Date: May 2022

Next review date: May 2023

Responsibility: SMT (Principal/Bursar/H&S Committee)

DAME ALLAN'S SCHOOLS

HEALTH AND SAFETY POLICY

1. STATEMENT OF INTENT

Dame Allan's Schools (hereafter the Schools) believe that all of our activities can be undertaken safely and we will never compromise safety.

We will conduct our business in a way that ensures the health and wellbeing of our staff, pupils, contractors, visitors and any other person affected by our activities.

We know that continuous improvement of our health and safety performance is essential for a successful School.

Everyone in the Schools has responsibility for their own and others' health and safety, but overall responsibility rests with the Board of Governors.

We will encourage a health and safety culture in the Schools.

1.1 Health and Safety at Work etc. Act 1974

The Schools recognise and accept responsibility as employers for providing a safe, healthy workplace and work environment for all staff (which includes governors, teaching and support staff, visiting music, drama, dance and sports teachers and coaches and regular volunteers), pupils and others (contractors, visitors, and the public) that may be affected by

their work. As an employer, the Schools undertake to comply with all statutory health and safety requirements.

1.2 The Schools' general intent is: -

- To provide adequate control of the health and safety risks arising from our work activities;
- To consult with our staff / pupils on matters affecting their health and safety;
- To provide and maintain safe plant and equipment;
- To ensure safe handling, storage and use of substances;
- To provide information, instruction and supervision for our staff:
- To ensure all staff are competent to do their tasks, and to give them adequate training;
- To provide safe systems of work:
- To prevent accidents and cases of work-related ill health;
- To maintain safe and healthy working conditions; and
- To review and revise this policy as necessary at regular intervals.

1.3 Use of Reasonably Practicable Means

The Schools intend to adopt all reasonably practicable means to eliminate hazards and reduce the risks of injury to their staff / pupils and others (visitors, contractors and members of the public), and the risk of damage to their property.

The Schools will ensure that resources are made available to provide: -

- Plant, equipment and systems of work that are safe and without risks to health and the environment;
- Safe arrangements for the use, handling, storage and transport of articles and substances;
- A safe place of work with safe access to it and safe egress from it;
- A healthy working environment;
- Adequate welfare facilities and arrangements;
- Sufficient information, instruction, training and supervision to ensure all staff are aware of the hazards at their workplace together with the necessary measures to be taken to protect against these hazards;
- A monitoring, inspection and auditing procedure to ensure the effective management of health and safety throughout the Schools.

2. ORGANISATION

2.1. Board of governors ("The Governors")

The Governors have overall collective responsibility for health and safety within the Schools. They have a responsibility to ensure that health and safety issues are considered and

addressed and that this policy is implemented throughout the Schools. They will also make adequate resources available so far as is reasonably practicable, to enable legal obligations in respect of health and safety to be met. Where appropriate, advice from a Competent Person will be sought to advise the Schools and tasks will be delegated to suitable employees in order to assist the Governors in carrying out their duties.

2.2. Principal

The Principal will assist the Governors in directing the overall management and development of the policy, defining the aims of the policy and communicating the responsibilities associated with the management of health and safety within the Schools. The Principal will also report to the Governors on health and safety performance and assist them in implementing changes in the policy which they have approved. The Principal chairs the Schools' Health and Safety Committee.

2.3. Bursar

The Bursar will have day to day management responsibility for ensuring that, so far as is reasonably practicable, arrangements are in place for

- General workplace safety and security
- Fire safety
- Electrical safety
- Gas safety
- Water quality
- Asbestos
- Emergencies
- Staff induction (support staff); for teaching staff, the Vice Principal (Pastoral)) is responsible for induction.

The Bursar will also act as the Schools' Safety Coordinator and Fire Officer, whose duties will include:

- advising the Principal on maintenance requirements
- co-ordinating advice from specialist safety advisors and producing associated action plans
- monitoring health and safety within the Schools and raising concerns with the Principal
- ensuring compliance with the Construction (Design and Management) Regulations.

