



# Ackworth School

## HEALTH AND SAFETY POLICY

### 1.0 GENERAL

- 1.1 The School Committee notes the provisions of the **Health and Safety at Work, etc. Act 1974** (S.2(1)), which states that it is the duty of every employer to ensure, so far as is reasonably practicable, the health, safety and welfare of employees, and (S.3(1)), which states that it is the duty of every employer to conduct his or her business in such a way as to ensure, so far as is reasonably practicable, that persons who are not in its employment but who may be affected by it are not exposed to risks to their health and safety, and accepts that it has a responsibility to take all reasonably practicable steps to secure the health and safety of pupils, staff and others using the school premises or participating in school-sponsored activities. It believes that the prevention of accidents, injury or loss is essential to the efficient operation of the school and is part of the good education of its pupils.
- 1.2 The aim of the School Committee in this respect is “To provide a safe and healthy working and learning environment for staff, pupils and visitors.”
- 1.3 The arrangements outlined in this statement and the various other safety provisions made by the School Committee cannot prevent accidents or ensure safe and healthy working conditions alone. The School Committee believes that only the adoption of safe methods of work and good practice by every individual can ensure everyone’s personal health and safety. The School Committee will take all reasonable steps to identify and reduce hazards to a minimum but all staff and pupils must appreciate that their own safety and that of others also depends on their individual conduct and vigilance while on the school premises or while taking part in school-sponsored activities.

### 2.0 ORGANISATION

The organisation of responsibilities for health and safety at Ackworth School encompasses the entire School community:

School Committee  
Head  
Bursar  
Supervisory Staff (Senior Management Team, Heads of Departments,  
Co-ordinators, Technicians)  
All Other Staff  
Parents, Visitors and Contractors  
Pupils

### 3.0 STATEMENT OF GENERAL POLICY

3.1 Our statement of general policy is:

- (a) To provide adequate control of the health and safety risks arising from our activities;
- (b) to consult with our employees and pupils on matters affecting their health and safety;
- (c) to provide and maintain safe plant, equipment and facilities;
- (d) to ensure safe handling and use of substances;
- (e) to provide relevant information, instruction and supervision;
- (f) to ensure all employees are competent to do their tasks, including giving them adequate training;
- (g) to prevent accidents and cases of work-related ill health;
- (h) to maintain safe and healthy working conditions; and
- (i) to review and revise this policy as necessary at regular intervals.

### 4.0 THE DUTIES OF THE SCHOOL COMMITTEE

4.1 Overall and final responsibility for health and safety is that held by the School Committee. Beneath this umbrella role, the Clerk to Committee is recognised as the focal point with the Clerks of the Education and Estate & Domestic sub-committees having delegated responsibility in their areas of influence. In the discharge of its duty the School Committee, in consultation with the Head, will:

- (a) Make itself familiar with the requirements of the **Health and Safety at Work, etc. Act 1974** and any other health and safety legislation and codes of practices which are relevant to the work of the school, in particular the **Management of Health and Safety at Work Regulations 1999** (SI 1999 No. 3242);
- (b) ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school;
- (c) periodically assess the effectiveness of this policy and ensure that any necessary changes are made;
- (d) seek to identify and evaluate all risks relating to:
  - (i) accidents
  - (ii) health
  - (iii) school-sponsored activities (including work experience)
- (e) identify and evaluate risk control measures in order to select the most appropriate means of minimising risk to staff, pupils and others;
- (f) create and monitor the structure for managing health and safety as an integral part of the School's general management structure.

4.2 In particular the School Committee undertakes to provide:

- (a) A safe place for staff and pupils to work including safe means of entry and exit;
- (b) plant, equipment and systems of work which are safe;
- (c) safe arrangements for the handling, storage and transport of articles and substances;
- (d) safe and healthy working conditions which take account of all appropriate:
  - (i) statutory requirements
  - (ii) codes of practice whether statutory or advisory
  - (iii) guidance whether statutory or advisory
- (e) supervision, training and instruction so that all staff and pupils can perform their school-related activities in a healthy and safe manner. All staff will be offered the opportunity to receive health and safety training which is appropriate to their duties and responsibilities and which will be given before an employee commences any relevant work. Wherever training is required by statute or considered necessary for the safety of staff, pupils and others then the School Committee will ensure, within the financial resources available, that such training is provided. Pupils will receive such training as is considered appropriate to the school-related activities which they are carrying out. All training will be regularly updated by appropriately trained and qualified persons;
- (f) necessary safety and protective equipment and clothing together with any necessary guidance, instruction and supervision;
- (g) adequate welfare facilities.

