



BURGESS HILL
— GIRLS —

Health & Safety Policy (Whole School including EYFS)	11 a
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Responsible for Initiating Review of Policy	Bursar
Committee to Review	SLT
Last Review Date	November 2017
Review Period	Annual
Approved by (Committee and Date)	SLT November 2017
Approved by Board of Governors	December 2017
Effective Date of Policy	December 2017
Next Review Date	November 2018
Related Policies	See Annex A for reference to linked policies and procedures

1. Aim

The aim of Health and Safety policies and strategies is to provide conditions free from risk of injury to our health and well-being. It is an objective to be achieved, not a natural state of affairs.

This statement of safety policy is produced in respect of Burgess Hill Girls and forms the basis of planning and implementation of health and safety matters within the School.

2 Statement of General Policy

The Governing Body is responsible for setting out the overall policy for Burgess Hill Girls.

A member of the Board of Governors will be appointed as the named Governor responsible for Health and Safety.

The planning and implementation of the policy is the direct responsibility of the Head, ensuring that teaching staff at all levels and all non-teaching staff fulfill their duties to cooperate with it. The Policy will be brought to the notice of all staff, including new employees, temporary employees and contractors.

The Governors are kept aware of current Health and Safety legislation and accept their responsibility so far as is reasonably practicable to:

- comply with current legislation
- provide plant, equipment and systems or work which are safe and without risks to health;
- make arrangements for ensuring so far as is reasonably practicable and without risks to health, the handling, storage and transportation of articles and substances;
- provide adequate training, information, instruction and supervision so far as is reasonably practicable to enable all staff employed in the School and pupils to perform their work safely and efficiently;
- to promote the development and maintenance of sound safety, health and welfare practices;
- to maintain the premises in a condition that is safe and without risks to health including access to and egress from the premises;
- to provide and maintain a working environment that is so far as is reasonably practicable safe, without risks to health and adequate as regards welfare facilities for staff and pupils;
- to ensure sufficient funds are available to provide as necessary protective clothing/equipment to all staff employed in the School, for the safe use of machinery, equipment and substances and to meet their health and safety obligations;
- to prioritise actions where resources are required.
- to maintain a close interest in all Health and Safety matters insofar as they affect activities in the premises under the control of the School;
- to ratify the safety policy of the School and to see it is reviewed.
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3. Organisation

The Governors recognise the need to identify organisational arrangements in the School for implementing, monitoring and controlling health and safety matters. A summary of the individual duties including reporting arrangements and hence the organisation and accountability are as follows:

The Head is responsible and accountable to the Governors for implementing the School safety policy and for all matters relating to health, safety and welfare within the establishment.

The day-to-day management of Health and Safety matters will be delegated to the Bursar.

4. Health & Safety Committee

The Governors recognise that to achieve effective management of the School Health and Safety policy and the arrangements necessary to fulfil the obligation is through the School "Health and Safety Committee".

The Committee will include:

A Governor, the Head, the Bursar, the Assistant Bursar (Estate & Services), the School Nurse, the Health & Safety Officer, the transport co-ordinator and representatives from:

- Nursery School
- Junior School
- Boarding
- Science
- Catering
- Humanities/Classics
- Mathematics/English/MFL
- Performing Arts
- Physical Education

Each representative will be responsible for the effective communication of safety matters within the group for which they are nominated.

5. Specialist Advice

The Governors recognise that there will be occasions when the School will require specialist advice e.g. on air-monitoring, exhaust ventilation systems.

The Governors will employ a Health and Safety Advisor to carry out periodic risk assessments of the whole School activity and report to them on the findings.

6. The Head and the Bursar

The Governors require the Head to ensure the School's Health and Safety policy is effectively implemented and understood at all levels. The policy must be regularly monitored, effectively controlled and revised as necessary.

The Head must ensure that the agreed procedure for reporting all defects, hazards and problems regarding health and safety matters function efficiently and effectively.

The Head will be a member of the School Health and Safety Committee or will be represented by a delegated member of Senior Leadership Team (SLT).

The Head will ensure that in all schemes of work for pupils, including work experience arrangements, are in

place regarding the adequate information, instruction, training and supervision for health and safety matters.

The Head will liaise with the Heads of Departments (HoDs) to ensure safety procedures and policy agreements are adhered to. The School has a duty to direct the Heads of Sciences and Technology to follow CLEAPSS directives. Consequently, these departments then have a responsibility to follow the CLEAPSS directives.

