

HEALTH & SAFETY POLICY

COVERING BOTH SCHOOLS INCLUDING EYFS & BOARDING

Governors' Committee normally reviewing:	Governance Committee
Date formally approved by the Governors :	Summer Term 2018
Date policy became effective :	February 2010

Period of Review:	Annually
Next Review Date :	Summer Term 2019

Person responsible for implementation and monitoring :	Heads
Other relevant policies and plans:	Accident Reporting Policy Site Security Policy Fire Safety and Emergency Evacuation Policy Risk Assessment Policy First Aid Policy Educational Visits Policy Safeguarding (Child Protection & Staff Behaviour) Policy Crisis Management Plan

Aims & Ethos

The following policy encompasses the aims and ethos of the

Preparatory School
Mr Simon James
Head, Preparatory School

and the

Senior School
Mr Chris Townsend
Head, Senior School

[Aims of the School](#) Click here
[Ethos of the School](#) Click here

SAFEGUARDING STATEMENT

Felsted is committed to maintaining a safe and secure environment for all pupils and a 'culture of vigilance' to safeguard and protect all in its care, and to all aspects of its 'Safeguarding (Child Protection and Staff Behaviour) Policy'.

EQUAL OPPORTUNITIES STATEMENT

The aims of the School and the principles of excellent pastoral care will be applied to all children irrespective of their race, sex, disability, religion or belief, sexual orientation, gender reassignment or pregnancy or maternity; equally these characteristics will be recognised and respected, and the School will aim to provide a positive culture of tolerance, equality and mutual respect.

HEALTH AND SAFETY POLICY

1. PREFACE

1 - This policy is required under the Health and Safety at Work Act ('the Act'). Employees are reminded that they have duties under the Act and breach of these duties could lead to prosecution of The Governing Body or individual employees.

2 - This policy makes an unequivocal commitment to high standards of health and safety. Although the Heads of the Senior and Prep Schools have ultimate responsibility for implementing the policy, all employees have an important part to play in its successful implementation.

3 - Every Manager and Supervisor is responsible for implementing the policy in their area of activity. Every employee must comply with the policy and co-operate with colleagues to achieve high standards of health and safety.

4 - Responsibilities of staff are outlined in this document but detailed arrangements for carrying out the policy are included in separate Codes of Practice.

5 – This policy is approved by the Governance Committee.

6 - Failure to comply with safety requirements may lead to disciplinary action.

Chairman of Governors
May 2018

2. STATEMENT OF INTENT

The Governing Body of Felsted School ('the School'), fully recognise our collective responsibility for providing, so far as is reasonably practicable, a safe and healthy school for all of our employees, pupils, contractors, visitors (including parents) and others who could be affected by our activities. In our role as employer we attach high priority to ensuring that all the operations within the school environment, both educational and support, are delivered in an appropriate manner. The Governing Body are committed to promoting the welfare of all in our community so that effective learning can take place.

Day-to-day responsibility for the operation of health and safety at the School is vested with the Heads. The Governing Body has specified that the School should adopt this policy for managing health and safety:

3. OBJECTIVES

To implement the policy the School's objectives are:

- 3.1 To ensure that all activities are being carried out safely, without risk to health, so far as is reasonably practical.
- 3.2 To ensure there are Codes of Practice covering work activities.
- 3.3 To ensure that all staff are aware of and actively support the responsibilities of The Governing Body and accept their own personal responsibilities.
- 3.4 To ensure that all new employees are aware of the Health and Safety Policy and the appropriate health and safety procedures through the School's Induction procedure.
- 3.5 To ensure that all visitors, contractors and suppliers of goods and services comply with relevant health and safety requirements.
- 3.6 To ensure that consultative procedures facilitate the involvement and commitment of employees and their appointed representatives.
- 3.7 To promote awareness of health and safety issues.
- 3.8 To provide support on all health and safety matters.
- 3.9 To have and make readily available detailed health and safety information which may be required about or resulting from legislation, approved Codes of Practice or British Standards.
- 3.10 To have and make readily available detailed health and safety information which may be required about substances, materials, articles, processes, plant and equipment employed by the School.
- 3.11 To ensure that suitable and sufficient assessments are carried out of the risks to the health and safety of employees, pupils and others.