4.3 So far as is reasonably practicable the School Committee, through the Head, will make arrangements for all staff, including temporary and voluntary staff and helpers and those on fixed-term contracts to receive comprehensive information on:

- (a) This policy;
- (b) all other relevant health and safety matters;
- (c) the instruction and training that will be given to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk.

## 5.0 THE DUTIES OF THE HEAD

5.1 As well as the general duties which all members of staff have (see 8.0), the Head has responsibility for the practical implementation of this policy.

## 6.0 THE DUTIES OF THE BURSAR

6.1 The Bursar is the School's Health and Safety Officer and is responsible to the Head for all matters relating to health and safety throughout the School, including the emergency and fire regulations and procedures.

The Bursar is to take all necessary and appropriate action to ensure compliance with statutory requirements, recommendations, codes of practice and guidelines.

6.2 In particular, the Bursar will:

- (a) Be aware of the basic requirements of the **Health and Safety at Work, etc. Act 1974** and any other health and safety legislation and codes of practices relevant to the work of the school;
- (b) ensure, at all times, the health, safety and welfare of staff, pupils and others using the school premises or facilities or services or attending or taking part in school-sponsored activities;
- (c) ensure safe working conditions for the health, safety and welfare of staff, pupils and others using the school premises and facilities;
- (d) ensure safe working practices and procedures throughout the school including those relating to the provision and use of machinery and other apparatus, so that each task is carried out to the required standards and so that all risks are controlled;
- (e) consult with members of staff and external consultants, on health and safety issues;
- (f) arrange systems of risk assessment to allow the prompt identification of potential hazards;
- (g) carry out periodic reviews and safety audits on the findings of the risk assessment;
- (h) identify the training needs of staff and pupils and ensure, within the financial resources available, that all members of staff and pupils who have identified training needs receive adequate and appropriate training and instruction in health and safety matters;
- (i) encourage staff, pupils and others to promote health and safety;
- (j) ensure that any defects in the premises, its plant, equipment or facilities which relate to or may affect the health and safety of staff, pupils and others are made safe without delay;
- (k) encourage all employees to suggest ways and means of reducing risks;

- (l) collate accident and incident information and, when necessary, carry out accident and incident investigations;
- (m) monitor the standard of health and safety throughout the school, including all school-based activities, encourage staff, pupils and others to achieve the highest possible standards and discipline those who consistently fail to consider their own well-being or the health and safety of others;
- (n) monitor first aid and welfare provision;
- (o) monitor the management structure, along with the School Committee.

## 7.0 THE DUTIES OF SUPERVISORY STAFF

- 7.1 All supervisory staff (e.g. Senior Management Team, Heads of Departments, co-ordinators, technicians) will make themselves familiar with the requirements of the **Health and Safety at Work, etc. Act 1974** and any other health and safety legislation and codes of practice which are relevant to the work of their area of responsibility.
- 7.2 In addition to the general duties which all members of staff have (see 8.0), they will be directly responsible to the Bursar or the member of staff nominated by the Bursar to have overall day-to-day responsibility for the implementation and operation of the school's health and safety policy within their relevant departments and areas of responsibility.
- 7.3 They will take a direct interest in the school's health and safety policy and in helping other members of staff, pupils and others to comply with its requirements.
- 7.4 As part of their day-to-day responsibilities they will ensure that:
- (a) An adequate risk assessment has been completed and remain current and effective for all activities for which they are responsible. See Annex B for further guidance and Annex E for a blank risk assessment template for completion;
  - (b) safe methods of working exist and are implemented throughout their department;
  - (c) health and safety regulations, rules, procedures and codes of practice are being applied effectively;
  - (d) staff, pupils and others under their jurisdiction are instructed in safe working practices;
  - (e) new employees working within their department are given instruction in safe working practices;
  - (f) regular safety inspections are made of their area of responsibility as required by the Head or as necessary;

- (g) positive, corrective action is taken where necessary to ensure the health and safety of all staff, pupils and others;
- (h) all plant, machinery and equipment in the department in which they work is adequately guarded;
- (i) all plant, machinery and equipment in the department in which they work is in good and safe working order;
- (j) all reasonably practicable steps are taken to prevent the unauthorised or improper use of all plant, machinery and equipment in the department in which they work;
- (k) appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the department in which they work;
- (l) toxic, hazardous and highly flammable substances in the department in which they work are correctly used, stored and labelled and that the risks from all substances hazardous to health under the Control of Substances Hazardous to Health Regulations 2002 (as amended) (COSHH) are monitored and COSHH assessments carried out. See Annex C for further guidance;
- (m) they monitor the standard of health and safety throughout the department in which they work, encourage staff, pupils and others to achieve the highest possible standards of health and safety and discipline those who consistently fail to consider their own well-being or the health and safety of others;
- (n) all the signs used meet the statutory requirements;
- (o) all health and safety information is communicated to the relevant persons;
- p) they report, as appropriate, any health and safety concerns to the appropriate individual.

