

Health and Safety Policy

This policy applies to the Whole School, including the Early Years Foundation Stage (EYFS).

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, pupils 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 Headmaster 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 Policy.
- 2.3 The Senior Leadership Team (SLT) 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 Estates Manager is the nominated competent person and has the responsibility, assisted by the Health & Safety Officer (H&S Officer), for advising the Governing Body, Headmaster 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 Estates 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 Line Managers 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 policy;
- ensure that adequate resources, both personnel and financial, are allocated to secure implementation of the policy.
- 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 Headmaster, SLT, the Estates Manager and the H&S Officer. In any event the Governing Body will:

- receive regular reports on health and safety from the Estates Manager and/or the H&S Officer.
- 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 Headmaster

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

The Headmaster is required to:

- ensure that the School has a policy 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
- set health and safety performance standards with the agreement of the Governing Body and SLT

The Headmaster 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 SLT is responsible for ensuring compliance with health and safety matters on a day-to-day basis and is therefore responsible through the Headmaster 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 employees, pupils and visitors.

The SLT is required to:

- encourage a health and safety culture where health, safety, and welfare matters are seen as essential and integral parts of all School activities
- ensure that health, safety, and welfare 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, pupils and visitors 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
- liaise with the Estates Manager, as appropriate.

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

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

In the absence of the Headmaster, the SLT is authorised to take appropriate action to prevent serious harm to individuals or the School. Consultation with the Estates Manager should be sought, where appropriate.

3.4 Bursar and Clerk to the Governors, Estates Manager, and H & S Officer

The Estates Manager and the Health & Safety Officer report to the Bursar and Clerk to the Governors (a member of the SLT) and are 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.
- Information and Consultation Forum (ICF) 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
- all reported accidents, incidents and near miss events are investigated and reported to the relevant authorities where necessary.

The H&S Officer provides a report for and attends each ICF meeting to ensure effective consultation with employees through their representatives on the Forum.

3.5 Line Managers

Line managers 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.

Line Managers 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 their 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, pupils and visitors 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 H&S Officer, as appropriate
- consider health and safety training requirements as part of Annual Review procedures.

It is important that Line Managers ensure that hazards are identified and that risk assessments are:

- written to a consistent and reasonable standard
- maintained so that they reflect the current work in progress
- properly documented
- retained for future reference and any significant issues are referred to a member of the SLT or H&S Officer.

Line Managers 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 Line Managers 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
- raise any issues on non-compliance with their Line Manager

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 H&S Officer
- report any hazard, 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
- carry out or be involved in the risk assessment associated with their work

3.8 Pupils

All pupils will be responsible for:

- complying with School rules and procedures
- co-operating with all School employees
- using equipment and substances in the manner in which they are instructed

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
- 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:

Accident reporting and investigation:

Accidents are recorded and reported in accordance with the procedure outlined in the policy. Accidents are investigated by the H&S Officer where necessary, as soon as possible after occurrence. Investigation provides reactive monitoring data.

RIDDOR Reporting

RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 1995 and 2013) require the School to report to the Health and Safety Executive (HSE) Online www.hse.gov.uk/riddor. All injuries can be reported online but fatal and specified injuries can be reported by telephone 0345 300 99 23 Monday to Friday 8.30am – 5.00pm.

The School will keep a record of any reportable injury, disease or dangerous occurrence, which will include: the date and method of reporting; the date, time and place of the event; personal details of those involved and a brief description of the nature of the event or disease. This record can be combined with other accident records (as above).

RIDDOR reportable criteria are as follows:

- Accidents involving employees resulting in the person being fatally injured or being taken from the site of the accident to hospital for treatment for a specified injury. A list of specified injuries can be found on the HSE link at the bottom of this section. Diagnostic tests do not count as treatment.
- An employee accident or confirmed case of occupational ill health resulting in an absence from work of longer than 7 days, including weekends.
- Accidents involving pupils or visitors resulting in the pupil or visitor being killed or being taken from the site of the accident to hospital for treatment, **but** only if the accident results in a specified injury and has arisen out of direct connection with an activity. The criteria for 'direct connection' are if there has been a failure in the way the activity or event was organised e.g., lack of supervision, the way machinery/substances were used e.g., during a science experiment, or due to the condition of the premises being hazardous or inadequate e.g., slippery floor.
- Sports injuries resulting in specified injuries to pupils are in most cases not reportable under RIDDOR and should only be reported if they occur as a result of the condition of the premises or equipment being hazardous or inadequate, or if there was inadequate supervision or failings in the management of the activity.

- Occupational diseases must also be reported when written confirmation is received by a medical professional that the disease or condition is linked to occupational exposure.
- The HSE must be notified of fatal and major injuries and dangerous occurrences without delay. This must be followed up within 10 days with a written report.
- Other reportable accidents do not need immediate notification, but they must be reported to HSE within 15 days.

Visit www.hse.gov.uk/riddor/do-i-need-to-report.htm to check if an incident or accident needs reporting, and for a list of specified injuries, occupational diseases, and dangerous occurrences.

For information on RIDDOR reporting specifically in schools, please follow the link below:
<https://www.hse.gov.uk/pUbns/edis1.pdf>

The Headmaster is responsible for ensuring that reporting under RIDDOR happens but delegates the duty to the H&S Officer.

The H&S Officer also monitors:

1 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.

2 Asbestos:

The Control of Asbestos at Work Regulations requires the School to manage the risk from asbestos. Employees, visitors, or contractors involved in any building or maintenance work will be made aware upon induction 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.

