



HEALTH AND SAFETY POLICY

The following Health and Safety Policy has been formally adopted by the School's Governing body. This policy conforms to the legal framework set out in four key acts of Parliament. However, this policy is not definitive and as such should not be taken as an authoritative interpretation of the law. The policy is intended to cover all staff, pupils and visitors.

Regulatory Framework

The key pieces of guidance and legislation are:

- *The Health and Safety at work Act 1974 (HSW Act)* gave employers a legal duty to ensure, as far as is reasonably practicable, the health, safety and welfare of their employees at work. It also required all staff to conduct themselves in a manner in which they pose no risk to their own or any other person's Health and Safety.
- *The Management of Health and Safety at Work Regulations 1992* required employers to assess the risks to employees and to make arrangements for their health and safety.
- *Health and Safety: Responsibilities and Powers (DCSF)*

HEALTH AND SAFETY POLICY STATEMENT

The school is committed to:

- a. recognise that Health and Safety is an integral part of the business's performance;
- b. compliance with legal requirements as a minimum;
- c. continual cost-effective improvement in health and safety;
- d. provide adequate and appropriate resources to implement policy;
- e. ensure management of health and safety is viewed as an important core responsibility of all managers and staff throughout the school;
- f. ensure the understanding, implementation and maintenance of health and safety at all levels;
- g. involve and consult all employees to gain commitment to the policy and its implementation;
- h. ensure all policies, procedures and risk assessments are adequately documented;
- i. periodically review the policies and procedures in place;
- j. ensure that all employees at all levels have appropriate training and are competent to carry out their duties and responsibilities.

RESPONSIBILITIES

A. The Governing Body

The Governing Body is responsible for ensuring, through the management team, that:

- Effective policies are maintained concerning the organisation and arrangements for the provision of a safe and healthy environment. The policies will detail the School's current command, control, co-ordination and communication systems for the management of health and safety issues.
- Safe systems of working ensure, so far as is reasonably practicable, the health and safety at work of all staff/pupils, including:
 - a. safety committees are established and meet regularly;
 - b. adequate risk assessments are undertaken and results actioned, as appropriate.
- Adequate information and training are provided. Staff are given information by:
 - a. the inclusion of this policy in the staff handbook;
 - b. Health and Safety notice boards;
 - c. representation on health and safety committees.
- Effective emergency procedures.
- The state of repair of the building.
- Safe plant equipment.
- Safe means of entry and exit to the school premises for staff and pupils.
- Safe arrangements and facilities for the handling, storage and transport of articles and hazardous substances.
- Availability of safety and protective equipment and clothing, together with associated guidance, instruction and supervision.
- Adequate first aid facilities.
- Adequate welfare and support facilities for staff and pupils.
- Accidents are monitored.

B. The Headmaster

The Headmaster is the School's Key Manager for Health and Safety and as such takes day-to-day responsibility for all health and safety matters in the School. The Headmaster also has specific legal responsibilities to:

- Ensure that the School displays the Health and Safety Executive's (HSE) statutory notice (ISBN 0 7176 2493 5).
- Monitor and take reasonable practicable steps to instigate, maintain and develop working practices, procedures and conditions which ensure the health, safety and welfare of all staff, pupils, visitors and any other person using the premises or engaged in activities sponsored by the school (including visits).
- Monitor the provisions for first-aid and welfare.
- Take all necessary and appropriate action to ensure that the requirements of all relevant legislation are met.
- Encourage staff, pupils and others to promote health and safety.
- Ensure that any defects on 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.

- Report on health and safety to the Governing Body and to liaise with Governors on health and safety issues.
- Ensure that risk assessments are undertaken whenever necessary in order to identify and eliminate potential hazards.
- Ensure periodic reviews and safety audits on findings of the risk assessments are carried out.
- Ensure accident information is recorded and investigated.
- Assign clear safety functions to staff, as appropriate.