3.12 To keep this policy under review and revise it as required but at least annually.

3.13 To monitor the implementation of the Health and Safety Policy.

4. ORGANISATION AND RESPONSIBILITIES

4.1 (a) The Governing Body

- a) The Governing Body, via the Governance Committee, will oversee health, safety and welfare matters and will ensure that the necessary resources are provided.
- b) The Governing Body will monitor the implementation of the Policy by requiring a termly report to the Governance Committee via minutes of the Health and Safety Committee meeting that includes a termly report from the Safety, Health, Environment and Fire Advisor (SHEF).

Governor overseeing and reporting to the Board for health and safety matters

This is Dr James Nicholson.

The role of the Governor with responsibility for overseeing and reporting to the Board on matters relating to health and safety, is to review the following areas twice yearly on behalf of The Governing Body, and to report to the Governance Committee on their findings from each review:

- Health and Safety records, including risk assessments for both on site and off site activities.
- Accident records and reporting.
- Any identifiable trends or issues of concern relating to accidents or incidents.
- Health and safety training records.
- Agenda for, and minutes of, the termly Health and Safety Committee meeting.
- Confirmation that the agreed relevant policies and procedures are followed in practice.

The twice yearly review is likely to involve a meeting with the Estates Manager and the Safety, Health, Environment and Fire Advisor (SHEF Advisor) and further discussions with the Prep School Health and Safety Representative, the Senior School Educational Visits Co-ordinator and the Senior Deputy Head as necessary.

4.1(b) The Health and Safety Committee

The Health and Safety Committee meets termly and reports on a termly basis to the Governing Body.

The Health and Safety Committee is responsible for:

- a) Reviewing accident reports for staff, pupils and visitors, identifying any trends and patterns and ensuring that appropriate follow up actions are taken as a

result.

- b) Reviewing the provision of Health and Safety training, (including risk assessment, manual handling, accident reporting and control of hazardous substances training) and ensuring that regulatory requirements and identified training needs are met.
- c) Reviewing the process for and practice of, safety equipment installation and testing, including fire alarms and emergency lighting.
- d) Reviewing policies and plans relating to Health and Safety and risk assessment, and their implementation.
- e) Ensuring that staff are briefed in a timely and appropriate manner on all changes to Health and Safety legislation and requirements and that policy and procedure is amended accordingly.
- f) Standing agenda items for the Health and Safety Committee include:

SHEF Advisor report:

- Accident/Incident Reporting (including reporting and types of incidents)
- Risk Assessment Progress
- Training Update
- Inductions

Departmental Reports:

- Academic
- Boarding Houses
- Catering
- Domestic Services
- Enterprises
- Grounds
- Medical
- Science
- Sport
- Student Welfare
- Works

Periodic Inspection Update

- PAT Testing
- Emergency Light testing
- Fire Alarm Testing

Progress reports against policies and plans

Health and Safety updates

- New information from HSE, OSHA
- Planned H & S campaigns to raise awareness in the workplace

Proposed major Works that may have health and safety significance

Any upcoming large-scale/public events

4.2 Heads

The Heads of the Senior and Prep School are accountable to the Governing Body for the implementation of the Health and Safety Policy. They will also discharge the School's overall duty as employer.

The Heads, through line managers, will be responsible for ensuring that:

- a) The Health & Safety Policy is brought to the attention of all staff.
- b) Codes of Practice are available for each work activity carried out in the school and a copy of each code of practice is kept in the health & safety office.
- c) Health and safety information is communicated to relevant staff.
- d) Training needs are identified and appropriate arrangements are made for training, including risk assessment (see Risk Assessment Policy) and manual handling training.
- e) New staff receive appropriate health and safety information including details of the safety policy, codes of practice, fire drill procedures and other safety procedures.
- f) The overall procedures for safety are monitored.
- g). Fire drills are carried out and a fire register is maintained.
- h) Assessments are undertaken of all risks to health and safety as required by the Management of Health and Safety at Work Regulations and other legislation. That the significant findings are recorded and recommendations are implemented.

