

## Health and Safety Policy

This policy applies to the whole school.

Reviewed 20 September 2017



### Organisation and Responsibilities for Health and Safety:

#### 1. The Governing Body

Bradford Grammar School's (the "School") Governing Body has the overall responsibility for the health and safety of employees, students and other individuals whilst on the School's premises and in other places where they might be affected by the School's operations.

#### 2. Management structure

- 2.1 The Governing Body is responsible for strategic health and safety planning and periodic review of health and safety performance.
- 2.2 The Head Master is responsible for executive day-to-day health and safety issues and reporting to the Governing Body for securing the full implementation of the Health and Safety Guidance.
- 2.3 The Senior Leadership Team is responsible for ensuring that the requirements of this policy and all other legislative requirements are managed under the normal method of delegated powers and by establishing a system of reviewing management performance against agreed health and safety performance indicators.
- 2.4 The Health, Safety & Training Manager is the nominated competent person and has the responsibility for advising the Governing Body, Head and other Senior Leaders in the discharge of their responsibilities under the Health and Safety at Work Act 1974, The Management of Health and Safety at Work Regulations, 1999 and all other health and safety related legislation. In addition, the Health, Safety & Training Manager will liaise with enforcement officers such as HM Inspectors of the Health and Safety Executive and West Yorkshire Fire and Rescue Service Fire Officers.
- 2.5 Heads of Department are responsible for ensuring that the requirements of this policy and legal requirements specific to their sphere of activity are implemented and monitored.

#### 3. Implementation

##### 3.1 Governing Body

The Governing Body is required to:

- ensure that the School has an adequate statement of policy for health and safety, and effective arrangements for the implementation of that guidance;
- ensure that adequate resources, both personnel and financial, are allocated to secure implementation of the guidance; and

- ensure that health and safety is fully integrated into the management structure and is regarded with equal importance as to other School functions.

In discharging these responsibilities, the Governing Body is advised by the Head, Senior Management Team and Health, Safety & Training Manager. In any event the Governing Body will:

- receive regular reports on health and safety from the Health, Safety & Training Manager; and
- be notified of any incidents carrying a major risk to health and safety, of any enforcement action taken against the School by the Regulatory Bodies, of any civil action taken against the School, and of the action taken in respect of such incidents or enforcement action.

### 3.2 Head Master

The Head Master has a legal responsibility, alongside the Governing Body, for ensuring that the School complies with relevant health and safety legislation.

The Head Master is required to:

- ensure that the School has a general guidance on the management of health and safety and that the policy is communicated to all employees;
- ensure that appropriate structures, systems and procedures are in place to secure effective implementation of that policy; and
- set health and safety performance standards with the agreement of the Governing Body and Senior Leadership Team

The Head Master also has the authority to take any action considered necessary to prevent serious harm to individuals or the School.

### 3.3 Senior Leadership Team

The Senior Leadership Team is responsible for ensuring compliance with health and safety matters on a day-to-day basis and is therefore responsible through the Head to the Governing Body for ensuring compliance with the Health and Safety Policy, and generally for ensuring that there are satisfactory policies, procedures, mechanisms and guidelines in place to provide a safe and healthy environment for staff, pupils and visitors.

The Senior Leadership Team is required to:

- encourage a health and safety culture where health, safety and welfare issues are seen as essential and integral parts of all School activities to ensure that health and safety issues are managed and controlled effectively;
- ensure that appropriate structural and operational arrangements are in place to support the management of health and safety;
- ensure that relevant communications, notices and requirements are brought to the attention of, and are understood by, employees, students and visitors as appropriate and that all new employees are inducted into the requirements of the health and safety policy and any School and departmental guidelines and instructions;
- nominate employees for specific health and safety functions and ensure that appropriate training and resources are allocated to ensure competency and time to perform their tasks;
- set health and safety performance standards to ensure effective management within their areas of control;
- review information from monitoring systems to ensure continued and effective compliance with performance standards;

- take appropriate action when procedures have not been complied with; and
- liaise with the Health, Safety & Training Manager, as appropriate.

Delegating the day-to-day management of health and safety issues does not remove any responsibility from members of the Senior Leadership Team.

The School will provide training to enable the Senior Leadership Team to effectively carry out these responsibilities and ensure compliance with statutory requirements.

One member of the Senior Leadership Team is required to attend the Information & Consultation Forum, held once per half term.

In the absence of the Head, the Senior Leadership Team is authorised to take appropriate action to prevent serious harm to individuals or the School. Consultation with the Health, Safety & Training Manager should be sought, where appropriate.

