

HEALTH AND SAFETY
STATEMENT AND POLICY
QUINTIN KYNASTON SCHOOL

ORGANISATION
ARRANGEMENTS
MONITORING
AUDITING

REVIEWED: 3rd November 2008

HEALTH & SAFETY AT QUINTIN KYNASTON SCHOOL

This Statement of Policy is produced in respect of Quintin Kynaston School and forms the basis of future planning and implementation of health and safety matters within the school

1. STATEMENT

- 1.1 The Governing Body working in conjunction with the City of Westminster, information, procedures and codes of practice as identified in the Health and Safety Manual is responsible for setting out the overall policy insofar as the school is concerned.
- 1.2. The planning, and implementation of the policy is the direct responsibility of the Head teacher, ensuring that Managers, Teachers and Supervisors at all levels and all employees fulfil their duties to co-operate with it. Arrangements will also be made to bring it to the notice of all staff, including new employees and supply teachers.
- 1.3. The Governors recognise the need to consult staff on health and safety matters and to the need to consult individuals before allocating particular health and safety functions. This will be achieved by discussion through the schools safety committee procedure.
- 1.4. It is the Governors' policy to take all steps within their power to prevent personal injury, health hazards and damage to property. It is also the Governors' policy to extend this protection to pupils/students, contractors and members of the general public from foreseeable risks.
- 1.5. The Governors recognise their responsibility under the Health and Safety at Work etc Act so far as is reasonably practicable to:
 - (a) Provide plant, equipment and systems of work, which are safe and without risks to health.
 - (b) Make arrangements for ensuring so far as is reasonably practicable and without risks to health, the handling, storage and transportation of articles and substances.
 - (c) Provide adequate training information, instruction and supervision so far as is reasonably practicable to enable all staff employed in the school and pupils/students to perform their work safely and efficiently.

- (d) To promote the development and maintenance of sound safety, health and welfare practices.
- (e) To maintain the premises in a condition that is safe and without risks to health and the maintenance of access to and egress from the premises.
- (f) To provide and maintain a working environment that is so far as is reasonably practicable safe, without risks to health, and acceptable to all as regards welfare facilities for staff and pupils/students.
- (g) To ensure sufficient funds are available to provide as necessary protective clothing/equipment to all staff employed in the school, for the safe use of machinery, -equipment and substances.
- (h) Maintain a close interest in all health and safety matters insofar as they affect **activities** in the premises under the control of the school.

1.6 It is recognised by the Governors that the Local Education Authority is responsible for aspects of capital expenditure, central administration and subsequently professional advice and information in health and safety matters, any change in those responsibilities may involve the school seeking assistance from outside specialists/consultants.

1.7. The school Governors will require the Head teacher to present an annual management audit on Health and Safety matters in order to determine the strengths and weaknesses and to determine the way forward. This function may be delegated to the Facilities Manager.

Signed:

Chair of Governors:

Headteacher:

Date:

Date:

To Be Reviewed:

September 2009

2. ORGANISATION

- 2.1. The Governors recognise the need to identify organisational arrangements in the school for implementing, monitoring and controlling health and safety matters. The Governors must also ensure that the school budgets reflect the finance necessary to implement health and safety matters. A summary of the individual duties" including reporting arrangements and hence the organisation and accountability are as follows:

The Head teacher

- 2.2.1 The Head teacher is the key manager and is responsible and accountable to the Governors for implementing the school safety policy and for all matters relating to health, safety and welfare within the establishment
- 2.2.2 The day-to-day management of health and safety matters (NB **Duties not responsibility**) will be delegated to the Facilities Manager. In consequence of this, the day-to-day management of all items '2.2.3 - 2.2.13 is delegated to the Facilities Manager.
- 2.2.3 The Head must be aware of all contracts and/or third parties entering the school to undertake maintenance, service, or works contracts.
- When building or plant maintenance, work is carried out, by contractors it is the head's responsibility to ensure that the work is carried out in a safe manner.
- 2.2.4 The Governors will require the Head to ensure the schools safety policy is effectively implemented and understood at all levels. The policy must be regularly monitored, effectively controlled and revised as necessary.
- 2.2.5 The Head is responsible for ensuring that all new, amended or updated material regarding health and safety matters is brought to the attention of the relevant personnel immediately upon receipt
- 2.2.6 The Head must ensure that the agreed procedure for reporting all defects, hazards and problems regarding health and safety matters functions efficiently and effectively.
- 2.2.7 The Head will be a member of the school Health and Safety Committee, arranging meetings as necessary to resolve uncertain areas of responsibility, considering problems or recommendations and referrals to the Governing Body.

