



Ackworth School

Health and Safety Policy

This policy has been reviewed by the Compliance and Policy Sub-Committee and approved by the School Committee

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 (the 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



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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;



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- (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;



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- (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 manages the School's Health and Safety Officer (the Health and Safety and Facilities Manager) 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;



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- (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:



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- (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;



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- (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 and the School's policy for Remote Workers;
- (d) see that all plant, machinery and equipment is adequately guarded before use;



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- (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.



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- 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. However, there may be times (e.g. during a pandemic when changed policy is time critical) that the Head considers the inclusion of all or any such documents into this policy to be inappropriate, and in such cases he will 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



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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 Health and Safety Committee in the first instance and then onward 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. In addition, a separate fire policy exists.

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 LEGIONELLA RISK ASSESSMENTS

15.1 Legionella is recognised as a hazard which requires specific control measures. To this end a specific legionella risk assessment will be carried out and reviewed each year.



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- 15.2 Weekly monitoring of water temperatures at taps and water storage vessels are undertaken and recorded.
- 15.3 An external risk assessment is carried out every three to five years.
- 15.4 Relevant staff are trained to understand the risks from Legionella and to understand the importance of monitoring. Relevant records are 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.
- 15.5 The Clerk of Works is the person responsible for ensuring that the legionella risk assessment is maintained and the control measures resulting from the risk assessment are documented and actioned. The Clerk of Works has undertaken appropriate legionella training. The Clerk of Works has appointed other appropriately trained staff to carry out the testing but has nominated the Health and Safety and Facilities Manager as his deputy.

16.0 ASBESTOS

- 16.1 Like many old buildings asbestos is present in small quantities in various parts of the school. An external contractor has provided a register of asbestos which is retained in the Clerk of Works Office.
- 16.2 A review of the asbestos register prior to works is a requirement of all contractors (see separate contractors policy for more details (permits to work are not issued without this check)
- 16.3 Where works are carried out in an area that has asbestos, an external contractor is engaged to remove the asbestos. The register is updated accordingly.

17.0 GAS AND ELECTRICAL INSTALLATIONS

- 17.1 The School employs a fully qualified commercial gas fitter and a fully qualified electrician both of whom undertake appropriate works in School. Training is kept up to date to ensure that they are operating under the latest regulations
- 17.2 External contractors are engaged each year to carry out safety checks. There is a rolling programme of electrical circuit board tests to ensure that each board is tested at least every five years. Boiler servicing is carried out by an external contractor annually. Documentation of these checks forms part of the records noted in Annex D.

18.0 FIRST AID



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- 18.1 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.
- 18.2 The number of certificated first aiders will not, at any time, be less than the number required by statute.
- 18.3 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.
- 18.4 Supplies of first aid material will be held at various locations throughout the school. These locations will be determined by the Bursar in conjunction with the School's nursing sister. 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.
- 18.5 Adequate and appropriate first aid provision will form part of the arrangements for all out-of-school activities.
- 18.6 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.
- 18.7 The School has a First Aid and supporting Pupils with Medical Conditions policy which should be read in conjunction with this policy. It sets out the protocols for Administering prescribed medication to pupils

19.0 CONTRACTORS

Contractors are selected according to qualification, reputation and usually as the result of tendering their services. It is a requirement that all contractors adhere to the Contractor Policy, provide suitable risk assessments, method statements (RAMS), and insurances. Contractors will then be issued with permission to work on site.

20.0 CURRICULUM SAFETY (including out of school learning activity/study support)

It is a requirement that all pupil facing staff undertake suitable written risk assessments prior to commencing hazardous activities, or when using specific equipment for curriculum purposes e.g. science or technology equipment. The school subscribes to the Consortium of Local Authority Education Authorities for the Provision of Science Services (CLEAPSS) who can provide appropriate



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advice to the science and technology teams. Please also refer to the School's curriculum policy.