The Head will seek advice, when appropriate, from outside agencies who are able to offer expert opinions.

The Bursar must be aware of all contracts and/or third parties entering the School to undertake maintenance, service or works contracts.

When building or plant maintenance work is carried out by contractors it is the Bursar's responsibility to ensure that a competent contractor is employed and to oversee the planning and safe execution of the work.

The Bursar is responsible for ensuring that all new, amended or updated material regarding health and safety matters is brought to the attention of the relevant personnel immediately upon receipt.

The Head and/or the Bursar will have the right to stop what is considered unsafe practices or the use of any plant tools equipment, machinery that equally she/he considers to be unsafe.

- The Head and/or the Bursar shall make arrangements for the improvement to premises, plant, tools and equipment that are the establishment's responsibility.
- The Head, with the Health and Safety Committee, shall review from time to time:
 - the provision of First Aid in the School
 - fire and evacuation procedures.
- The Head will monitor and inform the Governors that appropriate safety training has been or will be given to staff to enable them to fulfill their responsibilities. This must include new appointments and transfer of staff within the premises to other functions.

7. Bursar

The responsibilities of the Bursar will include:

- Coordinating all contractual work and maintenance carried out on School premises.
- Liaising with Heads of Non-teaching Departments to ensure that safety procedures and policy agreements are adhered to.
- Ensuring that strict procedures are laid down for building work such as roofing, excavation and drainage, alterations to building structures, refurbishments and renovations or re-modelling schemes.
- Ensuring that good communication exists within the School regarding health and safety matters.
- Compiling a school building register identifying known hazardous substances and materials (e.g. asbestos, lead, flammables etc.)
- Emergency procedures including 'bomb warning' evacuation from School premises.
- Ensuring that where showers have not been used for three days, flushing is carried out.
- Ensuring competent persons or specialists are consulted as necessary to advise on health and safety matters.
- Ensuring that a property survey of the School buildings is carried out and that inspections are completed with defects reported accordingly.

8. All School Employees

All staff must be made aware of what is expected of them and in particular in relation to the department in which they work. Departmental procedures and practices must be clearly defined with adequate instruction and training provided as necessary.

All members of staff have responsibilities under the Health and Safety at Work Act to report any possible hazard and/or defect to the Bursar.

9. Heads of Sections and Heads of Departments

HoS and HoD are responsible and accountable to the Head for all matters relating to health, safety and welfare within their department and section of the School.

Heads of non-teaching departments are responsible and accountable to the Bursar for all matters relating to health, safety and welfare within their departments.

In the exercise of this responsibility Heads of Section and Heads of Department must:

- ensure that all staff under their control receive instruction in their duties, regarding Health and Safety matters
- ensure that all staff under their control are adequately trained to carry out their duties efficiently and effectively
- be aware of regulations, codes of practice and guidance notes appropriate to their specialist areas
- be responsible for producing their own departmental safety policy, defining safe working arrangements and bringing it to the attention of members of staff including new entrants, supply teachers etc
- be responsible for ensuring all statutory notices, placards, regulations and safety signs are displayed as appropriate to their workplace
- be responsible for ensuring facilities such as first aid equipment, protective clothing/equipment, registers and log books are maintained
- ensure that all defects, hazards and problems are reported immediately to the Bursar
- ensure that a copy of the Fire Drill regulations and assembly point are prominently displayed in all rooms and areas for which they are responsible
- carry out regular safety inspections of equipment within the Department
- ensure that risk assessments are carried out and reviewed in respect of the activities within the Department
- report and/or make recommendations to the Bursar on any practices, premises or equipment that give rise to risks to health and safety that are beyond their ability to reduce
- ensuring that formal risk assessments are prepared and maintained as appropriate
- make regular checks of their departments maintaining tidy work areas, adequate storage and cleaning arrangements conforming to their requirements
- pass on appropriate health and safety information received to appropriate people
- act on reports from above or below in the hierarchy

10. Teachers and Technicians

Teaching staff and technicians are responsible and accountable for the implementation of the School safety policy in the performance of their duties including any procedures, arrangements and practices relating to their department.

- They must conform to responsibilities as laid down in their own department policy and safe working practices.
- They must ensure that all pupils under their control receive instruction and are provided with proper training to enable them to operate in a safe and efficient manner.
- They must report to their Head of Department/Head of Section all problems defects and hazards that are brought to their notice.
- Supply teachers must be made aware of the School Health and Safety Policy and of any procedures, relating to their work before commencing work.