### 3.4 Bursar and Clerk to the Governors and Health, Safety & Training Manager

The Health, Safety & Training Manager reports to the Bursar and Clerk to the Governors (a member of the Senior Leadership Team) and is responsible for ensuring that:

- appropriate measures are taken to promote an effective health and safety culture within the School;
- an appropriate health and safety strategy is developed in-line with other School strategies;
- the School's health and safety policies are reviewed regularly and that they remain appropriate, fit for purpose and are amended to reflect changes in legislation;
- effective communications, implementation, inspection and audit systems are in place;
- implementation of the School's Health and Safety Policy is regularly reviewed, monitored and evaluated;
- that employee representatives are appropriately involved as equal partners in delivering and implementing the School's health and safety objectives;
- appropriate training is provided to members of the School who have significant responsibilities in the management of health and safety; and
- all reported accidents, incidents and near miss events are investigated and reported to the relevant authorities, where necessary.

The Health, Safety & Training Manager attends the Information and Communication Forum, held once per half term, to ensure effective consultation with employees via members of the Forum.

### 3.5 Heads of Department

Heads of Department are responsible for managing and implementing health and safety guidance and procedures in their specific departments and have an important role in providing leadership with regard to health and safety.

Heads of Department are required to:

- encourage a health and safety culture where health, safety and welfare issues are seen as essential and integral parts of all School activities to ensure that health and safety issues are managed and controlled effectively;
- ensure compliance with both legal and School health and safety requirements;
- ensure adequate time and resources are allocated for all the requirements to be carried out;
- ensure that all employees are involved by promoting two-way communication;

- establish local health and safety procedures and communicate them with employees and pupils, where appropriate;
- monitor and review health and safety performance within the department;
- take appropriate action when procedures have not been complied with;
- co-operate with accident, incident and near miss event investigations;
- ensure that relevant communications, notices and requirements are brought to the attention of, and are understood by, employees, students and visitors as appropriate and that all new employees are inducted into the requirements of the health and safety policy and any School and departmental guidelines and instructions;
- liaise with the Health and Safety Officer, as appropriate; and
- consider health and safety training requirements as part of Annual Review procedures.

It is important that Heads of Department ensure that hazards are identified and that risk assessments completed are:

- written to a consistent and reasonable standard;
- maintained so that they reflect the current work in progress;
- properly documented; and
- retained for future reference and any significant issues referred to a member of the Senior Management Team or Health, Safety & Training Manager.

Heads of Department are operationally responsible for the implementation of all control measures in their departments identified by the risk assessment process and the effective communication of these control measures to all relevant employees, pupils, visitors and contractors.

The School will provide training to enable Heads of Department to effectively carry out these responsibilities and ensure compliance with statutory requirements.

### 3.6 Employees with line management and supervisory responsibilities

All employees with line management and supervisory responsibilities have an important role in setting performance standards for their specific area of responsibility and are required to:

- ensure that risk assessments are carried out and approved by competent people;
- ensure that identified control measures are put into practice;
- ensure that all employees under their management have adequate information, instruction, training and supervision; and
- raise any issues on non-compliance with their Head of Department.

### 3.7 Employees

All employees are responsible for their own health and safety and the health and safety of others who may be affected by their acts and omissions. All employees must ensure they conduct their duties in accordance with the Health and Safety Policy or any specific safety legislation and guidance or code of practice relating to particular activities.

Employees are required to:

- take reasonable care of themselves and have due regard for others;
- co-operate with the School on matters of health and safety;
- ensure that they do not intentionally interfere with or misuse anything provided for the purposes of health and safety;
- bring any breaches of health and safety policy to the School's attention via their line manager or the Health and Safety Officer;
- report any accident, incident or near miss event using the approved reporting mechanisms;

- not proceed with any activity if they feel it poses a threat to their health and safety or to that of others;
- use all work equipment and substances in accordance with the instruction and training received;
- be aware of hazards and emergency procedures in their areas of work; and
- carry out or be involved in the risk assessment associated with your work.

### 3.8 Pupils

All pupils will be responsible for:

- complying with School rules and procedures;
- taking reasonable care of themselves and others;
- co-operating with all School employees;
- using equipment and substances in the manner in which they are instructed;
- not interfering with or misusing anything provided for the purposes of health and safety; and
- reporting anything they believe to be hazardous or dangerous to an employee.

## 4. Audit and review

The principal means used for reviewing the Health and Safety Policy will be:

- audits of health and safety management in individual departments;
- reports to the Governing Body covering the management of health and safety within the School;
- regular evaluation and review to ensure that new legislation or other changing circumstances are incorporated within the health and safety policy and that the policy remains effective;
- evaluation of health and safety management against performance indicators to ensure that objectives are met and that best value provision is obtained; and
- external audit of all health and safety systems within the School every five years.

