

## HEALTH AND SAFETY

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### General

The Trustees of FYLING HALL SCHOOL note 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 his or her 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 reasonable 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.

The aim of the Trustees is to provide a safe and healthy working and learning environment for staff, pupils and visitors.

The arrangements outlined in this statement and the various other safety provisions made by the Trustees cannot prevent accidents or ensure safe and healthy working conditions. The Trustees believe that only the adoption of safe methods of work and good practice by every individual can ensure everyone's personal health and safety. The Trustees 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.

### The Duties of the Trustees

In the discharge of their duty the Board of Trustees, in consultation with the Headmaster, will:

- a) 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 school, in particular the **Management of Health and Safety at work Regulations 1999 (S1 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, including adherence to new legislation
- d) identify and evaluate all risks relating to accidents, health and school-sponsored activities
- 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 management structure.

In particular the Trustees undertake 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 statutory requirements, codes of practice and guidance
- 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 Trustees 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
- f) necessary safety and protective equipment and clothing together with any necessary guidance, instruction and supervision
- g) adequate welfare facilities.

So far as is reasonably practicable the Trustees, through the Headmaster, 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.

### The Duties of the Headmaster

As well as the general duties which all members of staff have (see below), the Headmaster has responsibility for the day to day maintenance and development of safe working practices and conditions for teaching staff, non-teaching staff, ancillary staff, pupils, visitors and any other person using the premises or engaged in activities sponsored by the school. The Headmaster will take all reasonable practicable steps to fulfil this responsibility through the Heads of the appropriate departments, senior members of staff, teachers and others as appropriate.

In particular, the Headmaster 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 practice relevant to the work of the school

- b) ensure safe working conditions for the health, safety and welfare of staff, pupils and others using the school premises and facilities or attending school-sponsored activities.
- c) ensure safe working practices and procedures throughout the school, including those relating to the provision and use of machinery and other apparatus, so that all risks are controlled
- d) consult with members of staff, including the safety representative and Company Secretary, on health and safety issues e.g. at the bi-termly teaching staff meeting and the meetings of the health and safety committee
- e) arrange systems of risk assessment to allow the prompt identification of potential hazards and encourage all employees to suggest ways and means of reducing risks
- f) carry out periodic reviews and safety audits on the findings of the risk assessment
- g) 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
- h) 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
- i) collate accident and incident information and, when necessary, carry out accident and incident investigations
- j) 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 well-being or the health and safety of others
- k) monitor first aid and welfare provision.

#### **The Duties of Academic and Residential Supervisory Staff**

All staff in a supervisory capacity 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 areas of responsibility.

In addition to the general duties which all members of staff have (see below), they will be directly responsible to the Headmaster for the implementation and operation of the school's health and safety policy and in helping other members of staff, pupils and others to comply with its requirements.

As part of their day-to-day responsibilities they will ensure that:

- a) safe methods of working exist and are implemented throughout their departments
- b) health and safety regulations, rules, procedures and codes of practice are being applied effectively
- c) staff, pupils and others under their jurisdiction are instructed and monitored in safe working practices
- d) new employees working within their department are given instruction on safe working practice
- e) regular safety inspections are made of their area of responsibility as required by the Headmaster or as necessary
- f) positive, corrective action is taken where necessary to ensure the health and safety of all staff, pupils and others
- g) all plant, machinery and equipment in the department in which they work is in good and safe working order and adequately guarded
- h) 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
- i) toxic, hazardous and highly flammable substances in the department in which they work are correctly used, stored and labelled
- j) all the signs used meet the statutory requirements
- k) 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.

#### **The Duties of All Members of Staff**

All staff will make themselves familiar with the requirements of **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 take reasonable care of their own health and safety and any other persons who may be affected by their acts or omissions at work.

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.

In particular all members of staff will:

- a) be familiar with the safety policy and all safety regulations as laid down by the Trustees
- b) ensure health and safety regulations, rules, routines and procedures are being applied effectively by both staff and pupils
- c) see that all plant, machinery and equipment is in good and safe working order and adequately guarded
- d) not make unauthorised or improper use of plant, machinery and equipment
- e) use the correct equipment and tools for the job and any protective equipment or safety devices which may be supplied
- f) ensure that toxic, hazardous and high flammable substances are correctly used, stored and labelled
- g) report any defects in the premises, plant, equipment and facilities which they observe
- h) take an active interest in promoting health and safety and suggest ways of reducing risks
- i) report all accidents, ill health, dangerous occurrences and near misses arising out of or in connection with school activities

### **Hirers, Contractors and Others**

When the premises are used for purposes not under the direction of the Headmaster then the principal person in charge of the activities, for which the premises are in use, will have responsibility for safe practices.

The Headmaster or School Safety Representative 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 safety requirements are met at all times.

When the school premises or facilities are being used out of normal school hours for a school-sponsored activity, then, for the purposes of this policy the organisers of that activity, even if an employee, will be treated as a hirer and will comply with the requirements of this section.

When the premises are hired to persons outside the employ of the Trustees, 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 Trustees and that they will not, without the prior consent of the Headmaster:

- 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.

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 instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe the Headmaster will take such actions as are necessary to prevent persons in his or her care from risk of injury.

The Trustees draw 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 the pursuance of any of the relevant statutory provisions.

### **Staff Consultative Arrangements**

The Trustees, through the Headmaster, will make arrangements for the establishment of a safety committee by incorporating agenda items on health and safety matters into existing consultative groups. Representation on this committee will cover all appropriate areas of work or special hazards. As a group, the nominated safety representatives of each accredited trade union or staff association will be offered a number of places on this committee and should decide amongst themselves which individuals should sit on the committee.