4.3 Deputy Heads

The Deputy Heads are responsible for carrying out the Heads duties' in their absence.

4.4 The Bursar

The Bursar will act as the School Health and Safety Co-ordinator. Specific duties include:

- a) Establishing arrangements for dealing with health and safety matters such as:
 - The dissemination of health and safety information to all staff.
 - First Aid.
 - Accident reporting.
 - Emergency evacuation procedures.
 - Ensuring accidents are investigated.

- Ensuring health and safety matters raised by staff are dealt with.
 - Ensuring relevant risk assessments are undertaken and significant findings are recorded.
 - The regular review of the Health and Safety registers held by the SHEF Advisor and Estates Manager, including accident reporting, reporting to RIDDOR, all Health and Safety training, management of asbestos, control of hazardous substances, maintenance (electrical, ventilation, water systems, appliances), management of contractors and on-site vehicle movement risk assessments.
- b) Ensuring co-ordination of all aspects of Health and Safety Policy and practice.
- c) Ensuring that the implementation of the Health and Safety Policy is monitored.

4.5 Estates Manager

The Estates Manager is responsible for:

- a) Making safe and rectifying any identified premises and facility defects affecting health and safety.
- b) Liaising with building contractors and monitoring the work to ensure that appropriate standards of health and safety are maintained.
- c) Ensuring that all relevant statutory inspections are carried out at legally required intervals and records are maintained.
- d) Ensuring that equipment is inspected and serviced at the recommended intervals and records are maintained.
- e) Ensuring that formal arrangements are in place for liaising with contractors to ensure appropriate co-operation and co-ordination between the School and the contractor as required by the Management of Health and Safety at Work Regulations; all reasonable steps are taken to inform contractors of risks to their employees arising out of or in connection with the operation of the school; and contractors are aware of any special risks to children which might arise out of their work.
- f) Reporting to the Bursar, School Leadership Teams, Health and Safety Committee and the Governing Body on all matters of Health and Safety, including accident reporting and any trends identified, staff training, outcome of regulated inspections, maintenance and testing, risk assessments, implementation of the Health and Safety and Risk Assessment Policy, status of registers held, management of contractors and compliance with legislation, Approved Codes of Practice and British Standards

4.6 The SHEF Advisor

The SHEF Advisor will report directly to the Estates Manager on all matters

relating to Health and Safety. Specific duties include:

- a) Co-ordinating all aspects of Health and Safety Policy and practice and providing regular reporting to the Estates Manager and Bursar on health and safety practice.
- b) Ensuring that Health and Safety matters are satisfactorily dealt with, and to notify the Estates Manager if they are not.
- c) Monitoring the implementation of the Health & Safety Policy.
- d) Assisting with accident investigations where necessary.
- e) Reporting notifiable accidents/incidents to the HSE.
- f) Liaising with contractors and visitors as appropriate.
- g) Maintaining the Fire Register of practice evacuations.
- h) Identifying and delivering Health and Safety training as appropriate, including risk assessment (see Risk Assessment Policy) and manual handling training and maintaining a training register, detailing type and date undertaken.
- j) Ensuring that a copy of Appendix 1, Management Arrangements for Health and Safety, is posted on notice boards in a prominent position and updated at regular intervals.

4.7 Heads of Department

Heads of Department are responsible, so far as is reasonably practical, for implementing the Health and Safety policy within the work activities/area under their control.

In particular they are responsible for ensuring that:

- a) Activities under their control are carried out, so far as is reasonably practical, safely and without risk to health.
- b) The implementation of the Health and Safety policy is monitored properly in their area of responsibility; raising any concerns on safety matters with the SHEF Advisor.
- c) Employees are made aware of their responsibilities for health and safety.
- d) Suitable arrangements are made for consultation with employees' safety representatives.
- e) Training needs of staff within the Department are identified and that staff are adequately trained, instructed and supervised.
- f) Codes of Practice appropriate to the work activity are brought to the

attention of all staff in the Department.