21.0 MAINTENANCE / GROUND SAFETY AND SECURITY

The maintenance, grounds and domestic staff have access to all areas of the school and record maintenance issues using the "white slips" email address, however, it is incumbent on all staff to notify the maintenance team of any defects particularly those which could be a health and safety concern. The property is secured and monitored twenty-four hours a day seven days a week by one of two on site wardens.

All visitors to site are required to sign in at Reception and during normal office hours will be asked to use the electronic signing in book which also acts as fire list. Visitors attending outside normal office hours must have a pre-arranged appointment and must be met by the person they are visiting who will stay with them at all times and will escort them from the building in the event of an incident. More details can be found in the School's contractor policy, the Visiting speaker policy and the Access Security and Visitors policy.

It is a requirement for staff to ensure that they leave their work area in a tidy state, with windows closed, lights off and doors locked.

22.0 HAZARDOUS SUBSTANCES AND MATERIALS

Any substances used in school must only be purchased when satisfied that the use of the product is safe. A standard buying list is available for certain stationery items, cleaning materials, grounds and maintenance products. These products have been assessed and control of substances hazardous to health (COSHH) sheets have been obtained and stored with the products and appropriate training has been given. In the event that it is necessary to deviate from the standard product list, staff are required to provide the details of the product to the facilities team who will risk assess the materials having obtained the COSHH sheets BEFORE the products are purchased or used. Risk assessments are required for the use of hazardous substances and these should reference and reflect the practice of using appropriate protective equipment and training.

The schools Health and safety advisors are North Yorkshire Education Services (NYES), who provide the access the CLEAPSS service. NYES also provide the School's radiation protection officer who is listed as Dale Barton who can be contacted on 01609 532545

23.0 HANDLING AND LIFTING

The school employs staff who have been trained in manual handling techniques and who are employed to assist with the lifting and handling of equipment.



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Requests for moving of heavy items can be made via the facilities office. Any other staff required to carry out lifting as part of their role will be trained in the correct process. A risk assessment is carried out for the activity

24.0 ACCIDENT REPORTING

24.1 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, the School Nursing Sister. Copies of all accident reports are also sent to the Facilities and Health and Safety Manager. 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. An any event all incidents are recorded in an accident tracker which is discussed at the Health and safety Committee meeting primarily to track trends. Accidents of a serious nature (as defined on the Health and Safety at work act) will be reported to the Health and Safety Executive under the Reporting of Injuries Diseases and Dangerous Occurrences regulations (RIDDOR)

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.

24.2 Staff/Visitors

For any accident which requires First Aid treatment, an email should be sent to 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 when the School Nursing Sister is not normally in attendance, a copy of the email should be sent to the Bursar and Claire Mawson (the Health and Safety and Facilities Manager, for consideration in the nursing sister's 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).



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the Health and Safety and Facilities Manager 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.

25.0 REVIEW

- 25.1 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.
- 25.2 The School Committee will review all major accidents and incidents each year and direct any corrective action deemed necessary.

26.0 SINGLE EQUALITY POLICY AND PRINCIPLES

This policy will be applied equally to all stakeholders while ensuring that all protected characteristics, (Disability, Race, Sex, Gender reassignment, Pregnancy and Maternity, Religion and Belief, Sexual orientation, Marriage and Civil Partnership, Age) are not discriminated against in any way. During the review process we will ensure that the policy and its implementation does not unintentionally discriminate adversely against any group and where necessary reasonable steps will be taken to discriminate in favour of protected groups.