The Headmaster may appoint another Senior Member of Staff as the School's Health and Safety Co-ordinator. However, the Headmaster still retains an overall legal responsibility for the implementation of the School's health, safety and welfare policy. The Headmaster also has specific legal responsibilities to:

- Act on reports received from staff and report problems to the Governors.
- Consult with members of staff, via the Health and Safety Steering Group.
- Identify the training needs of staff and pupils and make recommendations to the Governing Body.

C. The Health and Safety Co-ordinator (the Finance Director)

The Health and Safety Co-ordinator sits on the Health and Safety Committee as Chairman and is responsible for the day-to-day co-ordination of the Health and Safety Policy, to include:

- Regular inspections and risk assessments.
- Initiating action on reported hazards.
- Maintaining an accurate record of completed training on health and safety issues for current staff.
- Monitoring accidents.
- Ensuring policies and procedures are in place throughout the school.

D. The Health and Safety Officer

Reports to the Health and Safety Co-ordinator, and is responsible for:

- Fire safety
- Security
- Maintenance of records

E. The Health and Safety Committees

The Governing Body and the Headmaster have established a Steering Group to cover both school sites, and Safety Committees at Framlingham College and Brandeston Hall which meet each term. Representatives on these committees cover all appropriate areas of work or special hazards. The Health and Safety Committees report to the Steering Group, which reports to the Governing Body and the Headmaster.

Staff appointed to the Steering Group have specific areas of major health and safety responsibility. The Health and Safety Committees consist of both management representatives and elected staff representatives.

Management representatives on the Steering Group have responsibility for:

- The overall day-to-day responsibility for the correct implementation and operation of all relevant policies and procedures in their specific area of responsibility.
- Maintaining up-to-date policies, working practices and procedures.
- Maintaining equipment.
- Encouraging inspections and audits.
- Ensuring relevant PPE is available.
- Health and safety information is disseminated to staff.
- Reporting concerns to the Steering Group.
- Act on any reports of concerns received from staff.

The following areas have been defined as requiring Health and Safety Management representation on the Safety Committees:

Framlingham College	Brandeston Hall
Out-of-School Visits	Out-of-School Visits
Emergency Procedures	Emergency Procedures
Kitchens and Dining Rooms	Kitchens and Dining Rooms
Design School	Design School
Premises and General Issues	Premises and General Issues
Medical Procedures	Medical Procedures
Sport and Physical Activities	Sport and Physical Activities
Transport	Transport
Science Laboratories and Prep Room	Science Laboratories and Prep Room
CCF	

F. Other Staff

All staff must take reasonable care of their own health and safety and that of any other persons who may be affected by their acts or omissions at work. In particular staff must:

- Check that work areas and plant, machinery and equipment are adequately guarded and in good/safe working order before, during and after activities.
- Ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled and that potentially hazardous equipment is returned after use.
- Ensure safe procedures are followed by all – including pupils and visitors.
- Ensure ‘the correct equipment/tool is used for the job’ and that protective equipment/safety devices are used, as appropriate.

All staff must co-operate with the employer in all matters concerning health and safety, e.g.:

- Staff must not interfere with, or misuse anything provided for their health, safety and welfare.
- Staff must not make unauthorised or improper use of plant, machinery or equipment.
- Staff must report all accidents and near misses using the established accident reporting procedure.
- Staff should take an active interest in promoting health and safety and suggest ways of reducing risks.
- Staff must report hazards or defects in the premises, plant, equipment or facilities initially to their Manager.

G. Health and Safety Trade Union Representative

Trade union representatives have no formal recognised responsibilities within our Health and Safety Policy. However, the School will consider submissions from health and safety trade union representatives of recognised trade unions through the Headmaster.

H. Hirers

Those seeking to use school facilities must:

- Ensure they have adequate insurance.
- Comply with relevant health and safety procedures.
- Take reasonable care of their own health and safety and that of any other persons who may be affected by their acts or omissions at work, including their own employees and the School's staff or pupils.
- Obtain permission to bring any equipment onto the school premises.
- Respect any capacity figures.
- Be competent to perform the tasks being undertaken and ensure that the School has supplied them with the information they require about the work and the environment they will be working in.
- Not alter fixed installations.
- Not interfere with or remove fire/safety notices or equipment.