2.4. Heads of Departments

The Heads of Department will ensure, so far as is reasonably practicable, the health and safety of those affected by activities under their control. They are responsible for maintaining up to date risk assessments for areas under their control. Specific risk assessment requirements are:

- Science (including harmful substances and flammable materials) - Head of Science
- Sports activities – Director of Sport

- Drama - Head of Drama
- Art (including harmful substances and flammable materials) - Head of Art
- Music – Director of Music
- Design & Technology - Head of Design & Technology
- Food studies – Head of Food Studies
- OLED and outdoor activities/excursions – Head of Boys' School
- Trips and visits – Head of Boys' School
- Catering– Kitchen Manager
- Cleaning – Estates Manager/Cleaning Supervisor.

They will also be responsible for identifying, organising (and maintaining records) of training that is relevant to their area of control.

2.5. Estates Manager and Head Groundsman

The Estates Manager and Head Groundsman will assist the Bursar with the implementation of the following:

- Building security
- Prevention of unsupervised access by pupils to potentially dangerous areas (in cooperation with others as appropriate)
- Registration and control of visitors
- Site traffic movements
- Maintenance of School vehicles
- Testing arrangements, maintenance and records, including fire, electrical, gas, equipment, water quality, asbestos
- Good standards of housekeeping, including drains, gutters etc.
- Control of hazardous substances for grounds maintenance activities.

2.6. Catering Manager

The Catering Manager will assist the Bursar with the implementation of the following:

- Compliance with health & safety and food safety and hygiene requirements across both senior and junior school sites
- Testing arrangements, maintenance and records for kitchen equipment and kitchen utilities
- Arrangement relating to any specific pupil dietary needs
- Control of hazardous substances for kitchen cleaning purposes
- Access before school hours for food deliveries.

2.7. External Health and Safety Advisors

The Bursar will arrange, as appropriate, for external consultants to advise on matters of health and safety within the Schools. Such provision may include:

- Monitoring and servicing the Schools' plant, equipment, including boilers and lifts on a regular basis;
- Servicing of machinery used in both design and technology and by grounds staff on a regular basis, as well servicing of gym and fitness equipment on a regular basis.
- The Schools' adherence to health and safety in catering is subject to external inspection by the Environmental Health Department. In addition, the Catering Manager arranges for:
    - professional advice from a dietician on healthier food, menu planning and special diets as needed;
    - the professional deep cleaning of all equipment, high level cleaning of all cooking, food preparation and storage surfaces, areas etc on an annual basis;
    - appropriate pest control measures to be in place.
- The Schools have a suitable and sufficient fire risk assessment which is reviewed annually for items in the action plan and updated every three years, or when significant changes are made to the interior of buildings, or new buildings are bought or added.
- In addition to the weekly fire alarm tests, the alarm system, together with the smoke detectors and emergency lighting are tested twice per annum by a qualified contractor. Fire extinguishers are tested by a qualified contractor on an annual basis.
- The Schools have a suitable and sufficient risk assessment for legionella and a water sampling and testing regime in place.
- The Schools maintain an asbestos register and the Bursar is responsible for ensuring that it is kept up-to-date and for any sampling or removal before major works take place. The Bursar is also responsible for the maintenance of an asbestos management plan as well as making sure that contractors are fully briefed on areas of asbestos before starting work.

The Schools' adherence to health and safety in catering is subject to external inspection by the Environmental Health Department. In addition, the Catering Manager arranges for:

- professional advice from a dietician on healthier food, menu planning and special diets as needed;
- the professional deep cleaning of all equipment, high level cleaning of all cooking, food preparation and storage surfaces, areas etc on an annual basis;
- appropriate pest control measures to be in place.

The Schools' radiation protection supervisor (RPS) is responsible for liaison with the radiation protection advisor of Newcastle City Council for ensuring compliance with the Ionising Radiation Regulations 2017 and local rules made to comply with these regulations. The RPS is also responsible for ensuring compliance with the Radioactive Substances Act 1993 and exemption certificates granted under them.

2.8. <u>Schools' Health and Safety Committee</u>

The Committee will meet once a term, and will be chaired by the Principal. The Governor who is responsible for overseeing health and safety will attend these meetings. The members of the Committee are:

	AREA OF RESPONSIBILITY	PERSON RESPONSIBLE
1	CHAIR OF COMMITTEE	Principal
2	SCHOOLS' SCIENCE	Head of Science
3	BOTH SCHOOLS P.E/GAMES/DANCE	Director of Sport
4	DESIGN & TECHNOLOGY	Head of Design and Technology
5	GROUNDS, PREMISES AND PLANT	Estates Manager
6	ADMINISTRATION, SAFETY AND FIRE OFFICER	Bursar
7	HEALTH AND MEDICAL	Nurse
8	GOVERNORS' REPRESENTATIVE	Appointed governor
9	ASST FIRE OFFICER (DABS AND DAGS) & SCHOOL TRIPS/VISITS (EVC)	Head of Boys' School
10	JUNIORS & NURSERY & JUNIORS EVC	Head of Junior School
11	JUNIOR SCHOOL GROUNDS AND PREMISES	Junior School Caretaker
12	PSHE (PERSONAL. SOCIAL AND HEALTH EDUCATION) & CURRICULUM	Head of PSHE
13	KITCHEN	Catering Manager

The role of the Committee is to:

- discuss matters concerning health and safety, including any changes to regulations;
- monitor the effectiveness of health and safety within the Schools;

- review accidents and near misses, and discuss preventative measures;
- review and update risk assessments;
- discuss training requirements;
- monitor the implementation of professional advice;
- review the safety policy guidance and update it;
- assist in the development of safety rules and safe systems of work;
- monitor communication and publicity relating to health and safety in the workplace;
- encourage suggestions and reporting of defects by all members of staff.

2.9. <u>The School Nurse</u>

In addition to her medical work, the School Nurse will be responsible for:

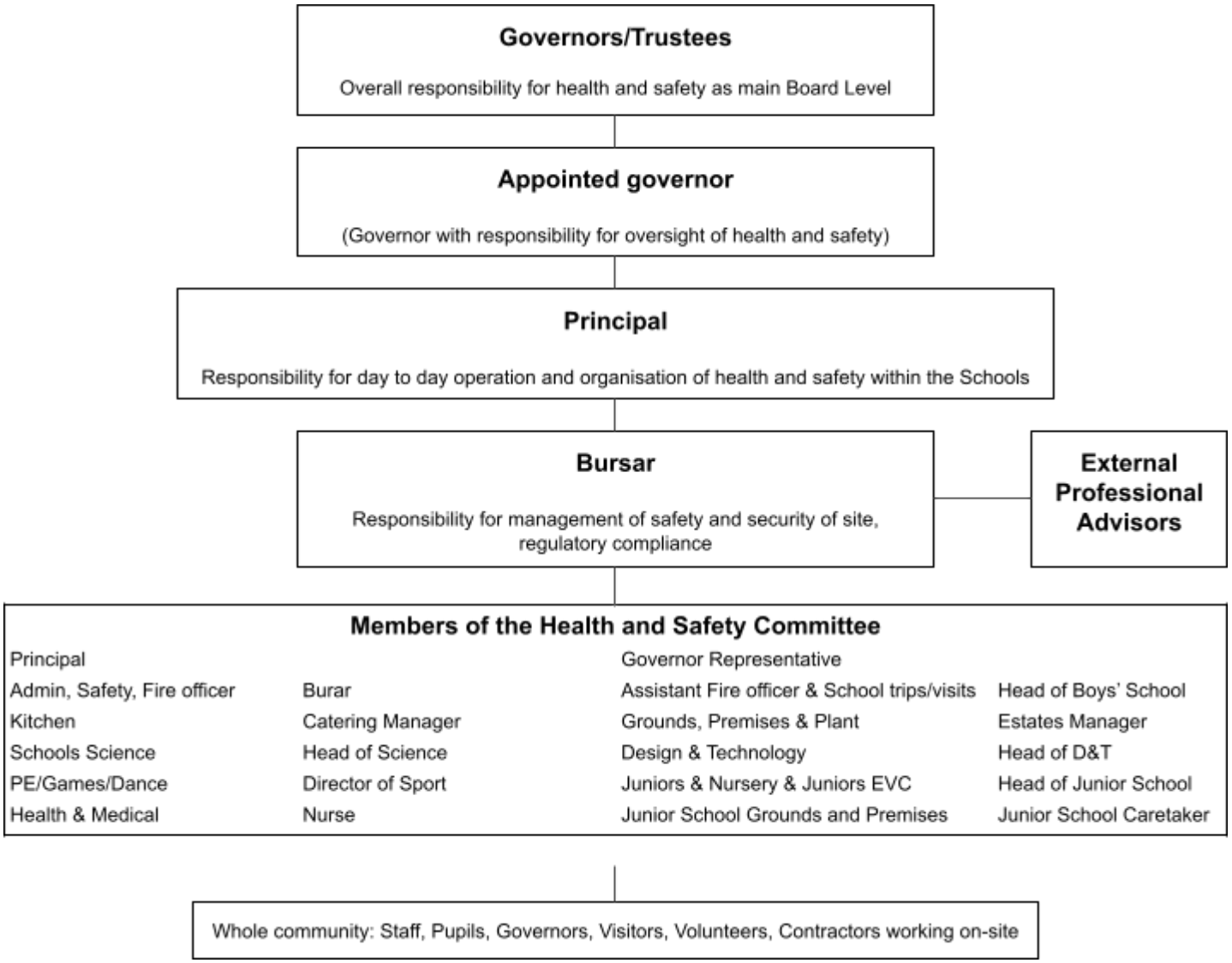
- maintaining an accident book and reporting notifiable accidents to the Health & Safety Executive;
- keeping statistics and preparing summary reports for the Schools' Health and Safety Committee;
- checking that all first aid boxes and eye wash stations are replenished;
- the training of staff in relation to first aid and ensuring sufficient ratios of trained staff are in place.