- 2.2.8 The Head will seek advice, when appropriate, from outside agencies that are able to offer expert opinions.
- 2.2.9 The Head shall have the right to stop what is considered unsafe practices, or the use of any plant tools equipment, machinery etc which equally he/she considers to be unsafe.
- 2.2.10 The Head shall make arrangements for improvement to premises and (with appropriate member of staff) plant, tools and equipment that are the establishment's responsibility.
- 2.2.11 The Head with the Safety Committee shall review from time to time:
- (a) The provision of First Aid in school
 - (b) Fire and evacuation procedures
- 2.2.12 The Head will monitor and inform the Governing Body that appropriate training has been or will be given to staff to enable them to fulfil their responsibilities. This must include new appointments and transfer of staff within the premises to other functions.
- 2.2.13 The Head will consult with accredited trade union representatives on all health, safety and welfare matters and co-operate with them in the execution of their duties.

2.3 The Facilities Manager

In addition: (to the delegated management on 2.2.3. - 2.2.13 (see 2.2.2.) the Facilities Manager is:

- 2.3.1 To be responsible for co-ordinating all contractual work and maintenance carried out on school premises. Coordinate with Heads of Department/Faculty and to ensure safety procedures and policy agreements are adhered to.
- 2.3.2 To ensure that strict procedures are laid down for building work such as roofing, excavation and drainage, alterations to building structures and renovations or remodelling schemes. (Where the contract falls within the control of the school.) In any case the Premises Manager has the right to halt any procedures or work that is considered dangerous to health.
- 2.3.3 To ensure good communication exists within the school adhering to principles as laid down in section Appendix 1.
- 2.3.4 Responsible for Health and Safety matters regarding "Grounds Maintenance Service Contracts".
- 2.3.5 To be responsible for overseeing a school "Building's Register" identifying known hazardous substances and materials (e.g. asbestos, lead, flammables etc).
- 2.3.6 To be responsible for overseeing and assisting in emergency procedures, business continuity, bomb warnings and evacuation of school premises.

- 2.3.7 To be responsible for ensuring that where showers have not been used for 2/3 days, flushing is carried out in accordance with details in the Health and Safety Manual. They should also be aware of the HSE Guideline HS (G) 70 "The Control of "Legionellosis" and of the need to carry out risk assessment of the premises.
- 2.3.8 To be responsible for ensuring competent person(s) or specialists are consulted as necessary; to instruct on health and safety matters. Areas of concern are likely to be technical issues, sampling, monitoring and auditing requirements.
- 2.3.9 To be responsible for ensuring that a property survey of the school buildings/premises is carried out and regular inspections are completed with defects reported accordingly.
- 2.3.10 Ensure he/she is familiar with the school's Safety Policy. That cleaning staff are equally aware of any implications of the policy as it affects their work activities (e.g. storage arrangements, materials, equipment, substances etc).
- 2.3.11 Under Section 6 of HSAW etc Act the Site Manager is responsible for ensuring that everything received from suppliers (for direct school maintenance use), machinery, equipment, substances etc is accompanied by adequate information and instruction prior to use. (NB: Use of Manufacturers' Data Sheets).
- 2.3.12 In the case of direct labour, responsible for ensuring that Staff under his/her control, are adequately informed, instructed and trained in using all such items before actual use.
- 2.3.13 Familiar with the relevant sections of the Health and Safety Manual and adhere to the procedures as described

2.4 Curriculum Leaders and Director

- 2.4.1 Curriculum Leaders and Directors are responsible and accountable to the Head for all matters relating to health, safety and welfare within their departments.
- 2.4.2 In the exercise of this responsibility Curriculum Leaders and Directors must ensure that:
- (i) All staff under their control receives instruction in their duties, regarding health and safety matters.
 - (ii) All staff under their control is adequately trained to carry out their duties efficiently and effectively.

This is extremely important for staff who operate, use or instruct in the use of plant, machinery, equipment or staff who use, handle and store hazardous substances/chemicals.