11. Transport Co-ordinator

- Arrange for School vehicles to be regularly MOT inspected and serviced, and for any repairs and maintenance to be carried out as soon as possible once a fault is detected.
- Implement the driver training programme

12. Chef Manager

The Chef Manager is to:

be familiar with the School's Health and Safety Policy and apply it to the department's work activities.

ensure that all catering staff are instructed and informed to work in accordance with the Policy.

ensure that all catering staff are appropriately trained for the work for which they are employed.

be responsible for ensuring that formal risk assessments are prepared and maintained for all relevant substances and activities used within the department.

be responsible for preparing and maintaining a Food Safety Hazard Analysis for dishes prepared within the department.

be familiar with and comply with the requirements of the Food Safety Act 1990.

inform the Bursar in writing of any potential hazard or defect.

13. The Assistant Bursar (Estate & Services)

The Assistant Bursar(E&S) is to:

- ensure that a departmental Health and Safety policy is in place for the grounds, maintenance and driving departments and is annually reviewed. The policy to include work risk assessments, equipment risk assessments, PPE assessments, new employee guidelines, temporary staff guidelines and any other relevant Health and Safety issues.
- ensure that all COSHH assessments are carried out for all substances/materials used within the department and to review the assessments annually.
- manage risk assessments in association with maintenance and refurbishment contracts, including emergency repairs.
- ensure all contractors working on the School campus comply with health and safety procedures
- implement and manage the health and safety, CDM and other mandatory guidelines, including a 'permit to work' system for all works and contractors on site.
- ensure departmental requests for health and safety measures, endorsed by the Health and Safety Committee, are included in a works schedule.
- assist with Fire Risk Assessment to all buildings, write reports and budget for and implement works required. .
- ensure that any props built for the Performing Arts productions are safe and meet fire safety regulations. Ensure that a glass replacement programme is in place and reviewed annually.
- ensure all electrical fixed wiring and portable appliance testing is carried out in accordance with the Electricity at Work Regulations. Oversee the installation, maintenance and effectiveness of the

CCTV, fire and security systems. Implement any other inspection/test introduced from time to time as directed by the Bursar.

14. Employment

It is a condition of employment at the School that all employees declare any medical conditions which could impact on their ability to carry out the tasks they are required to perform.

The School policy is that smoking is not permitted in any School building or on any part of the campus. Subject to the prior approval of the Head, smoking may be permitted in the grounds during certain social events.

The School policy is that employees under the influence of alcohol shall not be permitted on campus. Subject to the prior approval of the Head, the consumption of limited amounts of alcohol may be permitted during certain social events.

Failure to comply with the School requirements aimed at promoting the health and safety of all may be regarded as a disciplinary matter to be dealt with under the School's Disciplinary Procedure.

15. The Management of Health and Safety at Work Regulations 1999

The Heads of Section and/or Heads of Department shall carry out specific risk assessments of any young persons (below the age of 18) employed and in respect of new or expectant mothers.

16. Training

It is recognised that some employees will require specific levels of competence in order to perform their tasks and the Governors undertake to provide any necessary training.

D&T Teachers and Technicians who have recourse to use, operate and instruct in dangerous machinery/equipment, e.g. woodwork, metalwork, heat treatment, will be required to hold the AACDT certificate.

Those Science teachers and technicians who are required to be trained in biological hazards will also be trained in accordance with the COSHH Regulations 2002.

Those Science teachers and technicians who are required, will be trained in accordance with Ionising Radiation Regulations 1999 and the DfES Am 1/92.

Grounds/Maintenance staff will be required to hold appropriate certificates before using chemicals and to use woodworking and abrasive wheels.

17. Arrangements for Specific Health & Safety Responsibilities

Accident Reporting/Investigation

All accidents and 'near-miss' incidents must be reported to the Bursar, via the H & S officer, and will be recorded in the Departmental Accident/Incident Book. Incidents of a medical nature will be recorded in a log

maintained by the School Nurse.

The Bursar is responsible for ensuring Accidents and Incidents are reported in accordance with the RIDDOR requirements if required.

A competent person will investigate all accidents and incidents and a report prepared commenting on any steps that may be taken to reduce the risk of an occurrence.

All accidents and incidents will be reported to and discussed at the School Health and Safety Meeting.

An annual analysis of accidents and near misses will be prepared for submission to the Governing Body by the Bursar.