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ANNEX A TO ACKWORTH SCHOOL HEALTH & SAFETY POLICY

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) The 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) The breadth of knowledge, in that specialists from risk areas are involved at the executive level.
 - c) The 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
 - b) Head
 - c) Bursar (who will act as Clerk)
 - d) Deputy Heads
 - e) Head of Boarding
 - f) Science Technician
 - g) School Nursing Sister
 - h) Clerk of Works
 - i) Head of DT
 - j) Performance Faculty Head
 - k) Head of Food Technology
 - l) Head of Coram House
 - m) Catering Manager
 - n) Health and Safety and Facilities Manager
 - o) Head Groundsman



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RISK ASSESSMENT GUIDANCE

**ANNEX B TO
ACKWORTH SCHOOL HEALTH & SAFETY POLICY**

PLEASE READ IN CONJUNCTION WITH THE RISK ASSESSMENT POLICY

HEALTH AND SAFETY RISKS ARISING FROM OUR WORK ACTIVITIES

- Risk assessments are the responsibility of each Teacher / Head of Department for their own area of work.
- Risk assessments may be undertaken by a team of people with particular knowledge of a subject or of a particular area of the School.
- The findings of the risk assessments will be reported to each Head of Department / Bursar following review of the revised risk assessment.
- Action required to remove/control risks will be approved by the Head of Department / Bursar following review of the revised risk assessment.
- The owner of the Risk Assessment will be responsible for ensuring the action required is implemented.
- The Bursar and Health and Safety and Facilities Manager will monitor that the implemented actions have removed/reduced the risks.
- Risk Assessment will be reviewed/ revised every year or following a change to legislation / current process whichever is soonest.



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ANNEX C TO ACKWORTH SCHOOL HEALTH & SAFETY POLICY

RECORD KEEPING

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

1. Fire Drills¹
2. Incidents resulting in the evacuation of the School buildings
3. The weekly testing of fire alarm call points²
4. The monthly inspection of fire fighting equipment by in-house staff³
5. The annual technical servicing and testing of the fire alarm system⁴
6. The annual testing of emergency lighting
7. The records of water testing⁵

The following documents are retained until renewal

8. Certification of the gas appliances⁶
9. Electrical circuit board tests⁷
10. Asbestos register

Notes:

- ¹ 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.
- ² Each call point is to be tested at least once in each academic year.
- ³ The aim of this inspection is to ensure the availability of the equipment.
- ⁴ One third of the whole system will be checked and tested on a rolling four month cycle.
- ⁵ Each run of water is tested weekly with different taps at various points on the system tested in rotation. Water sampling is undertaken on a monthly basis by an external contractor.
- ⁶ Gas appliances are tested annually with different appliances being tested and serviced throughout the year.
- ⁷ Electrical circuit boards are tested every five years. The boards are divided up such that a group is tested annually to the extent that every group has been tested at least once in a five year period.



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**ANNEX E TO
ACKWORTH SCHOOL HEALTH & SAFETY POLICY
RISK ASSESSMENT TEMPLATE TO BE USED IN CONJUNCTION WITH THE RISK ASSESSMENT POLICY**



Task		Version	
Site/ Location		Date	

Risk Assessment Team			
Name	Position	Name	Position

Hazard	Who might be harmed and how	Controls	Further action to reduce risk	Prob. (A)	Severity (B)	Score (A x B)



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Looking at the scores given for the probability and severity, determine which score is most appropriate to rate the overall risk of performing this activity and place the score in the box's below.

Risk rating for task assuming the identified controls measure are implemented. To calculate the overall risk rating calculate the Probability X Severity.

PROBABILITY - How likely is it to cause injury?	Score	SEVERITY - What is the worst case reasonably foreseeable injury?	Score
Low 1 - 2		Low 1 - 2	
Medium 3 - 4		Medium 3 - 4	
High 6 - 9		High 6 - 9	

			Overall Risk Rating	Review Date
Low	1 - 2	24 Monthly Review		
Medium	3 - 4	12 month review		
High	6 - 9	3 Month Review		

Actions Accepted and approved by:
 Name:
 Position:
 Signature:

		Severity		
		Critical: 3	Moderate: 2	Marginal: 1
Probability	Probable: 3	High - 9	High - 6	Medium - 3
	Occasional: 2	High - 6	Medium - 4	Low - 2
	Improbable: 1	Medium - 3	Low - 2	Low - 1