- (iii) Curriculum Leaders and Directors must be aware of regulations, codes of practice and guidance notes appropriate to their specialist areas.
 - (iv) Curriculum Leaders and Directors are responsible for producing their own departmental safety policy, defining safe working arrangements and bringing it to the attention of members of staff including new entrants, supply teachers etc.
 - (v) Curriculum Leaders and Directors are responsible for ensuring all statutory notices, placards, regulations and safety signs are displayed as appropriate to their workplace. This will include, arrangements for facilities such as first aid equipment, protective clothing/equipment, log books etc.
- 2.4.3 Under Section 6 of the Health and Safety at Work Act Curriculum Leaders and Directors are responsible for ensuring that everything received from suppliers - machinery, equipment, substances etc - is accompanied by adequate information and instruction prior to use (NB "Use of Manufacturers Data Sheets)
- 2.4.4 Curriculum Leaders and Directors must report to the Site Manager all problems, defects and hazards.
- 2.4.5 Curriculum Leaders and Directors must ensure that a copy of the Fire Drill regulations and assembly point are prominently displayed in all rooms and areas for which they are responsible.
- 2.4.6 Curriculum Leaders and Directors must carry out regular safety inspections of the department. Priorities must be given to plant, machinery, equipment, electrical appliances and risk assessments to include use of substances.

Curriculum Leaders and Directors will carry out regular risk assessments in their departments. The assessment must take into account not only substances used but also operational practices to include machinery, plant, equipment and methods of work.

- For appropriate risk assessments see the relevant Sections of the Health & Safety Manual!
- 2.4.7 Report and if appropriate, make recommendations to the Facilities Manager on any practices, premises, equipment etc, which give rise to risks to health and safety.

2.5. Teachers/Technicians

- 2.5.1 Teaching staff and Technicians are responsible and accountable to their *Curriculum* Leaders and Directors for the implementation of the school safety policy in the performance of their duties.
- 2.5.2 They must be familiar with the school's safety policy, the implications of that policy and equally any procedures, arrangements and practices relating to their department.
- 2.5.3 They must conform to responsibilities as laid down in their own departmental policy and safe working arrangements.
- 2.5.4 They must ensure that where conditions apply, all pupils or persons under their control receive instruction and are provided with on-the-job training to enable them to operate in a safe and efficient manner.
- 2.5.5 They must report to their Curriculum Leaders and Directors, using the agreed procedure, all problems, defects and hazards that are brought to their notice.
- 2.5.6 Supply Teachers must be made aware of the school Health and Safety Policy and of any special arrangements, procedures, relating to the work area before commencing work.

2.6 Site Manager

- 2.6.1 The Site Manager is responsible to the Facilities Manager for all matters relating to Health, Safety and welfare within the sphere of his / her duties
- 2.6.2 The Site Manager must ensure that he/she is familiar with the Safety Policy. That cleaning staff (contractual) are equally aware of any implications of the policy as it affects their work activities (e.g. storage arrangements, materials, equipment, substances etc).
- 2.6.3 The Site Manager must report to the Facilities Manager using the schools procedure when reporting defects and hazards that are brought to his / her notice.
- 2.6.4 Under Section 6 of HSAW etc Act the Site Manager is responsible for ensuring that everything received from suppliers (for direct school use), machinery, equipment, substances etc is accompanied by adequate information and instruction prior to use. (NB: Use of Manufacturers' Data Sheets).

2.7 Safety Representative(s)

The Safety Representative will be encouraged by the Head/Principal to fulfil his/her duties as well as being released for any appropriate training. The Facilities Manager will also consult regularly with the Safety Representative on health and safety matters.

- 2.7.1 He/she will be entitled to inspect the school in accordance with the agreed Trade Union procedures/agreement.
- 2.7.2 The timescales for such inspection, monitoring and auditing procedures will be defined and arranged through the school Safety Committee.
- 2.6.8 The Safety Representative has the right to receive any subsequent reports regarding accidents, injuries and any inspections carried out by the HSE or other authoritative bodies.

2.8 School Staff/Employees

- 2.8.1 All staff/employees must be made aware of what is expected of them and in particular in relation to the department in which they work. Departmental procedures and practices must be clearly defined, with adequate instruction and training provided as necessary.
- 2.8.2 All staff/employees have responsibilities under the Health and Safety at Work etc Act and are asked to report any possible hazards, defects to the Site Manager.