3 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, and risk assessments and method statements are requested in advance of works taking place. The School provides an induction to contractors, outlining basic expectations and rules for contractors to follow when on site.

4 Consultation with employees:

Employers have a legal duty to consult all employees in respect of health and safety issues. The School's consultation process is via the ICF. These meetings are documented, and minutes are available for all employees on the School's Sharepoint site.

5 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. Risk assessments and method statements are requested in advance of works taking place. Similarly, the School ensures that contractors are not placed at risk from any School activities and provides an induction to contractors upon commencement of works.

6 Control of Substances Hazardous to Health (COSHH)

Substances that are used, or are produced as a result of a process, that may cause harm to anyone exposed to them are assessed, and measures are taken to reduce the risks presented.

- 7 Display screen equipment:**

Wherever an employee regularly 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 eyesight test that will be paid for by the School. The School's chosen provider to ensure they meet this requirement is Specsavers.
- 8 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 guidance for employees who drive School minibuses and their own vehicles for work purposes.
- 9 Educational visits:**

See Educational Visits Guidance. This is available on Sharepoint.
- 10 Electrical appliances:**

The School manages the use and testing of electrical appliances. Frequency of testing will depend upon the type and use of equipment. All electrical equipment is managed in line with the HSE's current guidance notes.
- 11 Emergency procedures and planning:**

Systems 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 emergencies. The School develops Personal Emergency Evacuation Plans (PEEPs) whenever appropriate, and has a guidance document for PEEPs that are in place at any given time.
- 12 First aid:**

The School takes its First Aid arrangements and welfare of pupils extremely seriously. To that end, the School exceeds the recommended number of trained first aiders and employs two qualified nurses to administer its First Aid requirements on a daily basis. The School has a detailed policy and guidance document on the management of first aid.
- 13 Fire safety:**

Separate 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.
- 14 Food safety:**

Food Safety Standards are adopted by the Catering Department. Further information can be obtained by contacting the School's Executive Chef.
- 15 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.
- 16 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.
- 17 Health and Safety in Science:**

Specific procedures are implemented within Science departments to reduce risks from equipment and processes to a minimum.

18 Individual risk assessments:

Risk assessment is an integral part of safeguarding the health and safety of pupils, employees and visitors to the School. An employee or pupil risk assessment places the individual at the centre of a risk management strategy.

19 Inspection of premises:

Premises are inspected regularly as a proactive measure to reduce the likelihood of accidents occurring.

20 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 .

21 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. The school has a detailed guidance document regarding the management of lone working.

22 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.

23 Medication:

Medication is administered in line with current practices. All medication is controlled and supervised by a member of the nursing team , first aider or a teacher who is responsible for supervising pupils whilst they are participating in an educational activity whilst off the school site. The School has a detailed policy and guidance document on the management of medication and chronic illness.

24 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. The H&S Officer undertakes these audits over the course of each School year, for example monitoring ceilings for signs of deterioration.

25 New and expectant mothers:

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

26 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. Individual hearing tests are carried out every 2 years for the appropriate employees.

27 Occupational health:

The most important asset of any organisation is its employees. The School actively promotes good health amongst employees. External occupational health assessments are actioned where appropriate.

28 Permits to work:

High risk activities, such as working at height or undertaking hot works, require 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 the Estates Manager, Deputy Estates Manager, or a supervisory member of the Estates Team including the H&S Officer.

29 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, or 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.

30 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.

31 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.

32 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.

33 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. Risk assessments are also requested of any hirer of the facilities.

34 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. Staff who work at height receive training. Ladders are formally assessed every 6 months and checked prior to each use by the user.

35 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.

36 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.

37 Stage equipment:

Specific requirements are addressed to ensure that equipment used on and around a School stage is maintained in a safe condition. More specialist information can be obtained via the School's Theatre Technician

38 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. Line managers are encouraged to be aware of possible causes and to take action to reduce the

likelihood that employees will become stressed. Suitable measures are in place to enable anyone suffering from stress related symptoms to receive appropriate help and assistance. Further information can be obtained via the School's Human Resources Department (HR).

39 Swimming pool safety:

Guidance from the HSE and Royal Life Saving Society (RLSS) outlines minimum standards that should be met. Suitable operating and emergency plans are in place and employees supervising swimming lessons are trained in appropriate rescue and resuscitation skills. The management of pool safety includes the methods used to disinfect and further treat swimming pool water.

40 Training records:

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

41 Work at height:

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

42 Work equipment:

Any equipment used at work must be suitable for the purpose for which it will be used and only be 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 specific and appropriate training.

43 Work related violence:

School employees may be subject to incidents of violence from members of the public as well as other employees and pupils. The School will consider an incident to have been violent if the victim perceives it to have been. The criteria for violence can range from verbal insults and verbal abuse to threats and physical assault. Employees are not normally expected to work in a role where the risk of violence is significant, however if there is a potential risk, for example in a security role, control measures are put in place to reduce the risk to an acceptable level.

44 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 affecting, for example, indoor temperature, 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. Schools are however exempt from others, such as the requirements for minimum working space.

Further guidance can be found within the School Policies and Procedures section in SharePoint. Where such guidance is given, these documents carry the same weight as policy. The Estates Team use a compliance register to record the regular tests that are performed across the School site. The register identifies who is responsible for carrying out the test, the frequency of each test, the dates of the last test and the due date for the next test.

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