- g) Codes of Practice are complied with and appropriate safety signs or notices are displayed.
- h) Relevant health and safety information is communicated to staff.
- i) First aid procedures are complied with.
- j) All accidents occurring in the Department are investigated and recorded on the Accident/Incident Report Form, and the completed form is immediately forwarded to the SHEF Advisor.
- k) Reasonable arrangements for allowing safety representatives to carry out their functions are complied with.
- l) Staff are aware of fire procedures and regular training is undertaken.
- m) New employees receive all appropriate health and safety information/training including departmental safety procedures and, if required, risk assessment and manual handling training.
- n) Ensuring assessments are undertaken of all risks to health and safety as required by the Management of Health and Safety at Work Regulations and other legislation, that the significant findings are recorded, and that any recommendations are acted upon.

4.8 Line Managers, Supervisors and Senior Technicians

All Managers and supervisors are responsible for ensuring the Health and Safety Policy and arrangements that have been made are implemented in their areas of activity.

In addition to ensuring that work activities under their control are carried out, so far as is reasonably practicable, safely and without risk to health, responsibilities include:

- a) Monitoring the implementation of the Health and Safety Policy in their area of responsibility and carrying out inspections of workplaces and equipment.
- b) Ensuring individual employees are aware of their responsibilities for health and safety.
- c) Making suitable arrangements for consultation with employee safety representatives.
- d) Ensuring employees under their control are adequately trained, informed, instructed and supervised.
- e) Codes of Practice appropriate to their area are brought to the attention of all relevant staff.

- f) Codes of Practice are complied with and appropriate safety signs or notices are displayed.
- g) Relevant health and safety information is communicated to staff.
- h) First aid procedures are complied with.
- i) All accidents/incidents occurring in the department are investigated and recorded on the accident/incident report form, and the completed form is immediately forwarded to the SHEF Advisor.
- j) Reasonable arrangements for allowing safety representatives to carry out their functions are complied with.
- k) Training needs of staff within the area are identified.
- l) Staff are aware of the fire procedures.
- m) New employees receive appropriate health and safety information including specific safety procedures.

4.9 Teachers

Teachers are responsible for the safety of students in classrooms, laboratories, workshops and learning activities including sports and co-curricular. In particular they are responsible for:

- a) Knowing the emergency procedures in respect of fire and first aid and the special safety measures to be adopted in their own teaching areas and to ensure that they are applied.
- b) Exercising effective supervision of students and ensuring they know of the general emergency procedures in respect of fire and first aid and the special safety measures of the teaching area.
- c) Giving clear instructions and warnings.
- d) Ensuring that coats, bags, cases etc. are safely stowed away.
- e) Integrating all relevant aspects of safety into the teaching process and if necessary giving special lessons on safety.
- f) Following safe working procedures personally.
- g) Using protective clothing, guards and special safe working procedures when necessary.
- h) Bringing to the attention of and making recommendations on safety matters to the head of department or team leader.
- i) Ensuring that all accidents occurring in the class are investigated and recorded on the accident/incident report form, and that the completed form

is immediately forwarded to the SHEF Advisor.

4.10 All Employees

It is the responsibility of all employees:

- a) To take reasonable care of their own health and safety and that of all persons affected by their acts or omissions.
- b) To co-operate with line managers so far as it is necessary to enable them to meet their responsibilities for health and safety.
- c) To use work equipment provided correctly in accordance with instructions and training.
- d) To inform the Governing Body (through line managers) of any situations which represent a serious and immediate danger to health and safety.
- e) To report to their line manager any accident/incident which occurs at work.

Any employee with concerns regarding health and safety or who identifies any hazardous situation should raise the matter with their line manager

4.11 Pupils

Pupils are responsible for:

- a) Exercising personal responsibility for the safety of themselves and others.
- b) Observing the Health & Safety rules of the School.
- c) Using and not wilfully misusing, neglecting or interfering with any item provided for safety.

5. SAFETY REPRESENTATIVES AND CONSULTATION

The School will provide for effective joint consultation on health and safety matters with safety representatives or if safety representatives are not appointed, consultation on health and safety issues will be through staff meetings of teaching and non-teaching staff.

6. HEALTH & SAFETY ADVICE

Essex County Council has been appointed to assist in undertaking proactive and preventive measures.