- 2.8.3 All staff employees will be given access to the school's health and safety statement and are asked to make themselves familiar with all documents relating to health and safety in the school. They should pay particular attention to sections of the Health and Safety Manual as it relates to their particular work activities.
- 2.8.4 Copies of the school health and safety statement and the Health and Safety Manual will be available at all times in the Facilities Manager's office.
- 2.8.5 Copies of the Health and Safety policy and / or manual will be issued to Contractors as required.

2.9 Role of Specialist Advisers

- 2.9.1 The Governors recognise there will be occasions when the school will require specialist advice.

3. ARRANGEMENTS

- 3.1 The Governors recognise that the way forward in achieving effective management of the school health and safety policy and the arrangements necessary to fulfil the obligation is through the school "Safety Committee".

The Safety Committee will include:
Facilities Manager
Trade Union Representative (s)
Safety Representative (s)

3.2 General Matters

3.2.1 Accident Reporting/Investigation

The reporting procedure will be in accordance with the policy as laid down in Section 6 of the Health and Safety Manual. This procedure must be brought to the attention of Heads of Department/Faculty. A copy should be attached to the departmental safety policy.

3.2.2 First Aid Provision

The arrangements for first aid in school/college will be in accordance with Section 1B of the Health and Safety Manual with first aid boxes located in HIGH RISK areas (e.g. Science, D&T, Sports and PE, Kitchens etc).

3.2.3 Fire Precautions

The arrangements for general fire safety will be in accordance with Section 9 of the Health and Safety Manual.

3.2.4 Housekeeping

Heads of Department/Faculty will make regular checks of their departments maintaining tidy work areas, adequate storage and cleaning arrangements that conform to requirements.

3.3 Training Arrangements

Training must always be viewed as a constant requirement, based on the ability to recognise who requires it and when. New employees/entrants and supply staff will require either a level of awareness relevant to their task or a more in-depth training programme.

New technology, legislation, regulations and standards are all factors that determine a fresh approach to training requirements and indeed a **re-training** programme for existing staff.

3.3.1 Various categories of training requirements in school can be defined as induction training, informative/ awareness training and specific "hands-on" training.

3.3.2 Induction Training

This will apply to new employees or transfer of employees to another department. They will need to be shown over the department, made aware of policies and procedures, fire precautions, first aid and welfare arrangements. (Within the first 2 weeks - by the relevant Curriculum Leader or Director)

3.3.3 Informative/Awareness Training

A more in-depth approach, in-house training, showing staff what they must and must not do. This is to include Fire awareness training on an annual basis. Providing supervision until they gain an understanding of what is required, making them aware of their tasks, providing written procedures and arrangements.

3.3.4 Specific Training

This is a "hands-on" training approach where it is recognised by the Governors that employees will require an accepted level of competence to perform their tasks.

- (i) D&T - Employers who have recourse to use, instruct and operate dangerous machinery/equipment, i.e. woodwork, metalwork, heat treatment, will be required to hold the relevant qualifications.
- (ii) Science, Microbiology - Employees will be required to have been trained in biological hazards and also in accordance with COSHH regulations 1994.
- (iii) First Aid - The school will have a total of Five (5) certificated in first aid.
- (iv) Fire Warden training is to be provided for delegated personnel

3.4 Statutory Requirements

3.4.1 COSHH (Control of Substances Hazardous to Health)

The Governors recognise the need for the school to carry out risk assessment of all areas in accordance with the regulations.

- 3.4.2 The Management of Health and Safety Regulations 1992 will make it a legal requirement to carry out risk assessments with other chemicals and even operations involving mechanical and electrical hazards. Curriculum Leaders and Directors (or appointed "assessor(s)" will be required to make provision for this in their departmental safety policy.
- 3.4.3 Working in conjunction with the school chemical register and the COSHH package. Heads of Department/Faculty will ensure assessments have been carried out and that further monitoring is in place as required. Review of practice and procedure must take place periodically in the department.
- 3.4.4 The Governors recognise that there will be occasions to refer to outside specialists for air monitoring and the checking of ventilation systems already installed for the removal of dusts, vapours, gases etc (e.g. fume cupboards, woodwork extraction, heat treatment, soldering etc).

Provision will be made to ensure this takes place every 12 months. A register, will be kept by the relevant Heads of Department/Faculty

3.5.1 Checking of Portable Electrical Equipment

- 3.5.1 The procedure to be adopted is as specified in Section 4 of the Health and Safety Manual.
- 3.5.2 All portable electrical equipment is to be checked periodically by a competent person. All documentation is held in the Facilities Managers Office.
- 3.5.3 Curriculum Leaders and Directors will be required to maintain a register of all equipment within their department as described in the **Health and Safety Manual**.