## 8.0 THE DUTIES OF ALL MEMBERS OF STAFF

8.1 All staff will make themselves familiar with the requirements of the **Health and Safety at Work, etc. Act 1974** and any other health and safety legislation and codes of practice which are relevant to the work of the department in which they work. They should:

- (a) Take reasonable care of their own health and safety and any other persons who may be affected by their acts or omissions at work
- (b) with regards to any duty or requirements imposed on his or her employer or any other persons by or under any of the relevant statutory provisions, co-operate with him or her so far as necessary to enable that duty or requirement to be performed or complied with.

8.2 All staff are expected to familiarise themselves with the health and safety aspects of their work and to avoid conduct which would put them or anyone else at risk.

8.3 In particular all members of staff will:

- (a) Be familiar with this Health and Safety Policy and any and all safety regulations as laid down by the School Committee;
- (b) ensure health and safety regulations, rules, routines and procedures are being applied effectively by both staff and pupils;
- (c) be aware of and adhere to the School's policy for Lone Workers;
- (d) see that all plant, machinery and equipment is adequately guarded before use;
- (e) see that all plant, machinery and equipment is in good and safe working order before used;
- (f) not make unauthorised or improper use of plant, machinery and equipment;
- (g) use the correct equipment and tools for the job and any protective equipment or safety devices which may be supplied;
- (h) ensure that substances that are hazardous to health and/or safety and highly flammable substances are correctly used, stored and labelled;
- (i) report any defects in the premises, plant, equipment and facilities which they observe;
- (j) take an active interest in promoting health and safety and suggest ways of reducing risks.

## 9.0 PARENTS, VISITORS, CONTRACTORS AND OTHERS

9.1 When the premises are used for purposes not under the direction of the Head, the principal person in charge of the activities for which the premises are in use will have responsibility for the practical implementation of this policy.

9.2 The Head or the co-ordinator will seek to ensure that hirers, contractors and others who use the school premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times.

9.3 When the premises are hired to persons outside the employ of the School Committee, it will be a condition for all hirers, contractors and others using the school premises or facilities that they are familiar with this policy, that they comply with all safety directives of the School Committee and that they will not without the prior consent of the School Committee:

- (a) Introduce equipment for use on the school premises;
- (b) alter fixed installations;

- (c) remove fire and safety notices or equipment;
  - (d) take any action that may create hazards for persons using the premises or the staff or pupils of the school.
- 9.4 All contractors who work on the school premises are required to ensure safe working practices by their own employees under the provisions of the **Health and Safety at Work, etc. Act 1974** and must pay due regard to the safety of all persons using the premises in accordance with ss.3-4 of the **Health and Safety at Work, etc. Act 1974**.
- 9.5 In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe the Bursar will take such actions as are necessary to prevent persons in his or her care from risk of injury.
- 9.6 The School Committee draws the attention of all users of the school premises (including hirers and contractors) to s.8 of the **Health and Safety at Work, etc. Act 1974**, which states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.

## 10.0 STAFF CONSULTATIVE ARRANGEMENTS

- 10.1 The School Committee, through the Clerk to the Estates & Domestic Sub-Committee and the Head, will make arrangements for the establishment of a Health & Safety Committee. Representation on this committee will cover appropriate areas of work and special hazards. The role and composition of the Health & Safety Committee is at Annex A.

## 11.0 CODES OF PRACTICE AND SAFETY RULES

- 11.1 In consultation with the School Committee (where appropriate) and taking into account the requirements of this statement, the Health & Safety Committee will approve (where necessary) codes of practice for the observation of safety requirements in school.
- 11.2 From time to time the Health and Safety Executive and other regulatory or advisory bodies will issue codes of practice on particular topics for the guidance of Heads and others who are in control of educational premises. Such guidance will normally be incorporated into this Health and Safety Policy. If the Head considers the inclusion of all or any such documents into this policy to be inappropriate, he will be required to demonstrate to the satisfaction of the School Committee that he has already introduced codes of practice and methods of working which achieve a similar or higher standard of health and safety.