7. GENERAL ARRANGEMENTS FOR HEALTH AND SAFETY

7.1 Accident/Incident Reporting

The Accident/Incident reporting procedure is detailed in Appendix 2 to this Policy.

7.2 Codes of Practice

The School has adopted Safeguard and Essex County Council Learning Service's Codes of Practice.

7.3 Management Arrangements

Appendix 1 to this Policy indicates management arrangements for implementing the Health and Safety Policy.

7.4 Risk Assessment

The School's Governing Body are committed to promoting the safety and welfare of all members of the School community. The priority lies in ensuring that all operations within the School environment, both educational and support, are delivered in a safe manner which complies fully with the law and with best practice.

Whilst undergoing induction, all new members of staff are given an overview of the School's health and safety arrangements and records are kept of all induction training. Specialist training is given to those whose work requires it. Staff are responsible for taking reasonable care of their own safety, together with that of pupils and visitors. They are responsible for cooperating with the Head, the Bursar and other members of the Senior Leadership Team (SLT) in order to enable The Governing Body to comply with their Health and Safety duties. All members of staff are responsible for reporting any risks or defects to their line manager.

It is the responsibility of the Head of Department to ensure that assessments are undertaken for any risks to health and safety, (as required by the Management of Health and Safety at Work Regulations), that significant findings are recorded and that any recommendations are acted upon. For any school trips it is the particular responsibility of the trip organiser to ensure that Risk Assessments are undertaken before the event and that the significant findings are recorded and that any recommendations are acted upon. Particular attention is given to supervision and educational visits for which the School has separate policies.

Risk assessments must be completed before a new activity is introduced, whenever there is a change to an existing school activity or following an accident/incident. They are reviewed by the Head of Department and the Health & Safety Officer and revised at regular intervals and at least annually.

The School makes use of model or generic risk assessments for educational activities and visits. It subscribes to the CLEAPSS Advisory Service and follows their advice regarding risk assessments for all science and design technology activities.

Each term, the School's Health and Safety Committee reviews the records of accidents/incidents that have occurred and ensures that reasonable remedial action has been taken to reduce any future risks.

7.5 Health and Safety Monitoring

- a) An internal review of health and safety arrangements and procedures will be submitted to the Bursar.
- b) All accidents/incidents will be investigated, as appropriate, to identify any failures in the management of health and safety. Reports will be submitted to the Bursar where necessary.
- c) The SHEF Advisor will review accident/incident records at least termly and reports submitted via Health & Safety Committee meetings.
- d) The SHEF Advisor will schedule and carry out Fire Inspections of the School throughout the year using the Fire Safety Inspection Form FS001.