## 5. Standards affecting the whole School

The general arrangements and standards required to implement the Health and Safety Policy are set out below alongside those departments that have responsibility for them:

1. Accident reporting and investigation (Health & Safety Department).
2. Alcohol and Drugs (Health & Safety Department).
3. Asbestos (Health & Safety Department).
4. Building work contracts (Estates Department).
5. Consultation with employees (HR Department).
6. Contractors (Estates Department).
7. Control Of Substances Hazardous to Health (COSHH) (Health & Safety Department/relevant Academic Departments/Estates Department).
8. Display Screen Equipment (Health & Safety Department).
9. Driving (Health & Safety Department).
10. Educational visits (Health & Safety Department /Educational Visits H&S Advisor).
11. Electrical Appliances (Health & Safety Department).
12. Emergency Evacuations and Emergency Planning (Health & Safety Department).
13. First Aid (School Nurse/Health & Safety Department).
14. Fire Safety (Health & Safety Department).
15. Food Safety (Catering Department).
16. Gas Electric and Water services: (Estates Department).
17. Health and Safety in Design and Technology (DT Department).

18. Health and Safety in Science (Departments of Biology/Chemistry Physics ).
19. Individual Risk Assessment (Health & Safety Department).
20. Inspections of Premises (Health & Safety Department).
21. Lifting Equipment (Health & Safety Department/Estates Department).
22. Lone & Isolated Working (Health & Safety Department).
23. Manual Handling (Health & Safety Department).
24. Medication (School Nurse).
25. Monitoring processes (Health & Safety Department).
26. New and expectant mothers (Health & Safety Department).
27. Noise (Health & Safety Department).
28. Occupational health (School Nurse).
29. Permits to work (Estates Department).
30. Personal protective equipment (Estates Department).
31. Play areas (Health & Safety Department).
32. Purchase equipment (Reprographics Department).
33. Pupils carrying out work activities in School (Supervision of Pupils Policy)
34. Risk Assessment (Relevant Academic Departments/Health & Safety Department Estates Department/Educational Visits Leaders, Trip Leaders/Educational Visits H&S Advisor/School Nurses).
35. Safe use of ladders, step ladders and trestles (Health & Safety Department).
36. Safe practice in Physical Education (Physical Education Department).
37. Security and personal safety (Estates Department).
38. Stage Equipment (English/Theatre Department).
39. Stress at work (Human Resources Department / Health & Safety Department).
40. Swimming pool safety & water treatment (Health & Safety Department/Physical Education Department/Estates Department).
41. Training records (Human Resources Department).
42. Work at height (Health & Safety Department).
43. Work equipment (Estates Department).
44. Work experience (Careers Department).
45. Work related violence (Human Resources Department).
46. Workplace Health, Safety And Welfare (Health & Safety Department).

Arrangements relating to the list above:

**1 Accident reporting and investigation:**

Accidents are recorded and reported in accordance with the procedure outlined in the guidance. Accidents are investigated as soon as possible after occurrence by the Health, Safety & Training Manager. Investigation provides reactive monitoring data.

**2 Alcohol and drugs:**

Alcohol and drug misuse are social problems with medical implications requiring specialist help. Additional guidance sets out rules, responsibilities and disciplinary procedures for all employees relating to the effects of prescribed medication and the misuse of alcohol and drugs.

**3 Asbestos:**

The Control of Asbestos at Work Regulations requires the School to manage the risk from asbestos. Employees or contractors involved in any building or maintenance work will be made aware of the location of any asbestos and the possibility that they may come across any hidden asbestos containing materials that may have not been recorded.