First Aid Provision

Certain posts will be identified as requiring the holder to have a full First Aid Certificate and in general this will ensure that sufficient members of staff are so qualified. Their names will appear in the Staff Handbook.

The location of First Aid Boxes will be identified on the plan in the Staff Handbook. First Aid Boxes will be checked at the end of each half term and a record kept of the date of the check.

School events with an anticipated audience of 150 or more persons will have paid designated First Aid providers. The School Nurse is responsible for making these arrangements.

COSHH (Control of Substances Hazardous to Health) 2002

The Governors recognise the need for the School to carry out risk assessments of all areas in accordance with the regulations. Heads of Department are responsible for COSHH assessments for substances within their responsibility.

Ionising Radiations Regulations 1999

Under the Ionising Radiations Regulations 1999 Burgess Hill Girls School hereby appoints Melanie Bayliss on behalf of CLEAPSS as Radiation Protection Adviser (RPA) provided through Carstens & Robinson Ltd to the school for the purpose of radioactive sources held for the teaching of science.

The contact person hereafter referred to as the Radiation Protection Officer (RPO) will be:

Name: Claire Pearce

Job title: Health and safety adviser / RPO

Address: c/o Carstens & Robinson Ltd, 26 Okehurst Road, Eastbourne,
East Sussex, BN21 1QP

e-mail: claire@carstensandrobinson.co.uk

Phone: 07882 787613

Management of Health and Safety at Work Regulations 1999

Regulation 3 requires that:

- there is suitable and sufficient assessment of risks to employees at work
- statutory requirements are complied with
- risk assessments are reviewed as appropriate
- risk assessments are recorded in writing

Heads of Section and Heads of Department will be required to make provision for this in their departmental safety policy.

Flammable Liquids and Petrol

The storage of flammable liquids will be the responsibility of the Heads of Department as appropriate. The Assistant Bursar (Services & Estate) will be responsible for the storage of petrol and for notifying the Local Authority.

The location of the main storage sites for flammable/combustible liquids will be marked on the plans displayed in the main Reception area of Webb House beside the fire alarm panel.

Health and Safety (display screen equipment) Regulations 1992

Users will be identified as defined in the Regulations and will be advised on workplace assessment.

Users will be entitled to reclaim the cost of biannual eye tests and the reimbursement of the costs of basic lens charges if glasses are prescribed for computer work.

School Visits and Field Trips. (The Activity Centres (Young Persons Safety) Act 1995)

Procedures for field trips, school visits and extra-curricular activities will be contained in the Staff Handbook.

Crisis and Emergency Procedures

In the event of accidents, fires, explosions and spillages the Head or Bursar must be informed immediately. The Head or duty SLT member will decide when to action the Crisis Management Plan.

Work Experience

The School does not take responsibility for organising work placements but offers advice and guidance to students arranging their own placements including raising awareness for health & safety aspects and risk assessments.

Use of School Premises outside School Hours

The Governors recognise the need to set out a policy covering the security and emergency procedures for the use of premises outside school hours.

Security to Prevent Unauthorised Access

The Governors have introduced procedures to control the movement of authorised visitors and to deter and restrict access for unauthorised visitors.

Noise and Vibration

The Governors recognise that, exceptionally, there may be problems experienced with noise and vibration. Heads of Department will report all such cases and if necessary specialist advice will be sought to monitor the hazard.

Minibus and Contracted Coach Transport

The School standard for the purchase of minibuses is for forward-facing seats, overhead luggage lockers, diesel engines and diagonal/lap seat belts. All contracted coach transport is required to have fitted seat belts.

Monitoring the School Health and Safety Performance

The Governors will require the Head to confirm in the annual report that departmental self-inspection has been carried out and that the monitoring to substantiate this has been by a suitably qualified and experienced person(s).

Auditing

The Governors will also require an annual report from the Bursar and a triennial report from an external auditor on health and safety matters providing an objective assessment. The Audit will also cover: The policy – is it working, how effective and at what levels? The organisation – does it function properly, does it plan and implement? Inspection Procedures who is doing it, to what standard, what training is identified etc.

Access Equipment and Work at Heights

The Assistant Bursar (Estate & Services):

- must be informed of any access equipment purchased and/or brought onto site
- will ensure that all persons are trained before using the tower scaffold and ladders
- must be informed before working is carried out at high level
- will ensure that records are kept of inspections of all this equipment
- Is to ensure that the only roof work to be undertaken by School employees is flat-roof work

Asbestos

The Assistant Bursar (Estate & Services) will arrange for a survey to be made of known asbestos locations and its condition every two years. All contractors working in the areas will have the locations of asbestos provided to them. A register of Asbestos will be maintained.