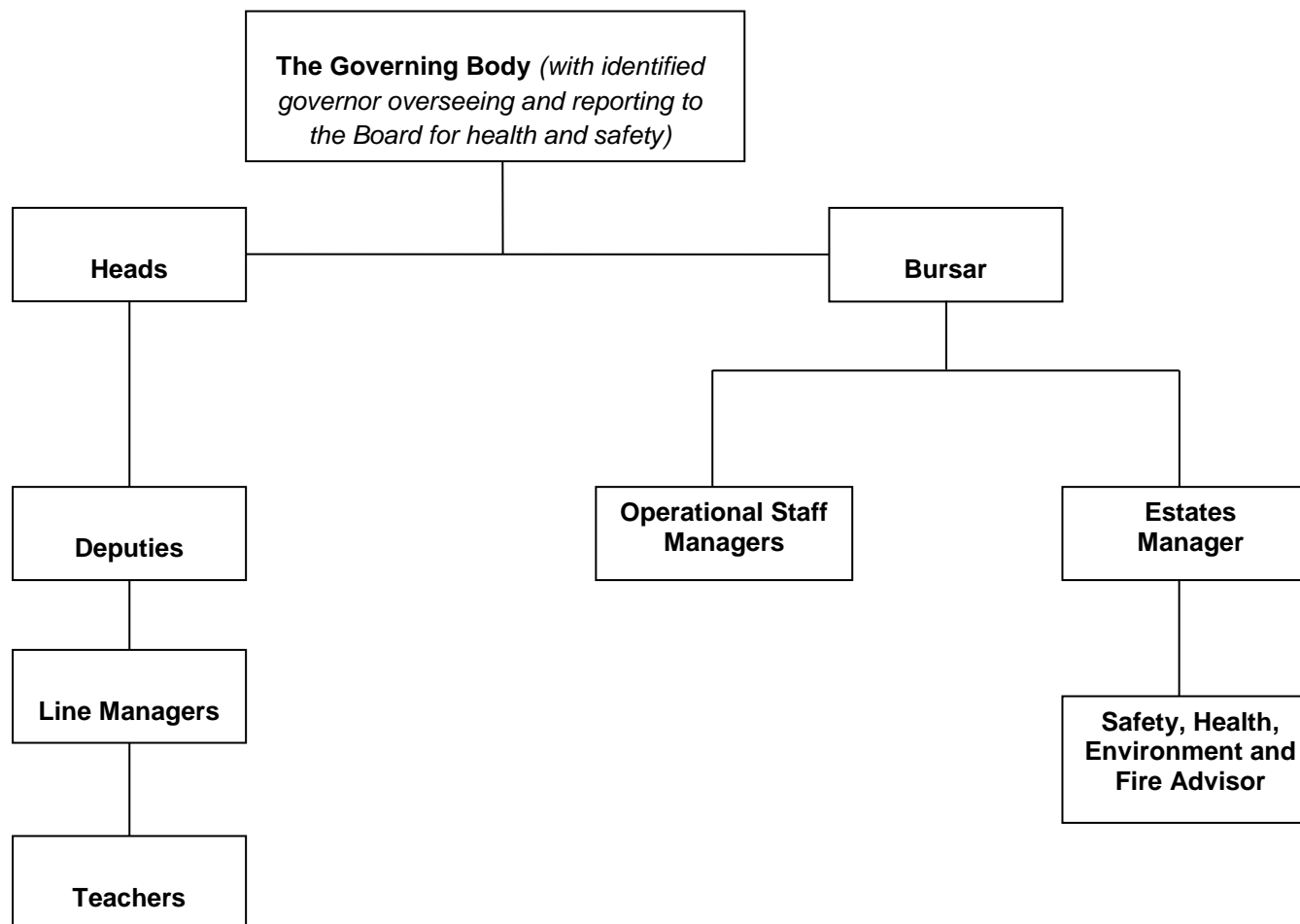
8. ACCESS TO POLICY STATEMENT

Copies of this policy are made available to all employees and visitors via the relevant Staff Handbooks and the intranet and upon request.

A G Clayton
Bursar

APPENDIX 1

Management Arrangements for Health & Safety



APPENDIX 2

ACCIDENT/ INCIDENTS POLICY

1. INTRODUCTION

This document outlines the procedures that are to be adopted when any pupil, employee, visitor or contractor experiences an accident/incident on the school's premises. This policy will also apply to visitors who are members of the public. For the purposes of this policy, brief definitions and examples of an accident and an incident are given below.

This document covers reporting and recording procedures for Heads of Department, employees and non-employees. The Heads of Department must give suitable information and training to all personnel in their department, regarding accident/incident reporting and the location and completion of the Accident/ Incident Report Form (AI Form).

The person responsible for co-ordinating all accident/incident reporting is the SHEF Advisor .

2. ACCIDENT

- An unplanned event, which causes injury to persons, damage to property or a combination of both.
- Examples include: a fall resulting in a fracture, incorrect operation of machinery leading to breakdown.

3. INCIDENT

- An unplanned event which does not cause injury or damage including slips and trips, but could do so.
- Examples include: articles falling near to people, short-circuits on electrical equipment.

4. THE ACCIDENT/ INCIDENT REPORT FORM

- All accidents/incidents resulting in injury must be recorded on an AI Form.
- These are available in all Departments and are to be held by the Head of Department who is to ensure that the form is completed in full and that a copy of the completed form is immediately forwarded to the SHEF Advisor .
- The AI Form will be regularly reviewed by the SHEF Advisor to ascertain the nature of incidents which have occurred in the workplace.
- All accidents/incidents must be recorded, however minor. Unless the school is informed of these incidents, it will be unable to take remedial action.
- An injury may be dealt with by a First Aider or the situation taken under control by an appointed person (this should be the most senior member of staff present).
- However, if an emergency arises, medical assistance must be called at the first opportunity.
- Any incident involving an emergency must be reported to the Senior Management Team (SLT) immediately.

