



**DURLSTON**  
PREP & SENIOR SCHOOL

## **Health and Safety Policy (including Early Years Foundation Stage)**

This Health and Safety Policy summarises the key responsibilities, procedures and activities at the school aimed at ensuring a safe environment for staff, pupils, parents and other visitors. It should be read in conjunction with the school's detailed **Health and Safety Manual (5.1 Appendix 1)** which provides guidance and direction for specific areas/departments, as well as general information for all staff. The Manual is structured with the following sections:

- Part 1: Statement of Intent
- Part 2: Organisation and Responsibilities
- Part 3: Methods and Procedures
- Part 4: Appendices relevant to key areas of Health and Safety

### **1. Our statement of general policy is:**

- to provide adequate control of the health and safety risks arising from our work activities;
- to consult with our employees on matters affecting their health and safety;
- to provide and maintain safe plant and equipment;
- to ensure safe handling and use of substances;
- to provide information, instruction and supervision for employees;
- to ensure all employees are competent to do their tasks, and to give them adequate training;
- to prevent accidents and cases of work-related ill health;
- to maintain safe and healthy working conditions; and
- to review and revise this policy as necessary at regular intervals.

### **2. Responsibilities**

- a) Overall and final responsibility for health and safety is that of the Governing Body.
- b) Day-to-day responsibility for ensuring this policy is put into practice is delegated to the Headmaster and the Bursar.
- c) To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas, and represent those areas at Health & Safety meetings:

| <b>Name</b>                             | <b>Area of Responsibility</b> |
|---|-------------------------------|
| Academic<br>Head of Science – Allan Rae | Science laboratory            |

|   |  |
|---|--|
| Director of Sport – Angie Sparshott-Thompson        | PE and games, teams, on and off-site, sports clubs           |
| Art – Ruth Weston                                   | Art, including art clubs, Forest School                      |
| DT – Faye Lawrence                                  | DT, including art clubs                                      |
| Music – Caroline Moss                               | Music school and Chapel, music events on and off-site        |
| ICT – Darren Collard                                | ICT teaching in the IT Suite, and DT                         |
| Clubs – Julia Gill                                  | All clubs, on and off-site, term-time and holiday activities |
| Middle School – Julia Gill                          | Middle School, including off-site trips                      |
| Pre-Prep School – Gilly Smith                       | Pre-prep, including off-site trips                           |
| <u>Non-academic</u><br>Chef / Manager – Mike Turner | Catering service   |
| Housekeeping – Jo Buck                              | Cleaning   |
| Maintenance Manager – Damien Hill                   | School buildings   |
| Grounds Manager – Rick Young                        | School grounds   |
| Facilities Manager – Ed Toovey                      | Minibuses, IT, security                                      |
| Bursar – Barry Bates                                | Admin. Office areas  |

d) All employees have to:

- cooperate with supervisors and managers on health and safety matters;
- not interfere with anything provided to safeguard their health and safety;
- staff must not be under the influence of alcohol or any substance which may affect their ability to care for children or undertake any of their duties;
- take reasonable care of their own health and safety; and
- report all health and safety concerns to an appropriate person (as detailed in this policy statement).

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### 3. Health and safety risks arising from work activities

- a) Risk assessments will be undertaken by the Bursar, managers or Heads of Department as appropriate.
- b) The findings of the risk assessments will be reported at Health & Safety meetings.

- c) The Bursar will be responsible for ensuring the action required is implemented.
- d) Assessments will be reviewed every 12 months or when the work activity changes, whichever is soonest.
- e) Health and safety risks arising from work activities on school premises by contractors, and how these risks are to be managed, are assessed by the Maintenance Manager and the Bursar.

#### **4. Consultation with employees**

- a) Consultation with employees is carried out directly and through the Health & Safety representatives.