3.6 Plant Machinery/Equipment

3.6.1 The Governors recognise that initially it may be required to seek specialist advice in determining the safety requirements for:

- (i) Adequate and correct guarding of machinery
- (ii) General inspection of plant, equipment and machinery
- (iii) Storage and transportation of toxic substances, gases etc
- (iv) The disposal of toxic and other waste substances and materials

It is now recognised and reasonable to assume that schools should reserve a budget for health and safety training which will not conflict with funds for curriculum training.

3.6.2 Curriculum Leaders and Directors will be responsible for carrying out periodical checks within their department, using the text, checklists and information as provided in the **Health and Safety Manual**.

3.6.3 A thorough inspection of departments/faculties will take place each year in the presence of the Safety Representative and other designated person(s) as defined by the school Safety Committee.

3.6.4 It is also recognised that certain items of machinery/equipment require inspection and certificate issued in accordance with **Section 3 of the Health and Safety Manual**.

3.6.5 Heads of Department/Faculty will be responsible for defining safe systems of work for cleaning and maintaining plant machinery/equipment

3.6.6 They will also be required to select and provide suitable protective clothing/equipment and of the correct type.

3.7 Contractors on Site

3.7.1 All contractors entering or working on school premises will be the responsibility of the Premises Manager.

3.7.2 It must be conveyed to all known contractors by letter, the point of contact

3.7.3 The said person will also be responsible for setting out safe systems for maintaining the fabric of the buildings and making the Governors aware of any specific problems.

3.8 Arrangements for Safety Representatives

- 3.8.1 The arrangements for Safety Representatives are, outlined in **Section 1C of the Health and Safety Manual**.
- 3.8.2 Curriculum Leaders and Directors will liaise and communicate to Safety Representatives problems, hazards and defects pertaining to their sphere of activity. Problems other than sources of imminent danger will be discussed at the Safety Committee Meeting
- 3.8.3 Any specific requirements which require immediate action, will be taken after consultation with the Bursar or Head, if necessary.

3.9 Field Trips

- 3.9.1 Procedures for field trips and extra-curricular activities are as outlined in **Section 10 of the Health and Safety Manual**.
- 3.9.2 Activities which fall outside the scope of this document; will be discussed in-house with written instructions and arrangements conveyed to all interested parties.

3.10 Emergency Procedures

- 3.10.1 In the event of accidents, fires, explosions and spillages, the Head (or Premises Manager must be informed immediately after appropriate action has been taken. Dependent on the type of incident, the appropriate authorities will be contacted.

3.11 Work Experience

- 3.11.1 The Head of Careers is directed to **Section 11 of the Health and Safety Manual** and will follow the guidance as provided on placement and inspection procedures.

3.12 Use of School Premises outside Hours

- 3.12.1 The Governors recognise the need to set out policy arrangements for this practice.

3.13 Security to Prevent Unauthorised Access

(As 3.12.1 above)

3.14 Communicating Information to Employees

3.14.1 The Head/Facilities Manager will be responsible for ensuring that any regulations, Information or guidance notes etc, received are passed immediately to staff that have a direct interest.

3.14.2 As this will normally relate to a department's activities the information will have to be passed on or highlighted in that department's safety policy or safe working arrangements.

3.15 Reference Material

3.15.1 Curriculum. Leaders and Directors are reminded that further reading material and guidance notes are given in the appropriate sections of the Health and Safety Manual, relating to their department

3.15.2 The requirements for safety signs, notices, placards etc, are also shown by department in **Section 12 of the Health and Safety Manual.**

4. MONITORING THE SCHOOL HEALTH AND SAFETY PERFORMANCE

4.1 Curriculum leaders will undertake regular inspections of their departments which must be recorded (2.4.6) Copies of inspection reports must be made available to the relevant officers and to the H&S Committee for monitoring purposes.

Each Curriculum leader will provide an H&S summary report (Twice a year) covering their Department, for submission to the H&S committee.

4.2 The H&S Committee will review H&S department reports as part of its function, Formerly report to the Governing body on an annual basis and/or as required The reporting function is the responsibility of the H&S committee Chair.

4.3 The school should undertake a full independent H&S audit, every 3 years, to ensure that a systematic and critical review of its H&S systems is carried out.