5. REPORTING PROCEDURE — EMPLOYEES

5.1 General Procedures

- In addition to completing the AI Form, any accident or dangerous occurrence must be reported to the Line Manager/Head of Department.
- Injuries that occur whilst carrying out work duties off-site must be reported in the same way and the occupier of the site should be advised accordingly.
- If an injury renders an employee unable to complete an AI Form, this should be completed by a witness or someone who is able to enter an account of the incident. The employee's account of the incident must be entered as soon as possible after the event. Employees must be informed of the location of the AI Form by the Head of Department.
- Where an accident results in absence from work, employees must tick the appropriate box on the self-certification form. Employees who are absent as a result of an accident at work must keep the school informed of their progress, up to and including a return to normal duties.

5.2 Reporting procedure — Heads of Department

- When an accident/incident is reported to the Head of Department he/she must ensure that appropriate records are maintained.
- If an employee sustains an injury through an accident at work, the Head of Department must keep and forward to HR, records of any developments to the injured person's health, up to and including a return to normal duties.
- The Head of Department must check that self-certification forms submitted by an injured employee are completed to reflect that the absence was caused by a work accident.
- The Head of Department is responsible for assisting contractors and visitors in complying with school policy regarding accident reporting whilst on school premises.

5.3 Reporting under RIDDOR 2013

- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulation 2013, has replaced the 95 version. If the incident results in over seven consecutive days of incapacity for work it is reportable under RIDDOR 2013 and the local enforcing authority must be informed within 15 days.
- Major incidents must also be reported to the enforcing authority immediately by telephone and be followed within 10 days by a completed Form.
- A copy of the completed form should be kept with other documents relating to the accident investigation.
- The SHEF Advisor is responsible for completing RIDDOR within the required timeframe. AI Forms should be completed and sent to the SHEF Advisor within 48 hours, or notified within 24 hours depending on the injury

6. REPORTING PROCEDURE — VISITORS/CONTRACTORS

- Any non-employee who is involved in an accident/incident whilst on school premises must report it immediately to the person responsible for his or her presence on site. If the person responsible is not available, the visitor/contractor must obtain the assistance of a responsible person to ensure that school procedure is adhered to.
- All injuries must be reported, however minor. Visitors and contractors who are unable to enter their own account onto an Accident/Incident Report Form must arrange for another person to make an entry on their behalf.
- Visitors and contractors should also notify their own employer where applicable.

7. REPORTING PROCEDURE — MEMBERS OF THE PUBLIC

- If an injury occurs to a member of the public on school premises, resulting in his/her removal from site for hospital treatment, then this may be notifiable to the HSE.
- A completed AI Form must be sent to the SHEF Advisor immediately to allow him to complete any investigation into the accident.

8. SAFE SYSTEM OF WORK

All accidents/incidents must be reported, however minor. In order to achieve this, the following procedure should be adopted:

- Obtain treatment for the injury from a First Aider if required.
- Make the area safe following the accident/incident (e.g. by using barriers, warning notices), to safeguard other personnel in the vicinity (except where the accident results in a major injury, in which case the scene should be left undisturbed until advised otherwise by the enforcing authority).
- Enter details on an Accident/Incident Report Form.
- Inform the injured person's Head of Department (or a responsible person) of the accident/incident.
- Keep the school informed of any after-effects of the accident/incident, including periods of total or partial incapacity for work.
- Review existing workplace risk assessments and safe systems of work in light of the accident investigation report.
- Implement any recommendations from the review as appropriate.

9. SUMMARY STATEMENT

Any accident/incident on the school site or whilst carrying out work or activities on behalf of the School, must be reported: The four most important steps are to:

- Make sure that all the relevant details are reported as soon as possible, in accordance with the established procedures.
- Remove residual hazards that may pose a risk for other people in the area.
- Notify line manager of incapacity for work that resulted from an injury sustained during a work activity.
- Review existing systems of work to prevent a recurrence of the accident/incident.