facilities Manager
- Departmental Heads
- Union Safety Representatives

These job-holders will be responsible for:

- The local arrangements to ensure the effective control of risks within the specific areas under their control (Estates & Facilities Manager and Departmental Heads)
- The local arrangements for the purchase, inspection and maintenance of equipment and its specification (Estates & Facilities Manager and Departmental Heads)
- The coordination of the School's Health & Safety policy in their own department or area of work and the School more generally, being directly responsible to the Headmaster and governors for the application of the Health & Safety procedures and arrangements (Health & Safety Co-Ordinator, Estates & Facilities Manager and Departmental Heads)
- Establishing and maintaining safe working practices including arrangements for ensuring, as far as is reasonably practicable, the absence of risks to Health & Safety in connection with the use, handling, storage and transport of articles and substances, e.g. chemicals, hot water, sharp tools, etc (Estates & Facilities Manager and Departmental Heads)
- Resolving health, safety and welfare problems referred to them by members of staff or referring to the Headmaster or line manager any

problems they are unable to resolve within the resources available to them (Estates & Facilities Manager and Departmental Heads)

- Ensuring that risk assessments are carried out when necessary and on a regular basis within the overall programme for the School, on the activities and equipment for which they are responsible (Estates & Facilities Manager and Departmental Heads)
- Ensuring, as far as is reasonably practicable, that sufficient information, instruction, training and supervision is provided to enable employees and students to avoid hazards and to contribute positively to their own Health & Safety (Estates & Facilities Manager and Departmental Heads)
- Obtaining relevant advice and guidance on Health & Safety matters where required (Estates & Facilities Manager and Departmental Heads)
- The Health & Safety Co-Ordinator is responsible for ensuring the regular testing of emergency procedures as set out in section 4.5
- The Estate & Facilities Manager is responsible for ensuring that contractors and visitors meet the requirements as set out in sections 3.10 and 3.11

3.8 Special Obligations of Teachers

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

- Raise any Health & Safety concerns outside their control related to their class area with their immediate line manager
- Exercise effective supervision of students and know the emergency procedures in respect of fire, first aid and other emergencies, and to carry them out
- Know the particular Health & Safety measures to be adopted in their own teaching areas and to ensure that they are applied
- Detail safe methods and controls to be followed in their written lesson plans where applicable
- Set a good example by following safe working procedures personally
- Ensure the use of protective clothing and guards where necessary
- Avoid introducing any personal items of equipment or substances that may cause unacceptable risk in their use
- Incorporate safety education in curriculum planning.

3.9 Students

Students will be reminded that they are expected to:

- Exercise personal responsibility for the Health & Safety of themselves and others
- Observe all the Health & Safety rules of the school and, in particular, the instructions of staff given in an emergency
- Use and not wilfully misuse, neglect or interfere with anything provided for their Health & Safety.
- Raise any specific issues or areas of concern about Health & Safety via the VLE

All students and parents will be made aware of the contents of this section of the policy through the posting of this policy on the School's website

3.10 Contractors

- All contractors under local control will be appropriately selected and competent in terms of Health & Safety
- Contractors must be made aware of and abide by the school's Health & Safety policy and not endanger students, staff or other visitors to the site
- The Estate & Facilities Manager will be responsible for the coordination of contractors' activities on site
- The Headmaster must ensure that any temporary rules, such as exclusion from parts of the premises e.g due to contractor activity, are made known to all staff, students and students and visitors to the premises

- All contractors must report to the Estate & Facilities Manager before any work takes place and prior to each working session. The Estate & Facilities Manager should then inform the contractor of any conditions which may affect his safety and that of others.

3.11 Visitors and Other Users of the Premises

- The Health & Safety at Work Act etc 1974, Management of Health & Safety at Work Regulations 1999, and Occupiers Liability Act 1984, apply to all visitors to School premises / workplaces
- All visitors must comply with the School's Health & Safety Policy and procedures
- Visitors are required to record their visit by signing the visitors' book on arrival and departure
- Visitors will be required to wear a 'visitors' identification badge and lanyard that is supplied on arrival
- Where reasonably practicable, visitors will be accompanied at all times by a responsible employee
- Should a fire/emergency occur or the fire alarm activated whilst visitors are on School premises, the person who is accompanying the visitors will take him/her to the fire assembly point
- Should an incident/accident occur involving a visitor this must be reported using the Accident/Incident Reporting Form, and an investigation undertaken as soon as possible by the relevant Responsible Person
- If the incident is of a serious nature or fatal the Headmaster and the Health & Safety Executive (via the Health & Safety Co-Ordinator) must be contacted immediately
- Where applicable, adequate consideration must be given to visitors, contractors and members of the public in risk assessments including the provision of suitable and sufficient control measures
- Persons 'hosting' visitors must ensure:
 - Visitors are alerted to the School's fire evacuation procedures
 - Visitors adhere to the School's 'No Smoking' Policy
 - Visitors park their vehicles in such a way so as not to obstruct fire escape routes, roads, access or other vehicles
 - Visitors record their presence on the premises in the appropriate log book
 - Visitors are provided with and wear an identification badge and lanyard
 - Visitors are accompanied or authorised to enter the premises
 - Visitors remain within authorised areas and not enter any restricted area unless permission is granted and the person is accompanied
 - Visitors do not take anything with them from the premises, or bring anything onto the premises that may create a hazard or risk unless authorised
 - Visitors report all accidents, incidents and near misses to the host
 - Visitors wear protective clothing that is supplied, when necessary.

3.12 Lettings

- The Health & Safety Co-Ordinator, via the Lettings Manager, will ensure that the Hirer of the premises, for any event, is aware of his/her obligations under Health & Safety legislation and the school's Health & Safety policies where appropriate.

4.0 ARRANGEMENTS (SYSTEMS AND PROCEDURES)

It is the responsibility of the Health & Safety Co-Ordinator via the Estate & Facilities Manager and other relevant staff with specific responsibilities (e.g Matron) to ensure so far as is reasonably practicable that the following arrangements are suitable and sufficient, are maintained and that all staff and students are aware of the arrangements.

4.1 PREMISES/SITE/WORKPLACE/CLASSROOM/OFFICE etc.

- Adequate heating and lighting
- Cleanliness of all workplaces, good housekeeping, the removal of waste, storage of materials, books and files etc.
- Room dimensions and space
- Sanitary provisions (male/female, students and disabled toilet facilities).
- Condition of premises including floors etc
- Workstations/desks and seating, use of computers etc.
- Facilities and arrangements for:
 - Provision of a wholesome supply of drinking water
 - Canteens/Rest Place

4.2 RISK ASSESSMENT AND MANAGEMENT

- Health & Safety Executive Guidance on Risk Assessment
- Specific Guidance and Codes of Practices
- Health & Safety Information for activities e.g. off-site Activities
- Identification of all significant Hazards and Risks within workplaces and completion of the appropriate risk assessment forms.

4.3 ACCIDENT/INCIDENT REPORTING

- The provision and location of accident records
- Accident/incident report forms
- Policy and guidance on Accident/Incident Reporting
- Reporting under Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)

4.4 FIRST AID AND ITS PROVISION IN THE SCHOOL

- Designated First Aiders (names displayed)
- Identified location of First Aid Boxes
- The contents of First Aid Boxes are complete and up to date
- Training of First Aiders and/or Appointed Persons and ensuring that adequate numbers of first aiders or appointed persons are available.
- First Aid Room facilities
- Travelling First Aid Kits.