2.10. <u>Staff</u>

The cooperation of all staff is essential to the success of the policy and the Schools request that staff should notify their Head of Department / the Bursar of any hazards to health and safety which they notice and of any suggestion they wish to make regarding health and safety. Health and safety (including safeguarding) is a standard agenda item on all staff meetings. Staff are required to:-

- follow the policy;
- take reasonable care for the health and safety of themselves and others who may be affected;
- follow requirements imposed on the Schools or any other person under health and safety law and cooperate fully so as to enable the duties upon them to be performed;
- carry out all reasonable instructions given by managers / senior staff;
- make proper use of anything provided in the interests of their health and safety such as protective equipment. Reckless or intentional interference with such equipment will potentially be regarded as a dismissible offence.
- comply with any reasonable request made by any of the persons named above in relation to the fulfilment of their duties.

Organisation for Health & Safety



3. ARRANGEMENTS

3.1 Competent Person

The Schools may appoint a competent person to assist in undertaking the measures required to comply with the requirements and prohibitions imposed by or under the relevant statutory provisions.

A person shall be regarded as competent when he/she has sufficient training, experience, knowledge and qualifications and other qualities to enable him/her properly to assist in undertaking the measures referred to above.

3.2 Visitors

Visitors to any location may not be aware of the risks associated within the Schools, therefore all visitors must:

- Sign in on arrival in the relevant book;
- Be accompanied by the person they are visiting, who in turn is responsible for the visitor's safety and ensuring that visitors are aware of any hazardous process or situation they may be exposed to;
- Comply with all instructions given to them by the designated member of staff who is responsible for their safety. All instructions must be complied with in as timely a fashion as possible without any delay;
- On leaving the premises, sign out.

Further details are contained in the Schools' Visitors' Policy.

3.3 First Aiders

The School nurse or First Aiders will be appointed for all areas in accordance with the Health and Safety (First Aid) Regulations 1981 (Amended 2013):

- The school nurse or first aiders will be responsible for the taking of prompt and appropriate action following any accident, whether to staff / pupils or other persons;
- The nurse will be responsible for the maintenance of the contents of all First Aid Kits and ensure that only items specified will be retained in the kits;
- Names of competent First Aiders shall be prominently displayed as close as practically possible to the First Aid boxes and be available on the Staff Portal.

3.4 Accidents

All accidents, however minor, must be reported using the form, which is available online via the Staff Portal. This form should be completed by a member of staff in the presence of the injured party or their representative, if at all possible. If the injured party is a visitor or a contractor, they will be given a copy of the completed form. The Nurse or Bursar will collect

paperwork and initiate accident investigation. They will report the accident to the Health & Safety Executive if required under RIDDOR 95.

3.5 Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

- All accidents, dangerous occurrences and near misses will be reported immediately to the nurse as soon as possible after the event.
- All reportable accidents and dangerous occurrences shall be investigated by the relevant person and, if required, will be reported to the HSE within 15 days by the Nurse (or in their absence, the Bursar).

3.6 Emergencies

It is the Schools' policy to take account of fire hazards in the workplace. All staff / pupils have a duty to conduct their operations in such a way as to minimise the risk of fire. This involves compliance with the Schools' no smoking policy, keeping combustible materials separate from sources of ignition and avoiding unnecessary accumulation of combustible materials.