- 4 Building work contracts:**  
Serious injuries can occur where building work is undertaken. The School takes reasonable steps to ensure that building contractors do not place pupils or employees at risk from their activities. This requires management control of any building work undertaken. The School provides checklists and a sheet outlining basic rules for contractors to follow.
- 5 Consultation with employees:**  
Employers have a legal duty to consult all employees in respect of health and safety issues.
- 6 Contractors:**  
Any contractor working on site has to be managed to ensure that they do not import any risks into School without ensuring that suitable precautions are in place and that employees and pupils are informed if they will be affected. Similarly the School ensures that contractors are not placed at risk from any School activities.
- 7 Control of Substances Hazardous to Health (COSHH)**  
Substances that are used or are produced as the result of a process that may cause harm to anyone exposed to them are assessed, and measures taken to reduce the risks presented are in place.
- 8 Display screen equipment:**  
Wherever an employee uses a computer workstation an assessment is carried out to ensure that the person is not likely to be placed at undue risk from using the equipment. Anyone who is classed as a user is entitled to an eye or eyesight test that will be paid for by the School.
- 9 Driving at work:**  
There is a legal duty under the Health and Safety at Work Act 1974 for the School to safeguard the health and safety of employees while at work. The School and employees also have a duty to ensure that others are not put at risk by work related activities. The School acknowledges these risks and has produced this guidance for employees who drive minibuses.
- 10 Educational visits:**  
See Educational Visits Policy.
- 11 Electrical appliances:**  
The School manages the use and testing of electrical appliances. Frequency of testing will depend upon the type and use of equipment.
- 12 Emergency evacuation and planning:**  
Systems (see PEEPs) are implemented to ensure that all occupants of the premises can be evacuated in an emergency. Different systems may be required depending upon the cause of the evacuation (e.g. fire and bomb evacuations). The School plans for different types of emergency. Arrangements are in place to enable normal operation to continue alongside the management of an emergency.

- 13 First aid:**  
See First Aid Guidance.
- 14 Fire safety:**  
The guidance details the procedures for conducting and reviewing the fire risk assessment; and also outlines the procedures to ensure that alarm systems, firefighting equipment, lighting etc., are tested regularly and maintained to a high standard.
- 15 Food safety:**  
Food Safety Standards are adopted by the Catering Department.
- 16 Gas, electricity and water services:**  
The School ensures that gas, electricity and water services are maintained in a safe condition. Gas services and appliances are regularly inspected and tested by a registered gas engineer; mains electricity is inspected and tested at least once every five years; water services are maintained in a condition that does not give rise to risk.
- 17 Health and Safety in Design and Technology:**  
Specific procedures are implemented within Design and Technology departments to reduce risks from equipment and processes to a minimum.
- 18 Health and Safety in Science:**  
Specific procedures are implemented within Science departments to reduce risks from equipment and processes to a minimum.
- 19 Individual risk assessments:**  
Risk assessment is an integral part of safeguarding the health and safety of pupils, employees and visitors to the School. A pupil risk assessment places the individual at the centre of a risk management strategy.
- 20 Inspection of premises:**  
Premises are inspected regularly as a proactive measure to reduce the likelihood of accidents occurring.
- 21 Lifting equipment:**  
Any equipment used for lifting objects or people is maintained in a good condition. The frequency for inspection and testing will be in accordance with legal requirements outlined in the Lifting Operations and Lifting Equipment Regulations (LOLER)
- 22 Lone and isolated working:**  
Systems are implemented where employees work by themselves or in isolated parts of the building to help reduce the likelihood of injuries being caused and to enable assistance to be obtained if required.
- 23 Manual handling:**  
Activities involving manual handling that may cause injury are assessed to determine the most effective way to reduce the likelihood that injury will occur and to identify any equipment or change in procedures that should be implemented to reduce risk.
- 24 Medication:**  
See First Aid Guidance.
- 25 Monitoring processes:**

The School, as with any other workplace, monitors health and safety in the workplace. This is achieved by raising awareness of risks, undertaking regular inspections of the premises, investigation and analysis of accidents and auditing of systems and procedures.

**26 New and expectant mothers:**

Specific assessments are carried out wherever a new or expectant mother is at work. The assessments take into consideration any condition of the work that could adversely affect the mother and/or unborn child.

**27 Noise:**

There are limits contained within the Noise at Work Regulations that must not be exceeded. If noise levels are exceeded specific requirements, control measures must be put into place. Noise levels below the statutory limits should also be minimised wherever possible, particularly where the level is likely to affect the effectiveness of the teaching environment.

**28 Occupational health:**

The most important asset of any organisation is its employees. The School actively promotes good health amongst employees.

**29 Permits to work:**

High risk activities may, on occasion, require very strict controls. Control is applied using a permit to work system. A permit will identify the safe conditions and requirements that must be present before any work can be started and must be signed by a senior manager/Estates Manager.

**30 Personal Protective Equipment:**

The use of Personal Protective Equipment (PPE) must only be considered as a last resort after every other possibility to reduce risk has been examined, as a temporary measure until further improvements can be made, and where it is not possible to provide any other means to reduce risk (e.g. for some cleaning tasks). PPE has to be carefully selected, with consultation on the type to be used being undertaken with the people who will be required to use it. It must be suitable for the task and be maintained in a safe condition.