## **12.0 RISK ASSESSMENT**

- 12.1 The Bursar will ensure that a risk assessment survey of the premises, methods of work and all school-sponsored activities is conducted annually (or more frequently, if necessary). This survey will identify defects and deficiencies, together with the necessary remedial action or risk control measures. The results of all such surveys will be reported to the School Committee. This policy should be read in conjunction with the risk Assessment Policy as this provides greater guidance on conducting risk assessments

## **13.0 EMERGENCY PLANS**

- 13.1 The Bursar will ensure that an emergency plan is prepared see Critical Incident/Business Continuity Plan together with the Emergency Response Procedures to cover foreseeable major incidents which could put at risk the occupants or users of the school. This plan will indicate the actions to be taken in the event of a major incident so that everything possible is done to:

- (a) Save life;
- (b) prevent injury;
- (c) minimise loss.

This sequence will determine the priorities of the emergency plan.

- 13.2 The plan will be agreed by the School Committee and be regularly rehearsed by staff and pupils. The result of all such rehearsals will form part of the regular risk assessment survey and the outcome will be reported to the School Committee.

## **14.0 FIRE RISK ASSESSMENTS**

- 14.1 Fire is recognised as a particular hazard which requires specific control measures. To this end a specific fire risk assessment will be carried out and reviewed each year.
- 14.2 Adequate fire detection and warning systems will be installed throughout the School in line with current legislation.
- 14.3 Practice drills for staff and pupils, both by day and night, will be conducted each academic term and the outcome recorded.
- 14.4 Other relevant records will be kept as detailed in Annex D. Annex D will also form an in-house check list which is to be completed and retained by the Bursar for five years.

## **15.0 FIRST AID**

- 15.1 The School Nursing Sister has delegated responsibility for the oversight of First Aid as defined hereunder. The arrangements for first aid provision will be adequate to cope with all reasonably foreseeable incidents.

- 15.2 The number of certificated first aiders will not, at any time, be less than the number required by statute.
- 15.3 At the discretion of the School Committee other staff will be given such training in first aid techniques as is required to give them a basic, minimum level of competence. This level will be agreed by the School Committee after seeking appropriate advice. The number of such trained but uncertificated first aiders will be determined by the School Committee as that being sufficient to meet the needs of all foreseeable circumstances.
- 15.4 Supplies of first aid material will be held at various locations throughout the school. These locations will be determined by the Bursar. They will be prominently marked and all staff will be advised of their position. The materials will be checked regularly and any deficiencies made good without delay.
- 15.5 Adequate and appropriate first aid provision will form part of the arrangements for all out-of-school activities.
- 15.6 A record will be made of each occasion any member of staff, pupil or other person receives first aid treatment either on the school premises or as part of a school-related activity.

## 16.0 ACCIDENT REPORTING

### **Pupils**

For any accident which requires First Aid treatment, a report should be entered on iSAMS using the 'Accident Report' link on the Wizard Bar (under 'Reward & Conduct').

It is important to give full details of the incident (e.g. location, what happened, any treatment, emergency services called).

This will lodge the report under the pupil's record, and send an email to Pam Evans, the School Sister. She will make a professional judgement on whether the accident should be discussed by the Health and Safety Committee and whether it is reportable to the Health and Safety Executive, under their published reporting procedures.

All HSE reportable accidents will be discussed at the relevant Sub-Committee of School Committee; other accidents may be referred to them, following discussion at Health and Safety Committee.

### **Staff/Visitors**

For any accident which requires First Aid treatment, an email should be sent to Pam Evans, the School Sister (healthcentre@ackworthschool.com), who will complete a paper Accident Report, as necessary, in consultation with the person(s) who dealt with the accident.

For an incident during school holidays, when Pam Evans is not normally in attendance, a copy of the email should be sent to the Bursar, for her consideration in Pam Evans' absence.

It is important to give full details of the incident (e.g. name of person injured, location, what happened, any treatment, emergency services called; for visitors, their full name AND contact details are needed).

Pam Evans will make a professional judgement on whether the accident should be discussed by the Health and Safety Committee and whether it is reportable to the Health and Safety Executive, under their published reporting procedures.

All HSE reportable accidents will be discussed at the relevant Sub-Committee of School Committee; other accidents may be referred to them, following discussion at Health and Safety Committee.