All Heads of Department and Support Staff Managers are responsible for keeping the areas for which they are responsible safe from fire. The Bursar will ensure that all staff are trained in proper fire prevention practices and emergency procedures.

Further details of the Schools' procedures in the event of a fire, the need to invoke the lockdown procedure and procedures in the event of other emergencies are found in the Schools' Fire Safety, Procedures, Risk Prevention and Risk Assessment Policy (and associated documents) and in the Major Incident and Disaster Recovery Plans.

3.7 Work Equipment Safety

The School will ensure that work equipment is so constructed or adapted to be suitable for the purpose for which it is intended.

Where the safety of the work equipment depends on the installation conditions, it will be inspected after installation and before being put into service for the first time, or assembled at a new site or in a new location, to ensure that it has been installed correctly and is safe to operate.

The School will ensure that all work equipment is maintained in an efficient state, in efficient working order, in good repair and where any machinery has a maintenance log, the log is kept up to date.

Use of work equipment will be restricted to person(s) who have been given the task and training for using it.

The Schools will ensure that access to dangerous parts will be prevented by the means of suitable guarding.

Staff will follow all safe working procedures and attend training provided by the schools as appropriate.

Staff will ensure that all work equipment is used only for what it was designed for, report any defects or faults in equipment and stop using equipment immediately.

3.8 Training

To comply with the general duty to provide information, instruction, training and supervision as is necessary to ensure, as far as is reasonably practicable, the health, safety and welfare of staff, health and safety training for all members of staff will be provided as follows:

- At induction
- On introduction of new technology
- On changes in systems of work
- When training needs are identified during Risk Assessments.

Repeat training will be repeated at regular intervals when necessary.

3.9 Consultation of Staff

Consultation of staff and pupils in regards to matters of health and safety shall take place in the following forms:

- staff representatives on the Schools' Health and Safety Committee
- Health and Safety being a standing items on the agenda at all Senior Management Committee, Heads of Department, staff meetings and JCC meetings;
- questionnaires and surveys conducted by the nurse and other relevant employees.

Minutes are kept of all meetings and information relating to relevant health and safety issues is passed to members of staff as appropriate.

3.10 Risk Assessments

Risk assessments shall be carried out for all high and medium risk processes and work activities. Specific assessments shall be carried out for the following activities but not limited to, manual handling, DSE, working with lead, working with asbestos, working in noisy environments, COSHH, DSEAR and working in confined spaces.
Risk assessments shall be reviewed, when there is a significant change to existing work processes, when there has been a change to legislation, when new machinery has been introduced and on a regular basis.
Risk assessments shall be carried out by person/s that the Bursar has identified as being the most competent to carry out the same, having regard to such matters as their experience, training and knowledge of the work activity, which is to be assessed.
Further details are provided in the Schools' Risk Assessment Policy.

3.11 Personal Protective Equipment (PPE)

The appropriate PPE will be provided, free of charge, for staff whose work activities warrant it. It is mandatory that PPE is worn as specified by relevant site rules, risk assessments and method statements.

Training on the safe use, adequate storage facilities and regular maintenance of PPE will also be provided.

3.12 Manual Handling

Manual handling operations will be risk assessed to determine suitable control measures for the management of risk and the Schools will endeavour to eliminate manual handling operations where practicable with any remaining risks being controlled by:

- reducing weights and load sizes where possible
- reducing the frequency of manual handling
- the use of additional manpower
- through the provision of suitable equipment to assist in the operation as well as the relevant training in the use of lifting equipment
- the selection of persons to carry out manual handling or lifting tasks will be based on the training given, age, physique etc.

3.13 Control of Hazardous Substances (COSHH)

For all substances which fall under these regulations, the relevant Material Safety Data Sheet (MSDS) will be obtained from the manufacturer and an assessment made of the risks posed by those substance(s). These will be documented on a COSHH form. The measures taken will include the requirement to seek alternative, less hazardous products where possible.

Relevant training will be given on the use, handling, storage and transportation of all relevant hazardous products, as well as training regarding actions to take in emergency situations.

4. POLICY REVIEW

The policy will be kept up to date, particularly as the Schools change in size and if the nature of any of their activities change. To ensure this, this policy will be reviewed annually and staff notified accordingly.