**31 Play areas:**

Any play area, and the equipment installed within the area, provided for pupil use will be designed, installed and monitored in accordance with national standards.

**32 Purchase of equipment:**

Equipment will be purchased from reputable suppliers and will conform to any relevant national standards and, where applicable, meet minimum health and safety requirements.

**33 Pupils carrying out work activities in School:**

Measures are in place to ensure that when any pupil is requested to undertake any work/activity on behalf of the School, suitable and sufficient precautions are taken to prevent them being placed at significant risk of injury.

**34 Risk assessment**

Specific legislation outlines assessments that need to be made for particular types of activity – such as manual handling, use of display screen equipment, noise, and hazardous substances. A general risk assessment will identify where such other assessments are required. Once suitable means for reducing risk have been identified,

those measures need to be implemented. Assessments are reviewed on a regular basis and at least every year.

**35 Safe use of ladders:**

Injuries received from the incorrect use of ladders can be severe. Measures are taken whenever such equipment is used to reduce the likelihood of injury.

**36 Safe practices in physical education:**

Specific procedures are implemented within the Physical Education and Games department to reduce risks from equipment and activities to a minimum.

**37 Security and personal safety:**

The safety and well-being of employees and pupils within School can be affected by security and personal safety issues. The School ensures that appropriate measures are implemented according to location and the likelihood that employees and pupils may be affected by intruders.

**38 Stage equipment:**

Specific requirements are addressed to ensure that equipment used on and around a School stage is maintained in a safe condition.

**39 Stress:**

An increasing issue within all workplaces is the subject of stress. Stress can affect different people in different ways. The causes of stress can vary greatly. Managers are encouraged to be aware of the possible causes and to take action to reduce the likelihood that employees will become stressed. Suitable measures are also to be in place to enable anyone suffering from stress related symptoms to receive appropriate help and assistance.

**40 Swimming pool safety:**

A swimming pool can be a hazardous environment if not suitably managed. Guidance from the Health and Safety Executive outlines minimum standards that should be met within all swimming pools. A School swimming pool used by the public will need to meet every strict requirement imposed on public swimming pools. There will need to be a suitable operating and emergency plan and employees supervising swimming lessons need to be trained in appropriate rescue and resuscitation skills. The management of pool safety includes the methods used to disinfect and further treat swimming pool water. The School meets these requirements.

**41 Training records**

The School maintains a record of all training that employees have received. Risk assessments can be used to help identify training needs.

**42 Work at heights:**

Any work undertaken at height has suitable risk control measures in place. Working at height will include working with ladders and step ladders (see HS33) as well as using mobile tower scaffolds and erecting edge protection to the sides of buildings.

**43 Work equipment:**

Any equipment used at work must be suitable for the purpose for which it will be used and only used for the purpose for which it has been designed. Equipment should be maintained in a safe condition and taken out of use if it becomes defective. People using School equipment are provided with training that is commensurate with the equipment being used.

**44 Work experience:**

Systems are in place to ensure that any establishment accepting any pupil on work experience has informed the pupil's parents or guardians about the risks that may be encountered. Checks are made to ensure that the organisation to which a pupil is sent complies with health and safety requirements. Young people are considered as being at greater risk than adults due to their age and maturity. This is considered whenever a risk assessment is undertaken for anything that may affect a young person or child.

**45 Work related violence:**

Studies have shown that School employees can be subject to incidents of violence from members of the public as well as colleagues. An incident will be violent if the victim perceives it to have been, and can range from verbal insults and verbal abuse to threats and physical assault. Personal safety assessment measures are available to help reduce continued acts of a violent nature.

**46 Workplace health, safety & welfare:**

Regulations outline the minimum standards that all workplaces must comply with to ensure the health, safety and welfare of employees. Schools are subject to additional Schools Premises Regulations that go further than the Regulations that affect other workplaces for certain issues, such as indoor temperature. Some parts of the Health, Safety and Welfare Regulations are also not applicable to school classrooms, such as the requirements for minimum working space. The majority of the Regulations do, however, apply, and are concerned with health issues such as having suitable and sufficient lighting, waste removal and adequate ventilation; safety issues such as prevention of falls from height, management of traffic in and around the premises, provision of adequate flooring and safety of doors and gates; welfare issues such as the provision of a rest area for pregnant women and nursing mothers, suitable facilities for changing clothing if required, provision of suitable drinking water and provision of suitable toilet facilities.

Further guidance for some of the above can be found within the policy guidance area of the School intranet. (All such further guidance is highlighted in bold italics). Where such guidance is given, these documents carry the same weight as policy.