I. Contractors

The manager appointing contractors will be responsible for ensuring proper health and safety documentation is in place and that the contractor is competent to carry out the task. Contractors are expected to work safely on school premises and not to endanger themselves, staff, pupils or visitors.

The relevant manager must take immediate appropriate action if the contractor creates a hazard and refuses to eliminate it or reduce it to a safe level. This may require the suspension of the work/contract and a request for the contractors to leave the premises.

RISK MANAGEMENT

There is a need to balance the desire to eliminate risks with the need to maintain a pleasant, welcoming school environment. At all times the degree of risk and likely impact has to be balanced against the time, effort and cost involved in introducing preventative or risk-reducing measures. To this end various levels of risk assessment are undertaken:

- A risk register is maintained of high level risks.
- Formal risk assessments by each department identified as requiring representation on the Safety Committees.
- Wherever a significantly different activity or procedure is introduced into the School.

The results of risk assessments are reported to the Steering Group through the Health and Safety Committees who, in consultation with the Headmaster, prioritise issues and assign resources to undertake remedial/control measures, as necessary.

The Safety Committees use accident statistics to check for patterns, common causes, areas or times, and professional agencies are consulted, where appropriate.

A. The process of risk assessment:

There is a five-stage management process in risk management:

1. **Identifying hazards**
2. **Identify who might be harmed, and how.**
3. **Evaluate the nature of the risk.**
4. **Establish the likely impact arising from risk.**
5. **Recording findings.**

B. Risk Control

Where risks are identified, all necessary remedial action or risk control measures that can be taken without further consultation should be put into place as soon as possible by the relevant manager. Further consultation will be necessary where the risk identified cannot be reduced sufficiently without substantial unplanned investment in terms of money, time or inconvenience. The Health and Safety Co-ordinator has certain discretion to deal with such matters. More serious concerns will be passed up to the Headmaster and ultimately the Governors.

Managers must establish that their staff and pupils are 'competent' (i.e. possess the necessary skills, knowledge and experience) to carry out the role required of them in accordance with relevant safety legislation in order that they may prevent danger or, where appropriate, injury. After assessing competence, individuals may need to be given appropriate degrees of supervision having considered their experience and the nature of the work. It is therefore vital that the managers have been trained and are deemed to be competent to carry out this process. After assessing the competence of staff and pupils in dealing with particular situations, it may be necessary to offer staff training or information. By providing appropriate training and the necessary reporting mechanisms, we aim to minimise risk and to encourage staff to report incidents promptly.

Suitable health and safety training must be provided whenever staff have to work with new equipment (including new technology) or in a new system. A review of the assessment of competence must be carried out if safety aspects of the work change significantly.

It may be necessary to significantly alter the nature of the job itself, or procedures related to the job, to ensure the identified risk is reduced sufficiently. It should be noted that it is perfectly possible that certain activities will be halted, either temporarily or permanently, where financial limitations make this the most sensible option.

C. Monitoring and Evaluation

A number of mechanisms have been established to monitor and evaluate the implementation and effectiveness of the School's Health and Safety policies, procedures and risk assessments.

- Accident report analysis.
- Steering Group and Health and Safety Committees.
- Physical inspection cycle.
- Process audits (by internal and external experts).
- High level audit of the sites by Insurers.

The results of Health and Safety Audits and Inspections are available to staff through their representatives on the Health and Safety Committees. However, care must be taken not to provide information which may increase the risk to the School, e.g. information which draws attention to specific weaknesses or details of the health and safety system. The Health and Safety Committees regularly check that policies, procedures and risk assessments remain up-to-date.

Endorsed by:

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Name: Paul Taylor

Position: Headmaster

Date: 17<sup>th</sup> September 2009

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Name: John Edwards

Position: Chairman, F. and G.P.C.

Date: 17th September 2009

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**NB document amended January 2010**