Health and Safety (Consultation with Employees) Regulations 1996

The Agenda and Minutes of the Health & Safety Committee are open documents filed in the Staff Rooms by the Health and Safety Officer. Any employee may seek to have matters included on the agenda by approaching the Bursar with the appropriate information.

Gas Safety

All gas pipes will be clearly marked and only personnel who possess a current relevant Gas Safe

Certification will be allowed to work with gas appliances.

Teaching staff will be shown the whereabouts of emergency controls and advised on correct use/procedures.

Glazing

The standard of glazing and mirrors for the School will be laminated glass to BS6206 or toughened glass. The School has employed a contractor to carry out a risk assessment and produce a schedule of high-, medium- and low-risk glazing locations and the School has a rolling programme to implement the replacement of glass.

Register of Hazardous Materials

Each Department will maintain a register of hazardous materials and their locations if required.

Lasers

Only one low risk Class 2 laser is used in science teaching in the Senior School. The School follows the guidelines published by the Association of Science Education.

Pupil Supervision

The Head will ensure the School has policies that provide for the adequate supervision of pupils whilst on School premises and when off site.

Pressure Vessels and Associated Equipment

The only pressure vessels in the School are in the boiler rooms and an autoclave that is used in Science. These are thoroughly examined annually by a 'competent person' and the certificate of examination is kept for record purposes. The locations are marked on the plan in the main Reception in Webb House.

Signs

All signage within the School is being upgraded to comply with the Signs and Signals Regulations 1996.

Statutory Notices

All statutory notices (eg the Health and Safety Law poster and Certificate of Employers' Liability Insurance) will be displayed in public areas of individual buildings.

Stress Management

The Governors recognise that stress at work needs to be assessed by the same methodology as other work-related hazards. The School's Senior Leadership Team will carry out an annual stress risk assessment and recommend appropriate action in general and individual cases.

Woodworking Machinery and Chainsaws

This is high-risk equipment and will only be operated by trained and authorised personnel.

The Control of Legionellosis

Procedures are in place to control and avoid an outbreak of Legionellosis. The Assistant Bursar (Estate & Services) is responsible for implementing the measures.

Health and Safety Advice

The Governors will ensure that the Head, the Bursar and all employees have competent health and safety advice on an ongoing basis from a Health and Safety Consultant.

Non statutory advice on legal duties and powers DfE website.

Further guidance and procedures are provided within associated documents.

To be read in conjunction with the Child Protection Policy

Annex A: DfE list of suggested topics for inclusion.

- a) Training of staff in health and safety, including risk assessment
General training covered during induction. Specific training to role as required prior to starting.
- b) Consultation arrangements with employees
Through departmental heads to the half termly Health and Safety Committee meetings
- c) Recording and reporting accidents to staff, pupils and visitors including RIDDOR
See Para 17 of this policy and First Aid Policy 13 a
- d) Policy and procedures for off-site visits
See Schools Visits and Trips Policy 14 d
- e) Dealing with health and safety emergencies
See the Crisis Management Plan 11 b
- f) First aid and supporting medical needs
See First Aid Policy 13 a
- g) Occupational health services and managing work-related stress
See page 12 of this policy
- h) Workplace safety for teachers, pupils and visitors
Building condition survey every 5 years with a 30 year rolling refurbishment plan and 5 year general repairs plan.
- i) School security
See School Security Policy 11 k
- j) Violence to staff
See Behaviour – Pupil Discipline and Exclusion Policy 9 b
- k) Manual handling
See para 13 of this policy and the Manual Handling Policy 3.1.5.4
- l) Slips and trips
See Slips Trips and Falls Policy 3.1.2.15
- m) On-site vehicle movements
See Site Traffic Policy 3.1.6.2
- n) Management of asbestos
See Asbestos Policy 3.1.2.1
- o) Control of hazardous substances
See COSHH Policy 3.1.2.3
- p) Work at height
See Working at Height Policy 3.1.5.6

- q) Selecting and managing contractors
[See Construction and CDM Policy and Contractors Guidance 3.1.2.8](#)
- r) Maintenance of plant and equipment
[See Equipment and Machinery Policy 3.1.2.7](#)
- s) Fire safety, including testing of alarms and evacuation procedures
[See Fire Plan 12 b](#)