#### **5. Safe plant and equipment**

- a) The Maintenance Manager is responsible for maintaining in good order, safe storage and effective safety testing of:
  - Electrical systems and appliances, including PAT testing;
  - DT equipment;
  - Gas and Oil appliances, including boilers;
  - Fire detection systems and extinguishers.
  - Swimming Pool
- b) The Groundsman is responsible for maintaining in good order, safe storage and effective safety testing of all grounds machinery and vehicles
- c) The Chef/Manager is responsible for maintaining in good order, safe storage and effective safety testing of the catering equipment
- d) The Facilities Manager is responsible for maintaining in good order, safe storage and effective safety testing of the school minibuses.
- e) The Bursar will be responsible for ensuring that all identified, necessary safety maintenance is implemented.
- f) Any problems found with plant/equipment should be reported to the Bursar.
- g) Heads of Department will check that new plant and equipment meets health and safety standards before it is purchased, that appropriate PPE is provided and staff receive appropriate training on use of plant, equipment and PPE.

#### **6. Safe handling and use of substances**

- a) Maintenance Manager will be responsible for identifying all substances which need a COSHH assessment.
- b) Maintenance Manager/Heads of Department will be responsible for undertaking COSHH assessments.
- c) Maintenance Manager and the Bursar will be responsible for ensuring that all actions identified in the assessments are implemented.
- d) Heads of Department will be responsible for ensuring that all relevant employees are informed about the COSHH assessments.
- e) Heads of Department will check that new substances can be used safely before they are purchased.
- f) Assessments will be reviewed every 12 months or when the work activity changes, whichever is soonest.

## 7. Information, instruction and supervision

- a) The Health and Safety Law poster is displayed in the following locations:

| STAFF  | LOCATION  |
|--|---|
| <u>Academic</u><br>Senior School staff<br>Pre-Prep staff                     | Senior School Staff Room<br>Pre-Prep Staff Room |
| <u>Non-academic</u><br>Catering staff<br>Housekeeping staff<br>Estates staff | Kitchen<br>Housekeeping office<br>Workshop      |

- b) Health and safety advice is available from the Health and Safety Manual (Appendix 1) or from the Bursar and departmental Health & Safety representatives
- c) Supervision of young workers/trainees will be arranged/undertaken/monitored by the Bursar, in conjunction with Heads of Department

## 8. Competency for tasks and training

- a) Induction training will be provided for all employees by their Head of Department.
- b) Job-specific training will be provided by Heads of Department.
- c) Specific jobs requiring special training are Minibus Driving, Catering, Buildings Maintenance and Grounds Maintenance.
- d) Training records are kept with personnel files.
- e) Training will be identified, arranged and monitored by Heads of Department, in conjunction with the Bursar and Headmaster.

## 9. Accidents, first aid and work-related ill health

- a) There are no jobs for which health surveillance is considered necessary, but this is subject to annual review.
- b) IF REQUIRED, Health surveillance will be arranged by the Bursar
- c) IF REQUIRED, Health surveillance records will be kept by the Bursar
- d) The First Aid Policy is reviewed annually.
- e) First-aid boxes is/are kept at locations listed at Appendix A
- f) The appointed person(s)/first aider(s) is/are listed at Appendix B
- g) First Aid training records are maintained by the Bursar.
- h) All accidents and cases of work-related ill health are to be recorded in the accident book. The book is kept by the Bursar.
- i) The Bursar is responsible for reporting accidents, diseases and dangerous occurrences to the HSE.
- j) Smoking is prohibited on site or in school vehicles.

## **10. Monitoring**

- a) To check working conditions, and ensure safe working practices are being followed, the incidence and nature of accidents are monitored by the Bursar, and reported to the Health and Safety Operational Group and the Risk Management Committee.
- b) The Bursar and Headmaster are responsible for investigating accidents.
- c) The Bursar is responsible for investigating work-related causes of sickness absences.
- d) The Bursar is responsible for acting on investigation findings to prevent a recurrence.

## **11. Emergency procedures – fire and evacuation**

- a) The Bursar has responsibility for ensuring the fire risk assessment is undertaken and implemented. He is supported by the Maintenance Manager in this task.
- b) Escape routes are checked by the Maintenance Manager every term.
- c) Fire extinguishers are maintained and checked by a qualified contractor every 12 months.
- d) Alarms are tested by the Maintenance Manager every week during term-time.
- e) Emergency evacuation is tested every term at Senior and Pre-Prep Schools and records of these are kept by the Bursar.

*Reviewed September 2022*