### **Codes of Practice and Safety Rules**

In consultation with the Trustees (where appropriate) and taking into account the requirements of this statement the safety committee will approve (where necessary) codes of practice for the observation of safety requirements in school.

From time to time the Health and Safety Executive and other regulatory or advisory bodies, such as SEAC, will issue codes of practice on particular topics for the guidance of Heads and others who are in control of educational premises, which will normally incorporate such codes into their health and safety policy and procedures. If the Head considers the inclusion of all or any such documents into this policy to be inappropriate, he or she will be required to demonstrate to the satisfaction of the Trustees that he or she has already introduced codes of practice and methods of working which achieve a similar or higher standard of health and safety.

### **Risk Assessment**

The Headmaster 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 all defects and deficiencies, together with the necessary remedial action or risk control measures. The results of all such surveys will be reported to the Trustees.

### **Emergency Plans**

The Headmaster will ensure that an emergency plan is prepared to cover all 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. The plan will be agreed by the Trustees 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 Trustees.

### **Review**

The Trustees will review this policy statement annually and update, modify or amend it as they consider necessary to ensure the health, safety and welfare of staff and pupils.

## Appendix 1 – Organisational

This appendix to the Health and Safety Policy outlines the arrangements and names of the staff who currently have agreed areas of responsibility.

Under “The duties of all Members of staff”, staff have a responsibility 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.” If you have an area of responsibility you should take particular notice of this area and report any problems to the Health and Safety Officer.

Maths Rooms	Mr F Yuille
English Rooms	Mrs A Woodhead
Geography Room	Miss A Gilmour
Barn and Projector Room	Mr P Squirrell
Chemistry Lab.	Mr I Richardson
Physics Lab.	Mr D Perry
Biology Lab.	Mr A Edge
Junior Science lab.	Miss K Quick
Music and Drama Class	Mrs S Wormald
Art Rooms	Mr S Husband
IT Suite	Mr R Richardson
MFL Classes	Mrs C Hornung
Sports Hall and Sports Studies Class	Mr S Allen
Junior School	Mrs P Birchall
Main House Boarding	Miss A Gilmour
Mem Dormitory	Miss A Gilmour
Mulgrave Boarding	Mr S Allen
Ramsdale Boarding	Ms K Sutherland
Woodside Boarding	Mrs L Bell
6 <sup>th</sup> Form Common Room	Mr P Squirrell
Mixed Common Room	Mr P Squirrell
Admin Areas	Mrs J Gaffney
Staff Room	Mr P Squirrell
Laundry	Mrs D Kibble
Kitchen & Dining Room	Mrs S Husband
Medical Room	Nurse L Searle
Woods & Grounds other than walled gardens	Mr P Squirrell
Pavilion	Mr S Allen
Games Field	Mr S Allen
Workshop	Mr P Squirrell
Stables	Miss W Bulmer
Walled Gardens & Gardeners Huts	Mr D Stevenson
Staff Accommodation	Residents
Cottages	Residents

## Appendix 2 – Procedural

This appendix to the health and safety policy covers brief statements of methods of work, routines and procedures and codes of practice for the following subjects:

### 1 Emergency Procedures

- To evacuate the building and sound the fire sirens.
- In a catastrophic failure of the buildings, or compromise of the safety of school, all staff, pupils and others on the site should be evacuated to the local village hall.

### 2 School Journeys

- Should only be undertaken by qualified staff after writing a risk assessment and obtaining approval.
- Or approved providers
  - Bay Taxis
  - Coast & Country and Esk Valley Coaches

### 3 First Aid

- General Procedures to be followed by the School Nurse or a qualified First Aider.
- Precaution against AIDS. Personal protective equipment (P.P.E.) to be worn at all times when there is a likelihood of coming into contact with bodily fluids.
- Personal Medicines are only to be administered by the prescribed person or a qualified member of staff.
- Chronic Conditions, e.g. asthma The School Nurse or other qualified member of staff should assess the severity of the illness and treat accordingly.

### 4 Personal Hygiene

Personal hygiene should be maintained at a high standard and checked regularly by the School Nurse and House Matrons

### 5 Personal Welfare

The personal welfare of pupils is primarily catered for by the Headmaster and all members of staff.

### 6 Traffic Management

Buses to be supervised by a member of staff when dropping off or picking up pupils. Cars to be parked in designated areas only.

- 7 Health & Safety Training**  
The Heads of departments are responsible for the relevant health and safety training in their areas.
- 8 Storage of Flammable Materials**  
Flammable materials are only to be stored in the designated areas where they can be secured and used only by authorised personal.
- 9 Storage of Hazardous Materials**  
Hazardous materials are only to be stored in the designated areas where they can be secured and used only by authorised personal.
- 10 Waste Disposal**  
Waste is only to be disposed of in the designated areas.
- 11 Accident and Incident Procedures**  
All accidents, incidents or near misses should be reported to the School Nurse or the Health & Safety Officer without delay.
- 12 Contingency Plan**  
The Headmaster will implement the contingency plan as and when necessary
- 13 Contractors**  
Contractors are to be given a copy of the schools health and safety policy and appendices and sign to say they will work to their own industries codes of practice and safe working methods as well as the schools.
- 14 Dual Use**  
Groups, hirers and others who use the school site, its building or grounds are to be given a copy of the schools health and safety policy and its appendices and sign to say they will follow its guidelines.

### **Appendix 3 - Records**

This appendix indicates where records of the following can be found.

- 1 Staff Training**  
Office
- 2 Risk Assessments**  
On the "Teachers" directory in "Risk Assessments and at various locations within each department.
- 3 Performance Indicators**  
The School Nurse or the Health & Safety Officer
- 4 Reviews**  
The Health & Safety Officer or the Health & Safety Committee minutes
- 5 Accidents or Incidents**  
The School Nurse Records

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