## **17.0 REVIEW**

17.1 The School Committee will review this policy statement annually and update, modify or amend it as it considers necessary to ensure the health, safety and welfare of staff and pupils.

17.2 The School Committee will review all major accidents and incidents each year and direct any corrective action deemed necessary.

### THE ROLE & COMPOSITION OF THE HEALTH AND SAFETY COMMITTEE

1. The role of the Health and Safety Committee is to support the School Committee in its oversight of health and safety through:
  - a) Its composition, which allows all risk areas to be represented at this level and thus ensure that an appropriate degree of influence is applied across the whole School.
  - b) Its breadth of knowledge, in that specialists from risk areas are involved at the executive level.
  - c) Its commitment – participation in the Safety Committee implies a specific duty of care with regards to making the School as safe a place as possible.

The Committee will meet once each term as a matter of routine with additional meetings being called as required.

2. The School Health and Safety Committee shall comprise:
  - a) Clerk to the Estate & Domestic Committee being a member of the Committee but not normally in attendance at meetings.
  - b) Head
  - c) Bursar (who will act as Clerk)
  - d) Deputy Heads
  - e) Head of Boys' School House
  - f) Head of Girls' School House
  - g) School Nursing Sister
  - h) Clerk of Works
  - i) Head of D.T.
  - j) Head of Boys' P.E.
  - k) Head of Girls' P.E.
  - l) Head of Food Technology
  - m) Head of Coram House
  - n) Catering Manager
  - o) Domestic Administrator
  - p) Head Groundsman
  - q) ICT Network Engineer

RISK ASSESSMENT GUIDANCE

ANNEX B TO  
ACKWORTH SCHOOL HEALTH & SAFETY POLICY

HEALTH AND SAFETY RISKS ARISING FROM OUR WORK ACTIVITIES

Write down your arrangements for doing your risk assessment here.

- Risk assessments will be undertaken by:

.....

- The findings of the risk assessments will be reported to:

.....

- Action required to remove/control risks will be approved by:

.....

- .....

Will be responsible for ensuring the action required is implemented.

- .....

Will check that the implemented actions have removed/reduced the risks.

- Assessment will be reviewed every year

.....

or when the work activity changes, whichever is soonest.

SAFE HANDLING AND USE OF SUBSTANCES

You must assess the risks from all substances hazardous to health under the Control of Substances Hazardous to Health Regulations 2002 (as amended) (COSHH). These are your COSHH assessments. Write down your arrangements for doing your COSHH assessments here.

- .....  
will be responsible for identifying all substances which need a COSHH assessment.
  
- .....  
will be responsible for undertaking COSHH assessments.
  
- .....  
will be responsible for ensuring that all actions identified in the assessments are implemented.
  
- .....  
will be responsible for ensuring that all relevant employees are informed about the COSHH assessments.
  
- .....  
will check that new substances can be used safely before they are purchased.
  
- Assessments will be revised every  
.....  
or when the work activity changes, whichever is soonest.

## RECORD KEEPING

The following records are to be kept for a minimum period of 5 years:

1. Fire Drills<sup>1</sup>
2. Incidents resulting in the evacuation of the School buildings
3. The weekly testing of fire alarm call points<sup>2</sup>
4. The monthly inspection of fire fighting equipment by in-house staff<sup>3</sup>
5. The annual technical servicing and testing of the fire alarm system<sup>4</sup>
6. The annual testing of emergency lighting

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Notes:

- <sup>1</sup> Each term, two fire drills are to be carried out: one during normal School hours and one outside of these times. Throughout any academic year, at least one of these drills is to be conducted whilst pupils are in bed and normally asleep.
- <sup>2</sup> Each call point is to be tested at least once in each academic year.
- <sup>3</sup> The aim of this inspection is to ensure the availability of the equipment.
- <sup>4</sup> One third of the whole system will be checked and tested on a rolling four month cycle.



# Ackworth School

## ANNEX E TO ACKWORTH SCHOOL HEALTH & SAFETY POLICY

<p>Risk Assessment [State here the are being assessed]</p> <p style="text-align: right;">Date of Assessment:</p> <p>Assessment completed by (Name) (Position)</p> <p style="text-align: right;">Due for review:</p>
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Stressor	Who might be harmed?	Current Controls in Place Are they adequate? Is the risk reduced as far as possible?	Additional measures to control the risks	Actions by Whom	Actions by When?	Actions complete	Actions monitored and signed off